



London Breed
Mayor

Carol Isen
Human Resources Director

Date: November 19, 2021

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Cynthia Avakian, AIR
Joan Lubamersky / Lynn Khaw, ADM
Kelly Hiramoto, DPH
Shawndrea Hale / Daniel Kwon, PUC
Hong Gong, SHF
Genie Wong, POL

Subject: **Personal Services Contracts Approval Request**

This report contains twenty-two (22) 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
\$79,437,880	\$102,259,570	\$1,097,454,681

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POSTING FOR

December 06, 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
48036 - 21/22	AIRPORT COMMISSION	\$5,000,000.00	Contractor will provide the engineering conceptual design to upgrade the San Francisco International Airport's (Airport) two main 115 kilo volt (kV) electrical substations to improve redundancy for power scenarios outside normal operations and increase capacity to meet the anticipated electrical capacity demand growth. The transformers are owned by the San Francisco Public Utilities Commission (SFPUC), and SFPUC Power Enterprise is funding 80% of the proposed work. The proposed work includes: 1) specialized design on 115kV high voltage and 12kV medium voltage electrical systems, 2) provide expertise in the regulations, policies, procedures, and standards of Federal Energy Regulatory Commission (FERC), California Independent System Operator (CAISO) and 3) develop conceptual design alternatives that will be then selected for project environmental review and clearance.	January 1, 2022	December 31, 2024	REGULAR
40403 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$15,000,000.00	The Office of Contract Administration (OCA) will set up multiple as-needed contracts for different types of language services. Contractors will provide language services including interpretation, translation and technical assistance and training. Specifically, contractor(s) will provide 1) a single, toll-free 800 telephone number for participating City departments to access telephonic language interpretation services in Core Languages and must be available 24 hours a day, 365 days of the year; 2) other non-telephonic interpretation services; 3) document translation services; (4) website localization services; 5) data collection technical assistance and training; (6) Community Interpreter Training; 7) language	February 1, 2022	January 31, 2028	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>proficiency assessment, testing and specialized or advanced certification; and other related services as required by the San Francisco Language Access Ordinance. The existence of multiple contracts to cover the City's needs will provide an efficient and readily available delivery of services when existing City employees are not available. All language services will be performed by individuals who are certified by the State of California Certified and/or American Standards for Testing and Materials or for legal and medical interpretation. Core Languages will be defined as Chinese (Cantonese and Mandarin), Spanish, Filipino (Tagalog), Russian, and Vietnamese. Additionally, American Sign Language (ASL), other languages may be included as needs emerge, as identified by the compliance agency, the Office of Civic Engagement & Immigrant Affairs (OCEIA). Contractor services will only be used when a City employee is not available to conduct the interpretation/translation work or when legal needs require an interpreter/translator who is certified and therefore less open to potential legal challenges.</p>			
40824 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$4,500,000.00	<p>Provide sporadic, as-needed specialized services in conceptual planning, existing street and utility systems, mapping, land transfers, infrastructure improvements, open space and parks plan review, infrastructure construction, and vertical construction interface, to support the Treasure Island Redevelopment Program. Work will include providing professional engineering, architectural and technical services related to the development and facilitation of submittal reviews. For example, work to be performed includes TIDA's responsibility for Sea Level Rise monitoring and provide noise, wind and vibration monitoring in order to prevent adverse impacts on the island's natural habitat, both plants and animals. City employees will be the preferred provider for non-specialized services.</p>	December 15, 2021	December 13, 2030	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
44725 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$235,000.00	<p>This PSC replaces a previously approved PSC (attached) for which we did not execute a contract within one year of Civil Service approval.</p> <p>The contractor will provide software and hardware maintenance for the proprietary automated lighting system for the newly constructed SF Permit Center at 49 So. Van Ness Street opened in June 2020. The SF Permit Center is a 460,000 square foot building that facilitates the relocation of over 1,600 employees from the Departments of Public Works, Building Inspection, Planning, Department of Public Health Environmental Health Services, Board of Appeals, Entertainment Commission, Office of Short-Term Rentals and others. The project will provide enhanced customer service as San Francisco's new one-stop permit center improving operational efficiencies and making permitting processes easier.</p> <p>The lighting system will automatically adjust the lighting levels in response to the available daylight in each area of the building. Dynamically and on a continuous basis, as the sun rises and more daylight becomes available on the floors, this system will be alerted through photo sensors and will dim the lighting and reduce energy usage. Also, this system allows automated building lighting schedules to be implemented to turn lighting on and off according to that planned usage of each space.</p>	November 1, 2021	October 31, 2027	REGULAR
46428 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$3,000,000.00	<p>Provide taxi services on an as-needed basis. Taxi services will be utilized by City departments, including but not limited to Department of Public Health (DPH) to provide rides to/from DPH facilities for patients in financial need, have no alternative means, or have physical and/or psychiatric impairments that limit their ability to access public transportation; San Francisco Public Works (DPW) to provide transport for department staff to/from project sites when such services are a time- and cost-efficient means of transportation; and Department of Homelessness and Supportive Housing (HSH) to provide rides for</p>	November 1, 2021	October 30, 2026	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
46527 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$350,000.00	<p>homeless individuals to/from shelters, clinics, and/or other sites offering supportive services.</p> <p>The vendor will provide facilitation, meeting platform, process and logistics, meeting materials, project planning, project and public communications.</p> <p>Facilitation: The consultant will provide high quality, professional, and neutral facilitation of Stakeholder Working Group meetings for the Concrete Building Safety Program. The consultant will ensure that the diversity of Stakeholder Working Group voices are heard by City staff and successfully manage the range of personalities, backgrounds, and expertise of the representatives in the group. The consultant will support with conflict resolution as needed.</p> <p>Meeting platform, process, and logistics: Develop a meeting platform and process to solicit input, encourage collaboration and support of Program goals, and achieve consensus on the group's recommendations when possible. Engagement methods may include, topic-based sub-committees, break-out groups, exercises, or other methods as proposed by the consultant to solicit input and collaboration. The consultant will manage the Stakeholder Working Group contact list, meeting scheduling, invitations, and follow-up.</p> <p>Meeting materials: The consultant will develop draft and final meeting agendas and materials (e.g, presentations, handouts, surveys, exercises) based on analyses, frameworks, questions, and other materials developed by the technical consultant.</p> <p>Project planning: Develop a plan of Stakeholder Working Group meeting topics/ key questions for at least 6 months. Update the project plan at regular intervals.</p> <p>Project communications: Participate in regular meetings with City staff and technical consultant. Summary reports: Provide meeting summary reports with clear takeaways for City staff, executive leadership, and technical consultants.</p>	January 1, 2022	December 31, 2026	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			Public communications: Provide communications support to City staff, working to assist the Department of Building Inspection and City Administrator in creation of a clear public information effort to accurately, thoroughly and effectively inform the public on the benefits, processes, and requirements of the Concrete Building Safety Program.			
49399 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$4,200,000.00	Contractor shall provide as-needed courier services primarily for the Department of Public Health (DPH) where such services cannot be fulfilled by existing City employees. Items picked up and delivered shall include biological human specimens (including biohazardous specimens) such as urine, blood, tissue, COVID test swabs, cells, DNA, RNA, and protein by which to detect diseases and other medical conditions; medicines; non-inventory medical supplies, and corresponding documents. Contractor must be available 24/7, 365 days/year, including after hours and holidays. Pick-up and delivery locations shall include the entire Bay Area, Sacramento, California Department of Public Health laboratories, County Jails and all locations served by DPH, including: San Francisco General Hospital, Laguna Honda Hospital, DPH medical clinics (including those serving high-risk, Covid Positive, vulnerable and unhoused patients), shelters, Safe Sleeping Villages and motels and hotels that house unhoused San Francisco residents.	March 1, 2022	February 28, 2027	REGULAR
47273 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$1,000,000.00	The computerized Building Management System (BAS) is used by stationary engineers to operate, schedule, monitor and troubleshoot building heating and cooling systems. The service and maintenance of the BAS required specialty knowledge and training which will be provided under this service contract. The contractor will provide hardware and software maintenance for the Tridium-Niagra BAS and associated field controllers for the newly opened SF Permit Center at 49 South Van Ness Street. This work will generally be performed on a quarterly or semiannually basis.	January 1, 2022	December 31, 2027	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			The system and associated equipment will integrate the operation of various heating and cooling equipment throughout the building from a single work station. The contractor will conduct periodic maintenance and repairs to the BAS system components such as the Tridium system server and field controllers; provide software patches, updates, enhancements, and fixes; provide technical support; manage storage space on the System's server; analyze trend data; back up the system's database; and conduct network analysis and system programming. Also, the contractor will provide manufacturer certified technicians for performing specialty service for major equipment such as boilers and chillers.			
47936 - 21/22	PUBLIC HEALTH	\$187,500.00	The contractor will provide routine annual maintenance for the Department's three boiler systems at Zuckerberg San Francisco General Hospital (ZSFGH), which provide the heat for the Hospital's central heating system. The contractor will be responsible for servicing the boiler systems by performing necessary assessments, tests, and maintenance work that is typically not performed by City employees, with appropriately certified staff. This includes responsibility for conducting an annual inspection of the boilers; fitting the boilers with new, high-quality gaskets; recording all maintenance findings in accordance with the format specified by the Department; and ordering any required replacement parts. An overview of the types of services to be performed is attached.	December 1, 2021	November 30, 2026	REGULAR
41446 - 21/22	PUBLIC UTILITIES COMMISSION	\$600,000.00	SFPUC WWE CSD - Sewer Operations is seeking service to provide technical support, parts, training, repair and services for their IBak sewer camera inspection equipment. This equipment is highly technical and requires mechanical, specialized instrumentation and electronic skills to properly diagnose and repair. There are two aspects to this equipment. There is the computer and software side and robotic hardware side. Most often in order to properly diagnose problems within the robotic	May 1, 2022	April 30, 2027	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			cameras they are required to be disassembled and connected to diagnostic software to help identify problems. The camera equipment can take hours to disassemble and diagnose due to its sophisticated design. Video and computer software diagnostics are also required to solve problems with the systems			
48915 - 21/22	PUBLIC UTILITIES COMMISSION	\$10,000,000.00	<p>The SFPUC has a long standing partnership with the Alameda County Resource Conservation District (ACRCD) to work cooperatively to protect and improve the natural resources of the Alameda Creek watershed. The ACRCD provides specialized services with a unique perspective as a trusted ally with the agricultural community and local and State government when it comes to natural resource conservation and watershed education and outreach programs. The SFPUC seeks to retain the services of the ACRCD to work closely with SFPUC staff to assist with coordinating natural resource protection and management projects and education programs and meet monitoring requirements for permits related to Water System Improvement Program (WSIP) projects. These project categories include: Watershed Restoration Projects; Watershed Resources Monitoring and Management; Data Management and Analytical Services, Watershed Planning and Regulatory Compliance Support and Education and Outreach.</p> <p>ACRCD staff will assist SFPUC staff with specialized, scientific, biological, educational and other technical expertise to implement coordinated resource management projects. The ACRCD will assist in the planning and design of variety of watershed restoration projects, environmental monitoring, surveys and studies, lead research and assessments, and development of education programs to enhance public awareness of watershed resources, their protection and restoration. These technical services will used to perform highly specialized and technical expertise that staff does not possess.</p>	November 1, 2021	June 30, 2021	REGULAR
49202 - 21/22	PUBLIC UTILITIES COMMISSION	\$9,000,000.00	The consultant will be requested to provide architectural, civil, structural, electrical, mechanical,	December 1, 2021	November 30, 2029	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			process, and other specialized engineering services in the planning, design, and engineering support during environmental, bid & award, and construction phases, for new conveyance and water treatment facilities, and associated water quality processes, as well as related to the retrofitting and improvement of existing well pumping, treatment and distribution facilities. The work will improve the performance and reliability of wells and facilities constructed under the Regional Groundwater Storage and Recovery project to optimize the use of the groundwater supply in the South Westside Basin during dry years.			
47599 - 21/22	SHERIFF	\$4,525,000.00	Due to the COVID-19 pandemic, the Sheriff's Office (SHF) is required to comply with the current Order of the Health Officer No. C19-07y to require twice a week COVID testing of SHF personnel and testing of civilian/contractors entering or working in any High-Risk Setting. On-site End to End testing services are currently provided by Virus Geeks 7-days a week at two SHF Facilities; County Jail #1 and County Jail #3. The COVID testing services are under the Administration of the Department of Public Health (DPH), Contract #1000020481. On 9/17/21, SHF received notification from DPH that on 10/1/2021 they will no longer support the testing expenses and contract ownership going forward for individual City Departments; SHF, SFMTA, and PUC. SHF, through an RFQ solicitation, is seeking Contractor(s) that will provide registration, results delivery, specimen collection, testing/laboratory services, billing, and project management. Given the narrow window of time to transition COVID test services from DPH to SHF, following the RFQ, SHF will be drafting an Emergency Contract to bridge services for 6 months as DPH is currently working on a formal RFP for COVID Testing Services that would allow other departments to utilize as cooperative agreement.	November 1, 2021	April 30, 2022	REGULAR

TOTAL AMOUNT \$57,597,500

POSTING FOR

December 06, 2021

PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATIONS

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
46090 - 17/18 - MODIFICATIONS	December 6, 2021	AIRPORT COMMISSION -- AIR	\$8,500,000	\$20,000,000	The Project Manager Support Services (PMSS) contractor will manage the reconstruction of several taxiways and runways at San Francisco International Airport (SFO). Services to be provided include budgeting, project controls, scheduling, document and cost control. Additionally, the contractor will provide services related to managing documents and construction to fulfill the requirements of the Federal Aviation Authority (FAA) FAA Airport Improvement Plan (AIP) grant funding. In addition, the contractor would need to have specific expertise in projects that involve airport development, design and remodeling, geotechnical engineering, drainage system, structural engineering, underground utility	12/31/2023	12/31/2026	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					locating, and airport pavement condition analysis.			
41149 - 20/21 - MODIFICATIONS	December 6, 2021	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$4,000,000	\$8,000,000	Under Local Emergency authorization, as-needed, armed and unarmed security guard services for COVID-19 related sites and events, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters. Services include compliance with Infection Control, Health and Safety requirements, regulations, and plans from Cal-OSHA and San Francisco Department of Public Health (SFDPH), as well as State of California licensing and all other requirements under the Private Security Services Act.	01/01/2021	12/31/2022	REGULAR
41985 - 20/21 - MODIFICATIONS	December 6, 2021	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$0	\$7,000,000	Under Local Emergency authorization, as-needed emergency grocery delivery services to Latinx communities and individuals impacted by COVID-19. Services include selecting, buying, assembling (bagging or boxing), distributing and delivering groceries to meet the needs of different Latinx communities in San Francisco in	01/15/2021	02/15/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>compliance with regulations from Cal-OSHA and San Francisco Department of Public Health (SFDPH) on infection control, public health, and safety. Selected contractors shall purchase and receive bulk groceries, pack individual bags or boxes as well as facilitate and manage the distribution of those bags/boxes to Latinx residents in trusted community settings or in their homes</p>			
42172 - 20/21 - MODIFICATIONS	December 6, 2021	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$3,500,000	\$7,500,000	<p>Under Local Emergency authorization, as-needed Hazmat (COVID-Positive) cleaning of COVID-19 related sites, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters. Services include compliance with infectious disease control regulations, plans, and Health Officer orders from the Center for Disease Control, Cal-OSHA, and San Francisco Department of Public Health (DPH); proper disposal of COVID-19 contaminated debris in properly marked and secured waste containers with hazardous waste manifests; and</p>	12/29/2020	12/31/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					professionally trained hazmat personnel with hazmat equipment and PPE.			
48653 - 20/21 - MODIFICATIONS	December 6, 2021	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$0	\$4,500,000	Under Local Emergency authorization, as-needed prepared food and grocery deliveries to COVID-19 impacted communities and individuals, including those at COVID-19 related sites and events, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters. Selected contractors shall prepare meals and/or purchase and receive bulk groceries, pack individual bags or boxes as well as facilitate and manage the distribution of the prepared meals and groceries.	12/18/2020	12/31/2022	REGULAR
49046 - 20/21 - MODIFICATIONS	December 6, 2021	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$4,400,000	\$14,400,000	Under Local Emergency authorization, as-needed Hazmat (COVID-Negative) cleaning of COVID-19 related sites, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters. Services include compliance with infectious disease control regulations, plans, and Health Officer orders from the Center for Disease	11/01/2020	10/31/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					Control, Cal-OSHA, and San Francisco Department of Public Health (DPH) and possession of all necessary personnel to disinfect sites safely and dispose of cleaning debris contaminated with COVID-19.			
32705 - 19/20 - MODIFICATIONS	December 6, 2021	POLICE -- POL	\$85,000	\$173,776	Contractor will provide proprietary parts and maintenance for six DNA analysis instruments manufactured by Qiagen, LLC at the San Francisco Police Department's crime lab. Only the manufacturer certified technicians can repair, qualify, calibrate, upgrade, move, and provide parts for Qiagen, LLC instrumentation. Scope Change: San Francisco Police Department Crime Lab is moving to new location at 1995 Evans Street. In addition to providing proprietary parts and maintenance, contractor is the only authorized company to de-install, package, move and re-calibrate instruments.	03/15/2020	08/22/2024	REGULAR
47850 - 17/18 - MODIFICATIONS	December 6, 2021	POLICE -- POL	\$1,125,000	\$2,200,000	The contractor will provide on-call phlebotomy service 24 hours a day/7	07/01/2022	06/30/2026	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons. Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney.</p> <p>Scope Change: We are updating scope of work to include phlebotomy service for other criminal investigations. Current scope of work is only for DUI suspects.</p>			

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
47839 - 19/20 - MODIFICATIONS	December 6, 2021	PUBLIC UTILITIES COMMISSION -- PUC	\$230,380	\$1,280,380	<p>The work is calibrating and maintaining important water meters of the Hetch Hetchy regional water transmission system. The purpose of the work is to maintain accurate and reliable meter reads used for water accounting purposes. The work includes calibrating, inspecting, cleaning, and maintaining the system meters and related instruments used. The primary objective of all calibration activities is to ensure meter-signal accuracy and consistency carries through from the field located secondary metering equipment, through all remote transmitting units and field programmable logic controllers, through the SFPUC SCADA system, to the final remote operational display. The work often includes entering confined spaces to use special testing equipment to certify instrument accuracy. Work on each meter is documented and calibration certificates presented. Reporting includes site field notes, calibration notes and metering site instrument inventories. As needed, the work will involve diagnosing problems,</p>	10/28/2021	12/31/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					identifying failed instruments, and performing parts replacement.			

TOTAL AMOUNT \$21,840,380

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Engineering Conceptual Design for Electrical Substation

Funding Source: Airport Capital Fund/ San Francisco PUC

PSC Amount: \$5,000,000

PSC Est. Start Date: 01/01/2022

PSC Est. End Date 12/31/2024

1. Description of Work

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

Contractor will provide the engineering conceptual design to upgrade the San Francisco International Airport's (Airport) two main 115 kilo volt (kV) electrical substations to improve redundancy for power scenarios outside normal operations and increase capacity to meet the anticipated electrical capacity demand growth. The transformers are owned by the San Francisco Public Utilities Commission (SFPU), and SFPU Power Enterprise is funding 80% of the proposed work. The proposed work includes: 1) specialized design on 115kV high voltage and 12kV medium voltage electrical systems, 2) provide expertise in the regulations, policies, procedures, and standards of Federal Energy Regulatory Commission (FERC), California Independent System Operator (CAISO) and 3) develop conceptual design alternatives that will be then selected for project environmental review and clearance.

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

These services are necessary to ensure the Airport can maintain operations without disruptions to electrical power or be susceptible to power outage/disruption scenarios. The consequences of not implementing this upgrade would be that the Airport would risk not being able to meet electrical demands and would be susceptible to power outages which would disrupt Airport operations, including endangering public health and passenger service.

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

This is a new service.

D. Will the contract(s) be renewed?

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

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a capital project, hiring experienced specialized engineering disciplines such as electrical substation systems design/construction professionals permanently would be impractical as these upgrades are not frequently done.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise is needed in engineering design and construction of a minimum of 50 megavolt ampere (MVA) rated electrical substations facilities, high voltage 115kV or greater transmission system and 12kV medium voltage distribution system. Specific expertise in coordinating with California Independent System Operator (CAISO), and substation design for physical and cybersecurity compliance with North American Electric Reliability Corporation (NERC) and Critical Infrastructure Protection Standards (CIP). In addition, proficiency with the latest high voltage and medium voltage system-related standards and regulations such as Institute of Electrical and

Electronics Engineers (IEEE), American National Standards Institute (ANSI).

- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5274, Landscape Architect; 5506, Project Manager 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The Airport sent a Notice of Intent to the following city departments (DPW, SFPUC, PORT, MTA), dated April 16, 2021. The Airport did not receive a response from any of the departments.

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

- A. Explain why civil service classes are not applicable.
Staff (both Airport and SFPUC) in classes 5207, 5241, 5211 will be working on this project to provide stakeholder input and guide consultant's work, however, the existing civil service classifications do not have the required expertise and specialized skills related to the design of 50 MVA rated, high voltage 115kV electrical substation; physical and cybersecurity design of electrical substation. There is no city staff with the required expertise and specialized skills to perform all of the work related on this project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, electrical substation requires unique skills and experience and are upgraded every thirty years or so, which is not often enough to have constant staff at hand. Adopting new professionals focused on electrical substation design/construction would be impractical.

6. Additional Information

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

7. Union Notification: On 09/28/2021, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48036 - 21/22

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 12/06/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

Ricardo Valle (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Tuesday, September 28, 2021 8:03 AM
To: Cynthia Avakian (AIR); Laxamana, Junko (BOS); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Ricardo Valle (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48036 - 21/22

RECEIPT for Union Notification for PSC 48036 - 21/22 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 48036 - 21/22 for \$5,000,000 for Initial Request services for the period 01/01/2022 – 12/31/2024. Notification of 30 days (60 days for SEIU) is required.

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

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F17359&data=04%7C01%7Cricardo.e.valle%40flysfo.com%7C41c5205af0364dcfb0dd08d98291b206%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C0%7C637684384545225788%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ikl1haWwiLCJXVCi6Mn0%3D%7C1000&sd=tbGdWakTDaHniTcAV7MmcqySLEekrtc9owT4p5424RM%3D&reserved=0> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Interpretation, Translation, and other Language Access Services

Funding Source: General Fund

PSC Amount: \$15,000,000

PSC Est. Start Date: 02/01/2022

PSC Est. End Date 01/31/2028

1. Description of Work

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

The Office of Contract Administration (OCA) will set up multiple as-needed contracts for different types of language services. Contractors will provide language services including interpretation, translation and technical assistance and training. Specifically, contractor(s) will provide 1) a single, toll-free 800 telephone number for participating City departments to access telephonic language interpretation services in Core Languages and must be available 24 hours a day, 365 days of the year; 2) other non-telephonic interpretation services; 3) document translation services; (4) website localization services; 5) data collection technical assistance and training; (6) Community Interpreter Training; 7) language proficiency assessment, testing and specialized or advanced certification; and other related services as required by the San Francisco Language Access Ordinance. The existence of multiple contracts to cover the City's needs will provide an efficient and readily available delivery of services when existing City employees are not available. All language services will be performed by individuals who are certified by the State of California Certified and/or American Standards for Testing and Materials or for legal and medical interpretation. Core Languages will be defined as Chinese (Cantonese and Mandarin), Spanish, Filipino (Tagalog), Russian, and Vietnamese. Additionally, American Sign Language (ASL), other languages may be included as needs emerge, as identified by the compliance agency, the Office of Civic Engagement & Immigrant Affairs (OCEIA). Contractor services will only be used when a City employee is not available to conduct the interpretation/translation work or when legal needs require an interpreter/translator who is certified and therefore less open to potential legal challenges.

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

These services are required by Federal and State Law, Title V1 of the Civil Rights Act of 1964, Executive Order 13166, Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290 et. Seq.), and specifically by the San Francisco Language Access Ordinance (LAO), which was adopted by the Board of Supervisors and signed into law by the Mayor on June 15 2001, and amended by the Board and approved by the Mayor in August 2009 and in February of 2015. Chapter 91 of the City's Administrative Code requires all City departments to provide the same level of service to Limited English Speaking Persons (LESP) as they provide to English Speakers in each language that meets certain language thresholds. Requirements cover access, translation of materials, interpreter and translated notices for public meetings and hearings, interpretation, protocols for crisis and emergency situations, complaints bilingual services and staffing, and other requirements. Denial would result in a lack of language services across City departments and non-compliance with Federal, State, and local laws. Additionally, denial would make implementation of Chapter 91 very difficult for most City departments, and departments doing so without these services may incur significant costs or be subject to liability.

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

This service has been provided under PSC 49331 - 17/18.

D. Will the contract(s) be renewed?

Likely, yes.

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

There is currently no single civil service class that can perform all of the required work with the combination of skills, expertise and knowledge. This work requires expert skill and sensitivities. A small number of qualified contractors can perform the work and achieve economies of scale.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Availability 24/7/365 to provide services Specialized expertise, cultural competence and sensitivities in multiple languages and certificated translators and interpreters Medical and court certified/licensed services required in some cases (law enforcement, health/medical emergency)
- B. Which, if any, civil service class(es) normally perform(s) this work? 1324, Customer Service Agent; 1326, Customer Service Agent Supv; 1408, Principal Clerk; 1410, Chief Clerk; 1823, Senior Administrative Analyst; 1840, Junior Management Assistant; 1842, Management Assistant; 2586, Health Worker 2; 2903, Eligibility Worker; 8177, Attorney (Civil/Criminal); 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: In some cases, Vendor may provide dual-handset analog phones, video-conferencing equipment, listening devices and other language translation equipment.

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

Contractor services will only be used when a City employee is not available to conduct the interpretation/translation work or when legal needs require an interpreter/translator who is certified and therefore less open to potential legal challenges.

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

- A. Explain why civil service classes are not applicable.
The skills required for this work are specialized and specific needs or languages may change. Also, work is sporadic, as-needed or for emergency situations. Additionally, bilingual certification by the Department of Human Resources (DHR) is only a test for basic oral and written fluency in select language categories. DHR certification is not accepted by the State and subject to legal challenge if interpretation is subpoenaed or challenged in legal proceedings. There is currently no single civil service class that can perform all of the required work with the combination of skills, expertise and knowledge. This work requires expert skill and sensitivities. A small number of qualified contractors can perform the work and achieve economies of scale.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the work will be done on an as-needed basis. Creating the capability of performing telephonic and interpreter/translation services would add continuing training, licensing and staffing overhead greatly in excess of anticipated demand.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?
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 08/30/2021, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Municipal Attorney's Association; Municipal Executive Association; SEIU 1021
Miscellaneous

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40403 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [RECEIPT for Union Notification for PSC 40403 - 21/22 more than \\$100k](mailto:Lubamersky, Joan (ADM); Frigault, Noah (HRC); Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 40403 - 21/22
Date: Monday, August 30, 2021 11:04:14 PM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 40403 - 21/22 for \$15,000,000 for Initial Request services for the period 02/01/2022 – 01/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17132> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

From: [Quigley, Nathan \(DAT\)](#)
To: [Lubamersky, Joan \(ADM\)](#)
Cc: [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: RE: Personal Services Contract (PSC) for Translation Services - time sensitive - thank you
Date: Monday, November 15, 2021 10:39:42 PM

Ms. Lubamersky, I apologize for the late delay in our response. Although the MAA generally shares the other labor groups' objections to contracting out of city employees' job functions, we cannot say that this personal service contract meaningfully affects the duties of our members. Therefore, we do not have an objection to this contract.

Nathan Quigley
Senior Trial Attorney
628-652-4195
Nathan.Quigley@sfgov.org

From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Sent: Monday, November 15, 2021 9:36 AM
To: Quigley, Nathan (DAT) <nathan.quigley@sfgov.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Personal Services Contract (PSC) for Translation Services - time sensitive - thank you
Importance: High

Hello Nathan.

As you saw in the email forwarded to you by Sean Connolly, departments are required to notify employee organizations if they propose a PSC that could possibly involve services provided by City employees. In this case, translators provide language services sometime involving legal matters. Therefore, we need to notify MAA.

I would very much appreciate it if you would REPLY ALL to this email to indicate MAA has no objection to this PSC being approved.

Thank you very much.

Best regards,

Joan

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

From: Lubamersky, Joan (ADM)
Sent: Friday, November 12, 2021 10:55 AM
To: sfveloce@yahoo.com; Connolly, Sean (DAT) <sean.f.connolly@sfgov.org>; 'CONNOLLY, SEAN (CAT)' <Sean.Connolly@sfcityatty.org>
Cc: 'DHR-PSCCoordinator, DHR (dhrrpscordinator@sfgov.org)' <dhrrpscordinator@sfgov.org>
Subject: Personal Services Contract for Translation Services - time sensitive - thank you

Hello MAA.

We are writing to request that MAA waive notice on the attached Personal Services Contract (PSC) for translation services.

We learned, while MAA is listed as one of the Department of Human Resources (DHR) union list for notification, MAA is not signed up to receive them automatically. Therefore, you did not receive the attached notice.

We would very much appreciate your response by noon on Monday, November 15, 2021.

Departments are required to notify employee organizations of proposed PSCs when any of the work involved could theoretically be performed by City employees.

In this case, translators could be called in to translate legal issues. Language services provided are very broad. For instance, the list includes Lithuanian, Samoan, Croatian, and Burmese.

These services have been contracted out for many years.

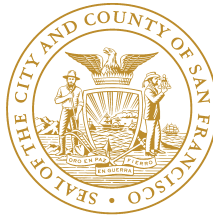
If MAA agrees to waive notice, would you please REPLY ALL so DHR is notified you agree.

Please let me know if you have any questions.

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

Additional Attachment(s)

City & County of San Francisco
London N. Breed, Mayor



Office of the City Administrator
Carmen Chu, City Administrator

July 28, 2021

MEMORANDUM

TO: Honorable Civil Service Commission

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

SUBJ: Six-year duration
Personal Services Contract (PSC) 40403
Interpretation, Translation and other Language Access Services

The Office of Contract Services (OCA) is preparing multiple contracts with different vendors to provide these services City departments.

We anticipate there may be delays in creating all these contracts. Therefore, the department requests approval of a six (6) year duration for this PSC in order to allow time to execute the multiple contracts.

Thank you for your consideration.

Copy to: Daniel J. Sanchez, OCA
Adrienne Pon, Executive Director, Office of Civic Engagement
and Immigrant Rights Commission

[Administrative Code - Language Access Requirements for Departments]

Ordinance amending the Administrative Code to expand the scope of the Language Access Ordinance to apply to all City Departments that provide information or services directly to the public, revise complaint procedures, and enhance the annual departmental compliance plan requirement.

NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
Additions to Codes are in *single-underline italics Times New Roman font*.
Deletions to Codes are in ~~*italics Times New Roman font*~~.
Board amendment additions are in Arial font.
Board amendment deletions are in ~~Arial font~~.
Asterisks (* * * *) indicate the omission of unchanged Code subsections or parts of tables.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Chapter 91 of the Administrative Code is hereby amended by adding new Sections 91.3 and 91.134, revising existing Sections 91.1-91.18, and renumbering those Sections so that the Chapter consists of Sections 91.1-91.189, to read as follows:

SEC. 91.1. PURPOSE AND FINDINGS.

- (a) Title. This Chapter 91 shall be known as the "Language Access Ordinance."
- (b) Findings.

(1) The Board of Supervisors finds that San Francisco provides an array of services that can be made accessible to persons who are not proficient in the English language. The City of San Francisco is committed to improving the accessibility of these services and providing equal access to them.

1 (2) The Board finds that despite a long history of commitment to language
2 access as embodied in federal, state and local law, beginning with the landmark Civil Rights
3 Act of 1964, there is still a significant gap in the provision of governmental services to
4 limited-English language speakers.

5 (3) In 1973, the California State Legislature adopted the Dymally-Alatorre
6 Bilingual Services Act, which required state and local agencies to provide language services
7 to non-English speaking people who comprise 5% or more of the total state population and to
8 hire a sufficient number of bilingual staff.

9 (4) In 1999, the California State Auditor concluded that 80% of state agencies
10 were not in compliance with the Dymally-Alatorre Act, and many of the audited agencies were
11 not aware of their responsibility to translate materials for non-English speakers.

12 (5) In 2001, in response to these findings, the San Francisco Board of
13 Supervisors enacted the Equal Access to Services Ordinance, which required major
14 departments to provide language translation services to limited-English proficiency individuals
15 who comprise 5% or more of the total city population.

16 (6) ~~*Eight years later, The Board enacted a number of significant changes to the*~~
17 ~~*Ordinance in 2009 and renamed it the Language Access Ordinance. Since the Language Access*~~
18 ~~*Ordinance was amended in 2009, City Departments have made significant progress in providing*~~
19 ~~*improved access to services. The Board finds, however, that differential access to City services still*~~
20 ~~*exists due to significant gaps remain in language access consistency, quality, budgeting and*~~
21 ~~*implementation across Departments. in language services, lack of protocols for departments to*~~
22 ~~*procure language services, low budgetary prioritization by departments for language services.*~~

23 (7) The Board finds that ~~*the lack of gaps in language services access can*~~ seriously
24 affect San Francisco's ability to serve all of its residents. ~~*A 2006 survey by the United States*~~
25 ~~*Census Bureau's 2008-2012 American Community Survey found reveals that 45.36%*~~ of San

1 Franciscans are foreign-born and 45.2% over the age of five speak a language other than English at
2 home. City residents speak more than 28 different languages. More than 112 languages are spoken in
3 the San Francisco Bay Area, with at least 28 different languages spoken in the City alone. Three
4 languages currently have at least 10,000 or more Limited English Persons: Chinese, Spanish and
5 Tagalog. Among the 2421% of the total City population who self-identify as limited-English
6 speakers, 5057% are Chinese speakers, 23.7% are Spanish speakers, 6% are Tagalog
7 speakers, 5% are Russian speakers, and 3.8% are Vietnamese speakers. 4% speak Tagalog.
8

9 **SEC. 91.2. DEFINITIONS.**

10 As used in this Chapter 91, the following capitalized terms shall have the following
11 meanings:

12 “Advisory Body” shall mean a body other than a City Board or City Commission that is
13 created by ordinance for the purpose of providing policy advice to the Board of Supervisors,
14 the Mayor, or City Departments.

15 (a) “Annual Compliance Plan” is set forth in Section 91.1110 of this Chapter.

16 (b) “Bilingual Employee” shall mean a City employee ~~who is proficient in the English~~
17 ~~language and in one or more non-English Language.~~ who is fluent in both English and a second
18 language and who is able to conduct the department’s business in both languages. A bilingual
19 employee shall include a City employee who (i) is in a classification that provides information or direct
20 services to the public requiring language proficiency in English and a second language; or (ii) is either
21 a certified interpreter or translator by the Department of Human Resources or accredited training or
22 academic institution; or (iii) receives premium pay and regularly and continuously uses the second
23 language in his or her city employment; or (iv) is self-designated as competent in a second language
24 for purposes of sporadic translation services.

25 (c) “City” shall mean the City and County of San Francisco.

1 “City Boards” shall mean all boards listed in Campaign and Governmental Conduct
2 Code section 3.1-103(a)(1).

3 “City Commissions” shall mean all commissions listed in Campaign and Governmental
4 Conduct Code section 3.1-103(a)(1).

5 ~~(d)~~ “Commission” shall mean the Immigrant Rights Commission.

6 ~~(e)~~ “Concentrated Number of Limited English Speaking Persons” shall mean either
7 5%~~percent~~ of the population of the District in which a Covered Department Facility is located
8 or 5% ~~percent~~ of those persons who use the services provided by the Covered Department
9 Facility. The Office of Civic Engagement and Immigrant Affairs (“OCEIA”) shall determine
10 annually whether 5% ~~percent~~ or more of the population of any District in which a Covered
11 Department Facility is located are Limited English Speaking Persons who speak a shared
12 language other than English. ~~The Office of Civic Engagement and Immigrant Affairs OCEIA~~ shall
13 make this determination by referring to the best available data from the United States Census
14 Bureau or other reliable source and shall certify its determination to all City Departments and
15 the Commission no later than December 4 ~~January 31st~~ of each year. Each Department shall
16 determine annually whether 5% ~~percent~~ or more of those persons who use the Department’s
17 services at a Covered Department Facility are Limited English Speaking Persons who speak a
18 shared language other than English ~~using either of the following methods specified in Section~~
91.2(k) of this Chapter and report that determination in the Department’s Annual Compliance Plan.
Departments shall make this determination using one of the following methods:

19 (1) Conducting an annual survey of all contacts with the public made by the
20 Department during a period of at least two weeks, at a time of year in which the Department’s public
21 contacts are to the extent possible typical or representative of its contacts during the rest of the year,
22 but before developing its Annual Compliance Plan required by Section 91.11 of this Chapter; or

23 (2) Analyzing information collected during the Department’s intake process for
24 all clients, including walk-ins and scheduled appointments. The information gathered using either
25 method shall also be broken down by Covered Department Facility to determine whether 5% ~~percent~~

1 or more of those persons who use the Department's services at a Covered Department Facility are
2 Limited English Speaking Persons who speak a shared language other than English; or

3 (3) Analyzing and calculating the total annual number of requests for telephonic
4 language translation services categorized by language that Limited English Speaking Persons make to
5 the Department based on the Department's telephonic translation services monthly bills, official
6 telephone logs, or any other reasonable method used for data collection.

7 (f) "Covered Department Facility" shall mean any Department building, office, or
8 location that provides direct services to the public and serves as the workplace for 5 or more
9 full-time City employees.

10 (g) "Department(s)" ~~shall mean both Tier 1 Departments and Tier 2 Departments.~~ shall mean
11 any City Department, agency or office with a service or program that provides information or services
12 directly to the public, or interacts with the public.

13 (h) ~~"Department's sService or pProgram"~~ shall mean anything a City Department, agency, or
14 office provides that involves direct services to the public as part of ongoing operations and those direct
15 services directly administered by the Department, agency, or office for program beneficiaries and
16 participants. Activities include, but are not limited to, information provided to or communication with
17 the public, spaces or department facilities used by the public, and programs that provide direct services
18 to the public.

19 "Direct Services to the Public" shall mean any service that requires City employees to provide
20 responses to inquiries about official documents, licenses, financial matters, and benefits that are
21 related to the public's health, safety, and general welfare.

22 "Districts" shall refer to the 11 geographical districts by which the people of the City
23 elect the members of the City's Board of Supervisors. ~~If the City should abandon the district~~
24 ~~election system, the Commission shall have the authority to draw 11 district boundaries for the~~
25 ~~purposes of this Chapter that are approximately equal in population.~~

1 “Emerging Language Population” shall mean at least 2.5% percent but less than 5 %percent
2 of the population who use a Department’s services, or at least 5,000 but less than 10,000 City
3 residents, who speak a shared language other than English.

4 “Language Access Services” shall mean translation and interpretation services for both verbal
5 and written communication.

6 (i) ~~“Limited English Speaking Person” shall mean an individual who does not speak~~
7 ~~English well or is otherwise unable to communicate effectively in English because English is~~
8 ~~not the individual’s primary language.~~

9 (f) “OCEIA” shall mean the Office of Civic Engagement & Immigrant Affairs or any
10 successor agency.

11 (i) ~~“Public Contact Position” shall mean a position, a primary job responsibility of which,~~
12 ~~consists of meeting, contacting, and dealing with the public in the performance of the duties of~~
13 ~~that position.~~

14 (f) ~~“Substantial Number of Limited English Speaking Persons” shall mean either~~
15 ~~10,000 limited English Speaking City residents, who speak a shared language other than English,~~
16 ~~or 5 percent of those persons who use the Department’s services. The Office of Civic Engagement and~~
17 ~~Immigrant Affairs-OCEIA shall determine annually whether at least 10,000 limited English~~
18 ~~speaking City residents speak a shared language other than English. OCEIA The Office of~~
19 ~~Civic Engagement and Immigrant Affairs shall make this determination by referring to the best~~
20 ~~available data from the United States Census Bureau or other reliable source and shall certify~~
21 ~~its determination to Departments and the Commission no later than December 1 January 31st of~~
22 ~~each year. Each Department shall determine annually whether 5 percent or more of those Limited~~
23 ~~English Speaking Persons who use the Department’s services Citywide speak a shared language other~~
24 ~~than English. Prior to certifying any new language as set forth in this subsection, OCEIA shall comply~~

1 ~~with the provisions in Chapter 91.161516(e). Departments shall make this determination using one of~~
2 ~~the following methods:~~

3 ~~————— (1) Conducting an annual survey of all contacts with the public made by the~~
4 ~~Department during a period of at least two weeks, at a time of year in which the Department's public~~
5 ~~contacts are to the extent possible typical or representative of its contacts during the rest of the year,~~
6 ~~but before developing its Annual Compliance Plan required by Section 91.1110 of this Chapter; or~~

7 ~~————— (2) Analyzing information collected during the Department's intake process. The~~
8 ~~information gathered using either method shall also be broken down by Covered Department Facility~~
9 ~~to determine whether 5 percent or more of those persons who use the Department's services at a~~
10 ~~Covered Department Facility are Limited English Speaking Persons who speak a shared language~~
11 ~~other than English for purposes of Section 91.2(e) of this Chapter; or~~

12 ~~————— (3) Analyzing and calculating the total annual number of requests for telephonic~~
13 ~~language translation services categorized by language that Limited English Speaking Persons make to~~
14 ~~the Department garnered from monthly bills generated by telephonic translation services vendors~~
15 ~~contracted by Department.~~

16 ~~(l) "Tier 1 Departments" shall mean the following City departments: Adult Probation~~
17 ~~Department, Department of Elections, Department of Human Services, Department of Public Health,~~
18 ~~District Attorney's Office, Department of Emergency Management, Fire Department, Human Services~~
19 ~~Agency, Juvenile Probation Department, Municipal Transportation Agency, Police Department, Public~~
20 ~~Defender's Office, Residential Rent Stabilization and Arbitration Board, Sheriff's Office. Beginning~~
21 ~~July 1, 2010, the following departments shall be added to the list of Tier 1 Departments: San Francisco~~
22 ~~International Airport, Office of the Assessor Recorder, City Hall Building Management, Department of~~
23 ~~Building Inspection, Department of the Environment, San Francisco Public Library, Mayor's Office of~~
24 ~~Economic and Workforce Development, Planning Department, Department of Public Works, Public~~

1 *Utilities Commission, Recreation and Park Department, Office of the Treasurer and Tax Collector, and*
2 *the San Francisco Zoo.*

3 *(m) "Tier 2 Departments" shall mean all City departments not specified as Tier 1 Departments*
4 *that furnish information or provide services directly to the public.*

5
6 **SEC. 91.3. SCOPE.**

7 *This Chapter 91 ordinance shall apply to any Department, agency, or office program or*
8 *service that provides direct services to the public.*

9
10 **SEC. 91.43. ACCESS TO LANGUAGE SERVICES. UTILIZATION OF BILINGUAL**
11 **EMPLOYEES.**

12 (a) Utilizing sufficient Bilingual Employees in Public Contact Positions, *Tier 1*
13 Departments shall provide information and services to the public in each language spoken by
14 a Substantial Number of Limited English Speaking Persons or to the public served by a
15 Covered Department Facility in each language spoken by a Concentrated Number of Limited
16 English Speaking Persons. *Tier 1* Departments comply with their obligations under this
17 Section 91.4 if they provide the same level of service to Limited English Speaking Persons as
18 they provide English speakers.

19 (b) *Tier 1* Departments need only may consider implement the hiring Bilingual
20 Employees for public contact positions made available through retirement or normal
21 attrition requirements in the Language Access Ordinance by filling public contact positions
22 made vacant by retirement or normal attrition. Nothing herein shall be construed to authorize
23 the dismissal of any City employee in order to carry out the Language Access Ordinance.

24 (c) *All Departments shall inform Limited English Speaking Persons who seek services, in their*
25 *native tongue, of their right to request translation services from all City Ddepartments.*

1 (c) Prior to July 1, 2016, this Section 91.4 shall not apply to Departments that are
2 required under Section 91.12(a) to submit their initial Compliance Plans on October 1, 2016.
3 Thereafter, this Section shall apply to all City Departments.
4

5 **SEC. 91.54. TRANSLATION OF MATERIALS AND SIGNAGE.**

6 (a) ~~Tier 1~~ Except as provided in subsection 91.5(g), Departments shall translate the
7 following written materials that provide vital information to the public about the Department's
8 services or programs into the language(s) spoken by a Substantial Number of Limited English
9 Speaking Persons: applications or forms to participate in a Department's program or activity
10 or to receive its benefits or services; written notices of rights to, determination of eligibility
11 ~~for~~, award of, denial of, loss of, or decreases in benefits or services, including the right to
12 appeal any Department's decision; written tests that do not assess English language
13 competency, but test competency for a particular license or skill for which knowledge of
14 written English is not required; notices advising Limited English Speaking Persons of free
15 language assistance; materials, *including publicly-posted documents*, explaining a Department's
16 services or programs; complaint forms; ~~or~~ any other written documents *related to direct services*
17 *to the public that could impact that have the potential for important consequences for the community or*
18 *an individual seeking services from or participating in a program of a City Department.*
19 Notwithstanding the requirements of this subsection 91.5(a), translation of public hearing
20 notices, agendas, and minutes shall be governed by Section 91.7 of this Chapter.

21 (b) ~~Tier 2 Departments shall translate all publicly-posted documents that provide information~~
22 ~~(1) regarding Department services or programs, or (2) affecting a person's rights to, determination of~~
23 ~~eligibility of, award of, denial of, loss of, or decreases in benefits or services into the language(s)~~
24 ~~spoken by a Substantial Number of Limited English Speaking Persons.~~
25

1 (be) Departments that post signage that provides information to the public with respect to the
2 Department's Service or Program shall make good faith efforts to translate those materials in the
3 languages as prescribed by a Substantial Number of Limited English Speaking Persons;
4 elsewhere in this Chapter 91;

5 (cd) Departments required to translate materials under this Section 91.5 shall prioritize
6 the translation of written materials by giving highest priority to materials that affect public safety and
7 critical services.

8 (de) Departments required to translate materials under the provisions of this Section
9 91.5 shall post notices in the public areas of their facilities in the relevant language(s)
10 indicating that written materials in the language(s) and staff who speak the language(s) are
11 available. The notices shall be posted prominently and shall be readily visible to the public.

12 (ed) Departments required to translate materials under the provisions of this Section
13 91.5 shall ensure that their translations are accurate and appropriate for the target audience.
14 Translations should match literacy levels of the target audience.

15 (fe) Each Department shall designate a staff member with responsibility responsible for
16 ensuring that all translations of the Department's written materials meet the accuracy and
17 appropriateness standard set in Subsection (ed) of this Section 91.5. Departments are
18 encouraged to have their staff check the quality of written translations, but where a
19 Department lacks biliterate personnel, the responsible staff member shall obtain quality
20 checks from external translators. Departments may contact OCEIA for assistance in locating a
21 qualified translator or translation equipment. Departments are also encouraged to solicit
22 feedback on the accuracy and appropriateness of translations from bilingual staff at
23 community groups whose clients receive services from the Department.

24 (f) The newly added Tier 1 Departments as set forth in Section 91.2(l) shall comply with the
25 requirements of this Section by January 31, 2011.

1 (g) Prior to July 1, 2016, subsection 91.5(a) shall not apply to Departments that are
2 required under Section 91.12(a) to submit their initial Compliance Plans on October 1, 2016.
3 Thereafter, Section 91.5(a) shall apply to all City Departments. But prior to July 1, 2016, any
4 Department not subject to subsection 91.5(a) shall translate into the language(s) spoken by a
5 Substantial Number of Limited English Speaking Persons all publicly-posted documents that
6 provide information (1) regarding the Department's services or programs, or (2) affecting a
7 person's rights to, determination of eligibility of, award of, denial of, loss of, or decreases in
8 benefits or services.

9
10 **SEC. 91.65. DISSEMINATION OF TRANSLATED MATERIALS FROM THE STATE AND**
11 **FEDERAL GOVERNMENT.**

12 If the State or federal government or any agency thereof makes available to a
13 Department written materials in a language other than English, the Department shall maintain
14 an adequate stock of the translated materials and shall make them readily available to
15 persons who use the Department's services.

16
17 **SEC. 91.76. PUBLIC MEETINGS AND HEARINGS.**

18 (a) City Boards, City Commissions, *advisory bodies* and City Departments shall ~~not~~
19 ~~automatically~~ translate meeting notices, agendas, ~~or~~ *and* minutes *upon written request.* ~~When a,~~
20 ~~City Boards, City Commissions, and advisory bodies~~ *receives a written request for translated*
21 *meeting minutes, the body shall translate the meeting minutes only after the body adopts them and*
22 *within a reasonable time thereafter.*

23 (b) City Boards, City Commissions, *advisory bodies*, and City Departments shall provide
24 oral interpretation *or translation services in the language the member of the public requests at* ~~of~~ any
25 public meeting or hearing, if requested at least 48 hours in advance of the meeting or hearing.

1 ~~(e) City Boards, City Commissions and City Departments shall translate meeting minutes if: (1)~~
2 ~~requested; (2) after the legislative body adopts the meeting minutes; and (3) within a reasonable time~~
3 ~~period thereafter.~~

4
5 **SEC. 91.78. RECORDED TELEPHONIC MESSAGES.**

6 All Departments with recorded telephonic messages about the Department's operation
7 or services shall maintain such messages in each language spoken by a Substantial Number
8 of Limited English Speaking Persons, or where applicable, a Concentrated Number of Limited
9 English Speaking Persons. Such Departments are encouraged to include in the telephonic
10 messages information about business hours, office location(s), services offered and the
11 means of accessing such services, and the availability of language assistance. ~~If the~~
12 ~~Department is governed by a Commission, the messages shall include the time, date, and~~
13 ~~place of the Commission's meetings.~~ The requirements of this Section 91.8 shall apply only
14 to recordings prepared by a Department to provide general information to the public about the
15 Department's operations and services, and shall not apply to voicemail recordings on City
16 employees' telephone lines.

17
18 **SEC. 91.89. CRISIS SITUATIONS.**

19 All ~~Tier 1~~ Departments involved in health-related emergencies, refugee relief, disaster-
20 related activities, and all other crisis situations shall work with OCEIA the Office of Civic
21 Engagement and Immigrant Affairs to include language service protocols in the Department's
22 Annual Compliance Plan.

23 During crisis, emergency, and public safety situations, all Departments involved shall prioritize
24 Language Access Services and to the extent feasible ensure bilingual staff are present and available to
25 assist Limited English Speaking Persons with critical needs. If the crisis, emergency or public safety

1 situations require the posting of warning signs, the Department shall translate those signs in the
2 required languages.

3
4 **SEC. 91.910. COMPLAINT PROCEDURE.**

5 (a) Complaint Process. OCEIA shall be responsible for accepting, investigating, and resolving
6 complaints from persons alleging violations of this Chapter 91. A person alleging that a Department
7 violated a provision of this Chapter may submit a complaint to OCEIA by either: (1) completing and
8 submitting a complaint form; or (2) calling OCEIA and speaking with an employee who will document
9 the complaint. Within 5 days of receiving the complaint, OCEIA shall notify the Department and
10 commence an investigation. OCEIA shall resolve all complaints within 30 days of their receipt unless
11 OCEIA finds good cause to extend the time resolving the complaint. OCEIA shall make a record of the
12 resolution of the complaint and what action, if any, was undertaken by the Department in response to
13 the complaint to ensure the Department's compliance with this Chapter 91.

14 Departments shall allow persons to make complaints alleging violation of this Chapter to the
15 Department in each language spoken by a Substantial Number of Limited English Speaking Persons.
16 The Complaints may be made by telephone or by completing a complaint form.

17 (b) Departments shall document actions taken to resolve each complaint and maintain copies
18 of complaints and documentation of their resolution for a period of not less than 5 years. A copy of
19 each complaint shall be forwarded to the Commission and the Office of Civic Engagement and
20 Immigrant Affairs within 30 days of its receipt.

21 (b) Department's and City Board, City Commission, and Advisory Body's eComplaint
22 Procedure. If a Department or a City Board, a City Commission or a Advisory Body receives a
23 complaint from an individual, it shall immediately forward a copy of the complaint to OCEIA. The
24 Department In addition, it shall cooperate in good faith with OCEIA in resolving the complaint within
25 the applicable time frame.

1 (c) Annual Tracking of Complaints. OCEIA shall track the number of complaints received each
2 year and maintain copies of all complaints and documentation of their resolution for a period of not
3 less than 5 years.

4 (d) Quarterly Reports. On a quarterly basis, OCEIA shall submit a report to the Commission
5 containing the following information: (1) the number of complaints filed during that quarter, including
6 an analysis of individual cases with departmental trends; (2) the number of complaints filed for
7 the year-to-date; (3) a comparison of those numbers with the filings for the previous year; and (4) a
8 brief description of the nature of each complaint filed, including the Department named in the
9 complaint, the violation alleged, the proposed intervention, whether the complaint was resolved or
10 remains open, and what, if any, measures were implemented by the Department in response to the
11 complaint.

12
13 **SEC. 91.1011. ANNUAL COMPLIANCE PLAN.**

14 Using information collected during the preceding fiscal year beginning July 1 and ending June
15 30, ~~e~~Each Tier-1 Department shall draft an Annual Compliance Plan ~~containing~~ including all of
16 the following information, as well as any additional information OCEIA requires:

17 (a) A description of the Department's language access policy;

18 (b) The language services offered by the Department;

19 (c) The number and percentage of ~~people who are~~ Limited English Speaking Persons
20 who ~~actually~~ use the Tier-1 Department's services Citywide, listed by language other than
21 English, using ~~either one~~ a method described in the definition of Concentrated Number of Limited
22 English Speaking Persons in ~~ss~~Section 91.2(~~t~~) of this Chapter. Departments must include a
23 description of the methodology or data collection system used to make this determination;

24 (b) The number and percentage of limited English speaking residents of each District in which
25 a Covered Department Facility is located and persons who use the services provided by a Covered

1 ~~Department Facility, listed by language other than English, using either method in Section 91.2(k) of~~
2 ~~this Chapter;~~

3 ~~(e) A demographic profile of the Tier 1 Department's clients;~~

4 ~~(d) The number of Public Contact Positions in the Tier 1 Department;~~

5 ~~(de) The number A roster of Bbilingual Employees in Public Contact Positions, their titles,~~
6 ~~certifications of bilingual capacity, office locations, the language(s) other than English that the~~
7 ~~persons speak; excluding those bilingual employees who are self-designated as competent in a~~
8 ~~second language other than English;~~

9 ~~(ef) The name and contact information of the Tier 1 Department's language access~~
10 ~~coordinator liaison;~~

11 ~~(fg) A description of any use of telephone-based interpretation services, including the~~
12 ~~number of times telephone-based interpretation such services were used, and the language(s) for~~
13 ~~which they were used, and the number of times bilingual employees provided in-person~~
14 ~~interpretation services;~~

15 ~~(gh) An narrative explanatory assessment of the procedures used to facilitate~~
16 ~~communication with Limited English Speaking Persons, which shall include, but is not limited~~
17 ~~to, an evaluation assessment of the adequacy of the following procedures (1) the content of recorded~~
18 ~~telephonic messages provided to the public and the language of the message; (2) telephone requests for~~
19 ~~translation or interpretation services; (3) in-person requests for translation or interpretation services;~~
20 ~~and (4) public notices of the availability of translation or interpretation services upon request;~~

21 ~~(hi) Ongoing employee development and training strategy to maintain well trained~~
22 ~~bilingual employees and general staff. Employee development and training strategy should~~
23 ~~include a description of quality control protocols for bilingual employees; and a description of~~
24 ~~language service protocols for Limited English Speaking Persons individuals in crisis situations~~
25 ~~as outlined in Section 91.98;~~

1 ~~(j) A numerical assessment of the additional Bilingual Employees in Public Contact Positions~~
2 ~~needed to meet the requirements of Section 91.3 of this Chapter;~~

3 ~~(ik) If the Department determines that additional bilingual employees are needed assessments~~
4 ~~indicate a need for additional Bilingual Employees in Public Contact Positions to meet the~~
5 ~~requirements of Section 91.43 of this Chapter, the Department must provide a description of the~~
6 ~~Tier I Department's its plan for meeting those requirements the positions, including the number of~~
7 ~~estimated vacancies in Public Contact Positions;~~

8 ~~(il) The name, title, and language(s) other than English spoken, (if any,) by the staff~~
9 ~~member designated with responsibility for ensuring the accuracy and appropriateness of~~
10 ~~translations for each language in which services must be provided under this Chapter 91;~~

11 ~~(im) A list of the Tier I Department's written materials required to be that have been~~
12 ~~translated under this Chapter 91, the language(s) into which they have been translated, and~~
13 ~~the persons who have reviewed the translated material for accuracy and appropriateness;~~

14 ~~(n) A description of the Tier I Department's procedures for accepting and resolving complaints~~
15 ~~of an alleged violation of this Chapter consistent with Section 91.9;~~

16 ~~(lo) A copy of the The Department's written policies on providing services to Limited~~
17 ~~English Speaking Persons, which Departments are annually obligated to review and to~~
18 ~~provide an updated copy to OCEIA;~~

19 ~~(mp) A list of goals for the upcoming year and, for all Annual Compliance Plans except~~
20 ~~the first, an assessment of the Tier I Department's success at meeting last year's goals;~~

21 ~~(nq) Annual budget allocation and strategy, including the total a Annual expenditures from~~
22 ~~the previous fiscal year for services that are related to language access including:~~

23 (1) Compensatory pay for bilingual employees who perform bilingual services,
24 excluding regular annual salary expenditures;

25 (2) Telephonic ~~translation~~ interpretation services provided by City vendors;

- 1 (3) Document translation services provided by City vendors;
2 (4) On-site language interpretation services provided by City vendors;
3 (5) The total projected budget to support progressive implementation of the
4 Department's language service plan;

5 (~~or~~) A ~~S~~summarize ~~of~~ changes between the Department's previous Annual Compliance
6 Plan submittal and the current submittal, including but not limited to: (1) an explanation of
7 strategies and procedures that have improved the Department's language services from the
8 previous year; and (2) an explanation of strategies and procedures that did not improve the
9 Department's language services and proposed solutions to achieve the overall goal of this
10 Language Access Ordinance; and

11 (~~ps~~) Any other information ~~requested by the Commission~~ OCEIA deems appropriate
12 ~~necessary~~ for the implementation of this Chapter 91.

13
14 **SEC. 91.112. COMPLIANCE PLANS SUBMITTALS, LANGUAGE ACCESS ORDINANCE**
15 **SUMMARY REPORT, AND RECOMMENDATIONS FOR EMERGING LANGUAGE**
16 **POPULATIONS.**

17 (a) Compliance Plans Submittals. ~~The Director of each Tier 1 Department shall approve~~
18 ~~and electronically file an annually file electronic copies of the Annual Compliance Plan by December~~
19 ~~31st with the Mayor's Office, the Commission, and the Office of Civic Engagement and Immigrant~~
20 ~~Affairs. All of the following entities shall submit their 2014-2015 Annual Compliance Plan on~~
21 October 1, 2015, and thereafter October 1st of each year: Adult Probation Department, City Hall
22 Building Management, Department of Building Inspection, Department of Elections, Department of the
23 Environment, Department of Emergency Management, Department of Human Services, Department of
24 Public Health, Department of Public Works, District Attorney's Office, Fire Department, Human
25 Services Agency, Juvenile Probation Department, Mayor's Office of Economic and Workforce

1 Development, Municipal Transportation Agency, Office of the Assessor Recorder, Office of the
2 Treasurer and Tax Collector, Planning Department, Police Department, Public Defender's Office,
3 Public Utilities Commission, Recreation and Park Department, Residential Rent Stabilization and
4 Arbitration Board, San Francisco International Airport, San Francisco Public Library, San Francisco
5 Zoo, and Sheriff's Office shall submit their 2014-2015 Annual Compliance Plan on October 1,
6 2015, and thereafter October 1st of each year. All other Departments shall file their initial
7 Compliance Plan on October 1, 2016, and thereafter October 1st of each year. The Director of each
8 Department or his or her designee shall approve and electronically file submit an Annual Compliance
9 Plan that includes the required data and budget information with OCEIA.

10 (b) Language Access Ordinance Summary Report. Inclusion of Emerging Language
11 Populations in a written report to the Board. By March 1st of each year, the Office of Civic
12 Engagement and Immigrant Affairs Beginning on February 1, 2016, and annually thereafter, OCEIA
13 shall submit to the Commission and the Clerk of the Board of Supervisors a Language Access
14 Ordinance Summary Report which compiles and summarizes in a written report to the Clerk of the
15 Board of Supervisors all departmental Annual Compliance Plans. OCEIA shall also include in the
16 Language Access Ordinance Summary Report a current determination of: (1) the total number of
17 Limited English Speaking Persons in the City; (2) the number of Limited English Speaking Persons in
18 the City delineated according to language spoken; and (3) the number of Limited English Speaking
19 Persons for each District delineated according to language spoken.

20 (c) OCEIA may include in the Summary Report In the written report of the Clerk of the Board,
21 the Office of Civic Engagement and Immigrant Affairs may recommended appropriate changes to all
22 departmental Annual Compliance Plans in order to meet the needs of Emerging Language
23 Populations. Emerging language populations is defined as at least 2.5 percent of the population who
24 use the Department's services or 5,000 City residents who speak a shared language other than English.

1 ~~(de)~~ By June 30th of each year, OCEIA~~the Office of Civic Engagement and Immigrant~~
2 ~~Affairs~~ may request a joint public hearing with the Board of Supervisors and the Commission
3 to assess the adequacy of the City's ability to provide the public with access to language
4 services.

5 ~~(d) The Office of Civic Engagement of Immigrant Affairs shall keep a log of all complaints~~
6 ~~submitted and report quarterly to the Commission.~~

7 (e) By October 1, 2015, each Department required under subsection 91.12(a) to file an
8 initial Compliance Plan on October 1, 2016 shall provide a written update to OCEIA regarding
9 the Department's plans to ensure future compliance with Section 91.4 and Section 91.5(a) of
10 this Chapter. The written update shall be in a format prescribed by OCEIA and shall include
11 any information requested by OCEIA regarding the Department's plans.

12
13 **SEC. 91.~~12~~13. RECRUITMENT.**

14 It shall be the policy of the City to publicize job openings for Departments' Public
15 Contact Positions as widely as possible including, but not limited to, in ethnic and non-English
16 language media.

17
18 **SEC. 91.14. DEPARTMENT RESPONSIBILITIES.**

19 In addition to the duties and responsibilities provided elsewhere in this Chapter 91,
20 Departments shall:

21 (a) Inform Limited English Speaking Persons who seek services, in their native tongue, of their
22 right to request translation services;

23 (b) Create and maintain a language access policy and review it annually;

24 (c) Designate a language access coordinator; and

1 (d) — Cooperate with OCEIA in the investigation of all alleged violations of this
2 Chapter; and

3 (de) Use good faith efforts to comply with the provisions of this Chapter 91 Ordinance.
4 Departments shall prioritize Language Access Services and comply with the provisions of this Chapter
5 91 Ordinance that are readily achievable. Over time, Departments shall fully comply with the
6 provisions of this Chapter 91 Ordinance.

7
8 **SEC. 91.1315. COMMISSION RESPONSIBILITIES.**

9 The Commission ~~is shall be~~ responsible for evaluating the requirements set forth in this
10 Chapter 91. The Commission's duties monitoring and facilitating compliance with this Chapter. Its
11 duties shall include: (a) reviewing all OCEIA reports; (b) reviewing complaints and OCEIA's
12 resolution of them; (c) recommending policy changes, including revisions to this Chapter or to the
13 Rules and Regulations adopted under Section 91.16 of this Chapter; (d) identifying new trends that
14 may present new challenges for language access; (e) identifying new practices that further the
15 objectives of this Chapter; and (f) conducting public hearings related to items (a) through (e).
16 conducting outreach to Limited English Speaking Persons about their rights under this Chapter;
17 reviewing complaints about alleged violations of this Chapter forwarded from Departments; working
18 with Departments to resolve complaints; maintaining copies of complaints and their resolution for not
19 less than 8 years, organized by Department; coordinating a language bank for Departments that
20 choose to have translation done outside the Department and need assistance in obtaining translators;
21 and reviewing Annual Compliance Plans.

22
23 **SEC. 91.1416. OFFICE OF CIVIC ENGAGEMENT AND IMMIGRANT AFFAIRS'**
24 **RESPONSIBILITIES.**

1 Subject to the budgetary and fiscal provisions of the Charter, ~~the City may adequately~~
2 ~~fund the OCEIA Office of Civic Engagement and Immigrant Affairs to may~~ provide a centralized
3 infrastructure for the City's language services and monitor and facilitate Departmental compliance
4 with this Chapter 91. OCEIA may ~~The Office of Civic Engagement shall;~~ ~~responsibilities include the~~
5 ~~following:~~

6 (a) Provide technical assistance for language services for all Departments, including
7 yearly trainings for department staff;

8 (b) Coordinate language services across Departments, including but not limited to
9 maintaining a directory of qualified language service providers for ~~the~~ City Departments to
10 utilize and carry out their responsibilities under this Chapter 91, maintaining Language Access
11 Services, translations, and interpretations contracts for all City Departments, maintaining an
12 inventory of translation equipment, and providing assistance to Departments, the Board of
13 Supervisors, and the Mayor's Office in identifying bilingual staff;

14 (c) ~~Compileing and maintainig~~ a central repository for all Departments' translated
15 documents;

16 (d) ~~Provideing~~ Departments with model Annual Compliance Plans; ~~and~~

17 (e) If OCEIA determines that at least 10,000 City residents who are Limited English Speaking
18 Persons share a language other than English and makes its determination pursuant to Section 91.2, it
19 shall notify all affected Departments and post that determination on its website for 120 days prior to
20 certifying the new language. During that time period, OCEIA may conduct a study to confirm that at
21 least 10,000 City residents who are Limited English Speaking Persons share a language other than
22 English. If OCEIA conducts such a study, the 120 days shall commence the day the study is published.
23 The certification of a ~~No~~ new language as a language spoken by a Substantial Number of
24 Limited English Speaking Persons shall take effect ~~until~~ after the conclusion of the process
25 described in this subsection(e).

1 (f) Maintain a complaint form on OCEIA's website in all certified languages spoken by a
2 Substantial Number of Limited English Speaking Persons; and

3 (g) Investigate potential violations of this Chapter;

4 ~~(he) Investigate Reviewing complaints of alleged Departmental violations of this~~
5 ~~Chapter, with quartely reports to the Commission working with Departments to resolve such~~
6 ~~complaints, and notifying complainants of the resolution;~~

7 ~~—— (i) Maintain copies of complaints and their resolution for 5 years;~~

8 ~~—— (j) Prepare a quarterly report regarding complaints for submission to the Commission;~~

9 and

10 ~~—— (k) Prepare an Annual Summary Compliance Plan Report that summarizes the~~
11 ~~complaints and resolutions for submission to the Commission.~~

12 ~~///~~

13 ~~///~~

14 **SEC. 91.1517. RULES AND REGULATIONS.**

15 In order to effectuate the terms of this Chapter, the Commission may adopt rules and
16 regulations consistent with this Chapter.

17
18 **SEC. 91.1618. ENFORCEMENT.**

19 OCEIA shall be responsible for enforcement of this Chapter. OCEIA may investigate potential
20 violations of this Chapter. OCEIA may attempt to resolve noncompliance with this Chapter by any
21 Department through informal processes, including mediation and conference and conciliation. If after
22 an investigation and attempt to resolve an incidence of Department non-compliance, OCEIA
23 the Commission is unable to resolve the matter, it shall transmit a written finding of non-
24 compliance, specifying the nature of the non-compliance and the recommended corrective
25

1 *measures*, to the Department, the Department of Human Resources, *the Commission*, the
2 Mayor, and the Board of Supervisors.

3
4 **~~SEC. 91.1719. SEVERABILITY.~~**

5 ~~—— If any of the provisions of this Chapter 91 or the application thereof to any person or~~
6 ~~circumstance is held invalid, the remainder of this Chapter, including the application of such~~
7 ~~part or provisions to persons or circumstances other than those to which it is held invalid, shall~~
8 ~~not be affected thereby and shall continue in full force and effect. To this end, the provisions~~
9 ~~of this Chapter are severable.~~

10
11 **~~SEC. 91.182019. DISCLAIMERS.~~**

12 (a) By providing the public with equal access to language services, the City and
13 County of San Francisco is assuming an undertaking only to promote the general welfare. It is
14 not assuming, nor is it imposing on its officers and employees, an obligation for breach of
15 which it is liable in money damages to any person who claims that such breach proximately
16 caused injury.

17 (b) The obligations set forth in the Language Access Ordinance are directory and the
18 failure of the City to comply shall not provide a basis to invalidate any City action.

19 (c) The Language Access Ordinance shall be interpreted and applied so as to be
20 consistent with Title VI and VII of the Civil Rights Act of 1964, California's Fair Employment
21 and Housing Act, and Article X of the San Francisco Charter and so as not to impede or
22 impair the City's obligations to comply with any court order or consent decree.

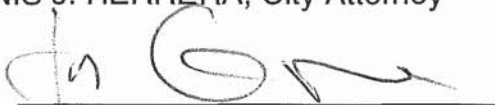
23
24 Section 2. Effective Date. This ordinance shall become effective 30 days after
25 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the

1 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
2 of Supervisors overrides the Mayor's veto of the ordinance.

3
4 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
5 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
6 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
7 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
8 additions, and Board amendment deletions in accordance with the "Note" that appears under
9 the official title of the ordinance.

10 APPROVED AS TO FORM:
11 DENNIS J. HERRERA, City Attorney

12 By:



13 ALICIA CABRERA
14 Deputy City Attorney

15 n:\legana\as2014\1400476\00990243.doc



City and County of San Francisco
Tails
Ordinance

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 141149

Date Passed: March 03, 2015

Ordinance amending the Administrative Code to expand the scope of the Language Access Ordinance to apply to all City Departments that provide information or services directly to the public, revise complaint procedures, and enhance the annual departmental compliance plan requirement.

February 12, 2015 Rules Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

February 12, 2015 Rules Committee - RECOMMENDED AS AMENDED

February 24, 2015 Board of Supervisors - AMENDED

Ayes: 11 - Avalos, Breed, Campos, Christensen, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

February 24, 2015 Board of Supervisors - PASSED ON FIRST READING AS AMENDED

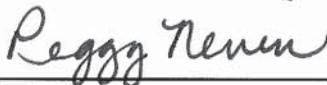
Ayes: 11 - Avalos, Breed, Campos, Christensen, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

March 03, 2015 Board of Supervisors - FINALLY PASSED

Ayes: 11 - Avalos, Breed, Campos, Christensen, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

File No. 141149

I hereby certify that the foregoing Ordinance was FINALLY PASSED on 3/3/2015 by the Board of Supervisors of the City and County of San Francisco.


for Angela Calvillo
Clerk of the Board


Mayor


Date Approved

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # 49331 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Telephonic and interpreter/translation services available 24/7/365Funding Source: General fundPSC Original Approved Amount: \$5,000,000PSC Original Approved Duration: 06/01/18 - 06/30/22 (4 years 4 weeks)PSC Mod#1 Amount: \$2,499,999PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$2,475,000PSC Mod#2 Duration: 06/01/18-05/30/24 (1 year 47 weeks)PSC Mod#3 Amount: \$400,000PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: \$1,000,000PSC Mod#4 Duration: no duration addedPSC Cumulative Amount Proposed: \$11,374,999PSC Cumulative Duration Proposed: 6 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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

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

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

These services are required by Federal and State Law, Title V1 of the Civil Rights Act of 1964, and specifically by the San Francisco Language Access Ordinance (LAO), which was adopted by the Board of Supervisors and signed into law by the Mayor on June 15 2001, and amended by the Board and approved by the Mayor in August 2009 and in February of 2015. Chapter 91 of the City's Administrative Code requires all city departments to provide the same level of service to Limited English Speaking Persons (LESP) as they provide to English Speakers in each language that meets certain language thresholds. Requirements cover access, translation of materials, interpreter and

translated notices for public meetings and hearings, interpretation, protocols for crisis and emergency situations, complaints bilingual services and staffing, and other requirements. Denial would result in non-compliance with Federal, State, and local laws, additionally making implementation of Chapter 91 very difficult for most City departments, and departments doing so without these services may incur significant costs or be subject to liability.

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

By contracts

D. Will the contract(s) be renewed?

Yes.

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

A brief period of additional work is required.

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).

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

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

Explain the qualifying circumstances:

Specialized expertise in multiple languages required Services are as needed Legal/regulatory requirements for certification in some cases Vendor may provide dual-handset analog phones, video-conferencing equipment, listening devices and other language translation equipment

B. Reason for the request for modification:

Department has received additional requests for services.

3. Description of Required Skills/Expertise

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

B. Which, if any, civil service class(es) normally perform(s) this work? 1324, Customer Service Agent; 1326, Customer Service Agent Supv; 1408, Principal Clerk; 1410, Chief Clerk; 1823, Senior Administrative Analyst; 1840, Junior Management Assistant; 1842, Management Assistant; 2586, Health Worker 2; 2903, Eligibility Worker; 8177, Attorney (Civil/Criminal); 0922, Manager I;

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

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

Not Applicable

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

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

Work is sporadic, as needed or emergency. Additionally, bilingual certification by the Department of Human Resources (DHR) is only a test for basic oral and written fluency in select language categories. DHR certification is not accepted by the State and subject to legal challenge if interpretation is subpoenaed or challenged in legal proceedings. There is currently no single civil service class that can perform all of the required work with the combination of skills, expertise and knowledge. This work requires expert skill and sensitivities. A small number of qualified contractors can perform the work and achieve economies of scale.

- 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 skills required for this work are too specialized and specific needs or languages may change.

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.

Five vendors currently do this work under contract with the dept

7. **Union Notification:** On 06/16/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; Municipal Executive Association; Municipal Attorney's Association; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49331 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/20/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # 49331 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Telephonic and interpreter/translation services available 24/7/365Funding Source: General fundPSC Original Approved Amount: \$5,000,000PSC Original Approved Duration: 06/01/18 - 06/30/22 (4 years 4 weeks)PSC Mod#1 Amount: \$2,499,999PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$2,475,000PSC Mod#2 Duration: 06/01/18-05/30/24 (1 year 47 weeks)PSC Mod#3 Amount: \$400,000PSC Mod#3 Duration: no duration addedPSC Cumulative Amount Proposed: \$10,374,999PSC Cumulative Duration Proposed: 6 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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

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

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

These services are required by Federal and State Law, Title V1 of the Civil Rights Act of 1964, and specifically by the San Francisco Language Access Ordinance (LAO), which was adopted by the Board of Supervisors and signed into law by the Mayor on June 15 2001, and amended by the Board and approved by the Mayor in August 2009 and in February of 2015. Chapter 91 of the City's Administrative Code requires all city departments to provide the same level of service to Limited English Speaking Persons (LESP) as they provide to English Speakers in each language that meets certain language thresholds. Requirements cover access, translation of materials, interpreter and translated notices for public meetings and hearings, interpretation, protocols for crisis and emergency situations, complaints bilingual services and staffing, and other requirements. Denial would result in

non-compliance with Federal, State, and local laws, additionally making implementation of Chapter 91 very difficult for most City departments, and departments doing so without these services may incur significant costs or be subject to liability.

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

By contract

D. Will the contract(s) be renewed?

Yes.

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

A brief period of additional work is required.

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).

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

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

Explain the qualifying circumstances:

Specialized expertise in multiple languages required Services are as needed Legal/regulatory requirements for certification in some cases Vendor may provide dual-handset analog phones, video-conferencing equipment, listening devices and other language translation equipment

B. Reason for the request for modification:

We are returning to the duration end date already approved in modification 2 and adding \$400,000. We are correcting a typo on the end date posted about ten days ago. We are requesting additional funds as work is required due to COVID-19 related translations.

3. Description of Required Skills/Expertise

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

B. Which, if any, civil service class(es) normally perform(s) this work? 1324, Customer Service Agent; 1326, Customer Service Agent Supv; 1408, Principal Clerk; 1410, Chief Clerk; 1823, Senior Administrative Analyst; 1840, Junior Management Assistant; 1842, Management Assistant; 2586, Health Worker 2; 2903, Eligibility Worker; 8177, Attorney (Civil/Criminal); 0922, Manager I;

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

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

Not Applicable

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

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

Work is sporadic, as needed or emergency. Additionally, bilingual certification by the Department of Human Resources (DHR) is only a test for basic oral and written fluency in select language categories. DHR certification is not accepted by the State and subject to legal challenge if interpretation is subpoenaed or challenged in legal proceedings. There is currently no single civil service class that can perform all of the required work with the combination of skills, expertise and knowledge. This work requires expert skill and sensitivities. A small number of qualified contractors can perform the work and achieve economies of scale.

- 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 skills required for this work are too specialized and specific needs or languages may change.

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.

Five vendors currently do this work under contract with the dept

7. **Union Notification:** On 02/19/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; Municipal Executive Association; Municipal Attorney's Association; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49331 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 02/25/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # 49331 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Telephonic and interpreter/translation services available 24/7/365Funding Source: General fundPSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 06/01/18 - 06/30/22 (4 years 4 weeks)PSC Mod#1 Amount: \$2,499,999 PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$2,475,000 PSC Mod#2 Duration: 06/01/18-05/30/24 (1 year 47 weeks)PSC Cumulative Amount Proposed: \$9,974,999 PSC Cumulative Duration Proposed: 6 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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

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

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

These services are required by Federal and State Law, Title V1 of the Civil Rights Act of 1964, and specifically by the San Francisco Language Access Ordinance (LAO), which was adopted by the Board of Supervisors and signed into law by the Mayor on June 15 2001, and amended by the Board and approved by the Mayor in August 2009 and in February of 2015. Chapter 91 of the City's Administrative Code requires all city departments to provide the same level of service to Limited English Speaking Persons (LESP) as they provide to English Speakers in each language that meets certain language thresholds. Requirements cover access, translation of materials, interpreter and translated notices for public meetings and hearings, interpretation, protocols for crisis and emergency situations, complaints bilingual services and staffing, and other requirements. Denial would result in non-compliance with Federal, State, and local laws, additionally making

implementation of Chapter 91 very difficult for most City departments, and departments doing so without these services may incur significant costs or be subject to liability.

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

By contract

D. Will the contract(s) be renewed?

Yes.

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

Language line and interpretation services is an ongoing need for the City as mandated by the San Francisco Language Access Ordinance (LAO, Administrative Code Chapter 91). Since 2009, the LAO has been amended three times, increasing the responsibility of City departments to provision mandated language services for residents and the Office of Civic Engagement & Immigrant Affairs (OCEIA) to oversee compliance, data reporting and complaints. Over 40 different languages are spoken in San Francisco. Demand for language assistance in Chinese, Spanish, Filipino and other languages has increased tenfold since 2009. While City departments have tried to keep up with the demand using current bilingual employees, during crisis, emergency and public safety situations, this has been difficult especially currently, during COVID-19. The use of contractors is required to fill gaps when existing bilingual employees are not available for telephonic and interpretation services. Due to the COVID-19 pandemic, the current amount in this PSC is insufficient to cover the needs of all City departments and will be exhausted within the next few months. Extending this agreement will allow OCEIA to conduct a needs assessment and plan for the provisioning of expanded language services to meet future demand.

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).

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

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

Explain the qualifying circumstances:

Specialized expertise in multiple languages required Services are as needed Legal/regulatory requirements for certification in some cases Vendor may provide dual-handset analog phones, video-conferencing equipment, listening devices and other language translation equipment

B. Reason for the request for modification:

To add funds and duration

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: (1) Certification by the State of California Certified and/or American Standards for Testing and Materials; (2) Trained in customer service skills; (3) Certified for legal and medical interpretation; and, (4) Trained in specific knowledge areas specified by the City of San Francisco, including cultural and linguistic competency.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1324, Customer Service Agent; 1326, Customer Service Agent Supv; 1408, Principal Clerk; 1410, Chief Clerk; 1823, Senior Administrative Analyst; 1840, Junior Management Assistant; 1842, Management Assistant; 2586, Health Worker 2; 2903, Eligibility Worker; 8177, Attorney (Civil/Criminal); 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, this may include dual-handset analog phones, video-conferencing equipment, listening devices and other language interpretation or translation equipment.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Work is sporadic, as needed or emergency. Additionally, bilingual certification by the Department of Human Resources (DHR) is only a test for basic oral and written fluency in select language categories. DHR certification is not accepted by the State and subject to legal challenge if interpretation is subpoenaed or challenged in legal proceedings. There is currently no single civil service class that can perform all of the required work with the combination of skills, expertise and knowledge. This work requires expert skill and sensitivities. A small number of qualified contractors can perform the work and achieve economies of scale.
- 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 skills required for this work are too specialized and specific needs or languages may change.

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.

Five vendors currently do this work under contract with the dept

7. **Union Notification:** On 07/27/20, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous; Municipal Executive Association; Municipal Attorney's Association; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49331 - 17/18

DHR Analysis/Recommendation:

11/02/2020

Commission Approval Required

Approved by Civil Service Commission

11/02/2020 DHR Approved for 11/02/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As Needed Multi-Disciplinary Engineering

Funding Source: TIDA budget

PSC Duration: 9 years

PSC Amount: \$4,500,000

1. Description of Work

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

Provide sporadic, as-needed specialized services in conceptual planning, existing street and utility systems, mapping, land transfers, infrastructure improvements, open space and parks plan review, infrastructure construction, and vertical construction interface, to support the Treasure Island Redevelopment Program. Work will include providing professional engineering, architectural and technical services related to the development and facilitation of submittal reviews. For example, work to be performed includes TIDA's responsibility for Sea Level Rise monitoring and provide noise, wind and vibration monitoring in order to prevent adverse impacts on the island's natural habitat, both plants and animals. City employees will be the preferred provider for non-specialized services.

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

Contractors will provide important support for the Treasure Island Development Authority (TIDA). TIDA has multiple responsibilities for review and approval of the developer's team's submittals to implement the development in accordance with the Development and Disposition Agreement (DDA) and Development Agreement (DA) negotiated between the City and the developer and the agreements between the Developer and TIDA. Without this contract, TIDA will not be able to complete the work properly or in a timely manner, delaying development and resulting in failure of the City to meet DA/DDA contractual obligations.

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.

TIDA had an As Needed Engineering Professional Services Contract with two consultants, from 2016-2021, that were used extensively and enabled specialized support services to be provided when needed.

D. Will the contract(s) be renewed?

The proposed contracts have a 5-year base term and allow for one 4-year extension. If the initial term has satisfactory performance by the selected consultant, it is anticipated that the contract would be renewed to effect the contract extension. The project will last until 2035 or later and will continue to need engineering assistance for the implementation of the redevelopment program.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is for specialized services not available from City employees.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Engineering consultants must be licensed as Professional Engineers with

registration by the State of California as Professional Engineers in the respective disciplines. Architects must be licensed by AIA, and other specialists shall have the equivalent professional licenses to perform their respective expert services.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, there are specialized tasks anticipated for noise and vibration monitoring, archeological support, historic structures support, and other specialized tasks that are not currently available in the city departments.

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

It is intended that TIDA would request support first from the relevant city agency, and after the first right of refusal is processed and only if the skills or staff are not available would the consultants be used.

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 applicable for some of the work, and it is intended that TIDA would request support first from the relevant city agency, and after the first right of refusal is processed and only if the skills or staff are not available would the consultants be used.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. There is not sufficient need in the City for the specialized work, and the City does have civil services classes that perform the other 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 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 09/23/2021, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40824 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan \(ADM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky, Joan (ADM); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)@ifpte21.com)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40824 - 21/22
Date: Thursday, September 23, 2021 7:57:35 PM

RECEIPT for Union Notification for PSC 40824 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 40824 - 21/22 for \$4,500,000 for Initial Request services for the period 12/15/2021 – 12/13/2030. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17050> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY (PSC FORM 1)

Department: GENERAL SERVICES AGENCY - CITY 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: Multi-Disciplinary Engineering and Technical ServicesFunding Source: Work ordersPSC Duration: 3 yearsPSC Amount: \$2,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide sporadic, as-needed specialized services in conceptual planning, existing street and utility systems, mapping, land transfers, infrastructure improvements, open space and parks plan review, infrastructure construction, and vertical construction interface, to support the Treasure Island Redevelopment Program. Work will include providing professional engineering, architectural and technical services related to the development and facilitation of submittal reviews. For example, work to be performed includes TIDA's responsibility for Sea Level Rise monitoring and provide noise, wind and vibration monitoring in order to prevent adverse impacts on the islands natural habitat, both plants and animals.

City employees will be the preferred provider for non-specialized services.

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

Contractors will provide important support for the Treasure Island Development Authority (TIDA). TIDA has multiple responsibilities for review and approval of the developer's team's submittals to implement the development in accordance with the Development and Disposition Agreement (DDA) and Development Agreement (DA) negotiated between the City and the developer and the agreements between the Developer and TIDA. Without this contract, TIDA will not be able to complete the work properly or in a timely manner, delaying development and resulting in failure of the City to meet DA/DDA contractual obligations.

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.

Some years ago, during the development process for Mission Bay, as needed services like these were provided. For TIDA, many of the review services will continue to be done by City staff. Services to be provided under contract will be when specialized needs arise or when workload peaks preclude City staff from performing work.

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.

Please see attachment.

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:

Services to be provided will either (a) require special skills that City employees do not possess, or (b) be needed during peak periods when City employees are not available to do the work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: While the Scope of Work covers a range of services, it is predominantly Civil Engineering-related services. Engineering consultants must be licensed as Professional Engineers with registration by the State of California as Professional Engineers in the respective disciplines. Architects must be licensed by AIA, and other specialists shall have the equivalent professional licenses to perform their respective expert services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Most of the services for this project will be performed by City employees.

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 applicable for some of the work. The City does not have classifications that perform the specialized work such as noise, wind and vibration analysis.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. There is not sufficient need in the City for the specialized work, and the City does have civil services classes that perform the other work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
This contract is to provide specialized services when City employees are not available to perform them or, in limited cases, when there are no City classifications that perform the work. Those specialized skills (e.g, specialized noise, wind, vibration analysis) are not required for City projects frequently enough to warrant 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 12/07/2015, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46201 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

03/07/2016 DHR Approved for 03/07/2016

action date: 03/07/2016

Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Automated Lighting System and Maintenance

Funding Source: General Fund

PSC Amount: \$235,000

PSC Est. Start Date: 11/01/2021

PSC Est. End Date 10/31/2027

1. Description of Work

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

This PSC replaces a previously approved PSC (attached) for which we did not execute a contract within one year of Civil Service approval.

The contractor will provide software and hardware maintenance for the proprietary automated lighting system for the newly constructed SF Permit Center at 49 So. Van Ness Street opened in June 2020. The SF Permit Center is a 460,000 square foot building that facilitates the relocation of over 1,600 employees from the Departments of Public Works, Building Inspection, Planning, Department of Public Health Environmental Health Services, Board of Appeals, Entertainment Commission, Office of Short-Term Rentals and others. The project will provide enhanced customer service as San Francisco’s new one-stop permit center improving operational efficiencies and making permitting processes easier.

The lighting system will automatically adjust the lighting levels in response to the available daylight in each area of the building. Dynamically and on a continuous basis, as the sun rises and more daylight becomes available on the floors, this system will be alerted through photo sensors and will dim the lighting and reduce energy usage. Also, this system allows automated building lighting schedules to be implemented to turn lighting on and off according to that planned usage of each space.

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

Without this service the lighting system warranty will be voided and the proprietary system can not be maintained and software updates will not be available leading to disruption of the building lighting operation.

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

These services have not been provided in the past.

D. Will the contract(s) be renewed?

Yes because these services are proprietary and sole source, the department would need to renew the contract.

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

This is a proprietary system, for both the equipment and software. We have received approval for a sole source procurement as there is only one vendor that can provide it.

2. Reason(s) for the Request

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

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

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

- B. Explain the qualifying circumstances:
Specialized manufacturer training is required. While not a legal requirement, it would invalidate the warranty for the lighting equipment if individuals other than those authorized were to work on it.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This is a proprietary system and only factory trained service providers can service this system.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7238, Electrician Supervisor 1; 7276, Electrician Supervisor 2; 7345, Electrician;
- 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?

Services are not available from other City resources.

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not authorized to work on the lighting system because it is a proprietary 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. A new classification would not be authorized to work on the system.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?
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 08/23/2021, the Department notified the following employee organizations of this PSC/RFP request:

Electrical Workers, Local 6

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44725 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\); oashworth@ibew6.org; khughes@ibew6.org](mailto:Lubamersky,Joan(ADM);oashworth@ibew6.org;khughes@ibew6.org); [Lubamersky, Joan \(ADM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky,Joan(ADM);DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 44725 - 21/22
Date: Monday, August 23, 2021 1:55:29 PM

RECEIPT for Union Notification for PSC 44725 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 44725 - 21/22 for \$235,000 for Initial Request services for the period 11/01/2021 – 10/31/2027. 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/17213> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM Dept. Code: ADM

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

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

Type of Service: Automated Lighting System Service and Maintenance

Funding Source: General Fund PSC Duration: 5 years

PSC

Amount: \$215,000

1. Description of Work

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

The contractor will provide software and hardware maintenance for the automated lighting system for the newly constructed SF Permit Center at 49 So. Van Ness Street opening in June 2020. The SF Permit Center is a 460,000 square foot building that facilitates the relocation of over 1,600 employees from the Departments of Public Works, Building Inspection, Planning, Department of Public Health Environmental Health Services, Board of Appeals, Entertainment Commission, Office of Short-Term Rentals and others. The project will provide enhanced customer service as San Francisco's new one-stop permit center improving operational efficiencies and making permitting processes easier.

The lighting system will automatically adjust the lighting levels in response to the available daylight in each area of the building. Dynamically and on a continuous basis, as the sun rises and more daylight becomes available on the floors, this system will be alerted through photo sensors and will dim the lighting and reduce energy usage. Also, this system allows automated building lighting schedules to be implemented to turn lighting on and off according to that planned usage of each space.

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

Without this service the lighting system warranty will be voided and the proprietary system can not be maintained and software updates will not be available leading to disruption of the building lighting operation.

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 have not been provided in the past.

D. Will the contract(s) be renewed?

Yes, since this system is a proprietary system and service and maintenance can only be provided by factory authorized service providers.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

While not a legal requirement, it would invalidate the warranty for this lighting system if individuals other than those authorized were to work on it.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This is a proprietary system and only factory authorized service providers and service this system

B. Which, if any, civil service class(es) normally perform(s) this work? 7238, Electrician Supervisor 1; 7276, Electrician Supervisor 2; 7345, Electrician;

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

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

These services are not available from other City resources.

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

A. Explain why civil service classes are not applicable.

Civil service series classes are not authorized to work on the lighting system because it is a proprietary 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. Civil service classes would not be able to work on this proprietary system.

6. Additional Information

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

7. Union Notification: On 06/10/2020, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46765 - 19/20

DHR Analysis/Recommendation:

action date: 08/17/2020

Commission Approval Required

Approved by Civil Service Commission

08/17/2020 DHR Approved for 08/17/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As-needed taxi services

Funding Source: General Fund

PSC Duration: 4 years 52 weeks

PSC Amount: \$3,000,000

1. Description of Work

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

Provide taxi services on an as-needed basis. Taxi services will be utilized by City departments, including but not limited to Department of Public Health (DPH) to provide rides to/from DPH facilities for patients in financial need, have no alternative means, or have physical and/or psychiatric impairments that limit their ability to access public transportation; San Francisco Public Works (DPW) to provide transport for department staff to/from project sites when such services are a time- and cost-efficient means of transportation; and Department of Homelessness and Supportive Housing (HSH) to provide rides for homeless individuals to/from shelters, clinics, and/or other sites offering supportive services.

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

The requested taxi services allow for DPH patients who would otherwise not have either the financial means or the physical and/or psychiatric capacity to safely go to/from their DPH appointments. For DPH, denial would result in patients facing hardship in receiving critical medical and health-related services – or for these patients to fail to receive these critical services entirely. DPW’s use of the requested services would occur when their use is a time- and cost-efficient means of transportation to/from project sites. For DPW, denial would result in higher project costs due to travel time that result in increased costs for City public works and improvement projects, as well as the continued reliance upon City-owned vehicles, which require ongoing expense for vehicle storage and maintenance costs. The requested services would allow HSH to provide safe and timely transportation for homeless individuals. For HSH, denial would result in an increased likelihood that homeless individuals fail to receive the necessary supportive services, such as for shelter, food, or employment assistance, and so would exacerbate the conditions endemic to homelessness.

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

This service was provided using other City procurement methods. We have been advised to request approval of a Personal Services Contract (PSC) at this time. A service provider will be selected through an RFP process.

D. Will the contract(s) be renewed?

Yes, potentially.

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

The requested Taxi Services will be provided on an as-needed basis and to meet department-specific needs. For instance, Department of Public Health (DPH) requires taxi services to assist patients in financial need to get to/from DPH facilities and appointments and who do not qualify for ambulance services, have no alternative means, or have physical and/or psychiatric impairments that may limit their ability to access public transportation. San Francisco Public Works (DPW) will utilize the taxi services for their staff when it is a time- and cost-efficient means of transportation to and from project sites. Department of Homelessness and Supportive Housing (HSH) will utilize the taxi services to support the transportation needs of homeless individuals to access supportive services.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Taxi services require resources that the City lacks, including possession of SFMTA medallions, taxi vehicles, dispatch services, and an SFMTA-approved e-hail mobile application to schedule rides.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The provision of taxi services in the City and County of San Francisco requires that each taxi vehicle is associated with a unique SFMTA Medallion. Drivers of taxi vehicles must have an active and valid permit issued by SFMTA.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor would provide access to taxi vehicles, dispatch services, and the SFMTA-required e-hail mobile application for requesting and scheduling the requested taxi services.

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

These services are not available through City resources.

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

- A. Explain why civil service classes are not applicable.
The closest classification would be Class 9163 Transit Operator. However, Class 9163 does not provide taxi services. MTA's lines do not go to all the locations where service is needed. Additionally, there are no Civil Service classifications that possess SFMTA Medallions or provide taxi services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Provision of taxi services in the City and County of San Francisco requires the possession of SFMTA Medallions and for drivers to be issued permits by the SFMTA. Further, the requested services would require the City to maintain taxi dispatch services 24 hours a day, 7 days a week and the accompanying SFMTA-approved e-hail mobile application for ride scheduling.

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 08/23/2021, the Department notified the following employee organizations of this PSC/RFP request:
TWU Local 250A**

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 Goodlett Place, Roo 362 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46428 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

From: [Lubamersky, Joan \(ADM\)](#)
To: rmarenco@twusf.org
Subject: Union Notice PSC 46428 As Needed Taxi Services
Date: Monday, August 23, 2021 9:44:00 PM
Attachments: [Receipt of Notice for new PCS over \\$100K PSC # 46428 - 21 22.pdf](#)
[PSC 46428 Taxi Services Posted on DHR database.pdf](#)

TO: Roger Marengo,
President TWU
Local 250A

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

SUBJ: Proposed Contract for Tax Services
Personal Services Contract (PSC) Number 46428

The Office of Contract Administration of the City and County of San Francisco proposes to do a Personal Services Contract (PSC) to provide taxi services on an as-needed basis. If approved, Taxi services will be utilized by City departments, including but not limited to Department of Public Health (DPH) to provide rides to/from DPH facilities for patients in financial need, have no alternative means, or have physical and/or psychiatric impairments that limit their ability to access public transportation; San Francisco Public Works (DPW) to provide transport for department staff to/from project sites when such services are a time- and cost-efficient means of transportation; and Department of Homelessness and Supportive Housing (HSH) to provide rides for homeless individuals to/from shelters, clinics, and/or other sites offering supportive services.

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 does not have a classification for taxi driver and does not have taxi cabs and 24/7 service availability. The closest classification we could identify is Transit Operator, Classification 9163, which is represented by your union. Unions generally have 30 days to ask questions about the PSCs.

Because your union was not be notified via the online system, I am reaching out to you directly to advise you of this PSC request. The request is for \$3 million. Your union appears on the copy of the PSC generated by the PSC database, but it is not on the PSC Notification to Unions.

Please see the PSC Form 1 attached that is posted on the Department of Human Resources PSC portal.

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

Thank you for your consideration

Attachments:
PSC 36428

Notice to employee organizations

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

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\)](#); [Lubamersky, Joan \(ADM\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46428 - 21/22
Date: Monday, August 23, 2021 4:32:31 PM

RECEIPT for Union Notification for PSC 46428 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46428 - 21/22 for \$3,000,000 for Initial Request services for the period 11/01/2021 – 10/30/2026. 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/17218> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Stakeholder facilitation

Funding Source: General Fund - Strong Motion Fees

PSC Duration: 5 years

PSC Amount: \$350,000

1. Description of Work

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

The vendor will provide facilitation, meeting platform, process and logistics, meeting materials, project planning, project and public communications.

Facilitation: The consultant will provide high quality, professional, and neutral facilitation of Stakeholder Working Group meetings for the Concrete Building Safety Program. The consultant will ensure that the diversity of Stakeholder Working Group voices are heard by City staff and successfully manage the range of personalities, backgrounds, and expertise of the representatives in the group. The consultant will support with conflict resolution as needed.

Meeting platform, process, and logistics: Develop a meeting platform and process to solicit input, encourage collaboration and support of Program goals, and achieve consensus on the group's recommendations when possible. Engagement methods may include, topic-based sub-committees, break-out groups, exercises, or other methods as proposed by the consultant to solicit input and collaboration. The consultant will manage the Stakeholder Working Group contact list, meeting scheduling, invitations, and follow-up.

Meeting materials: The consultant will develop draft and final meeting agendas and materials (e.g, presentations, handouts, surveys, exercises) based on analyses, frameworks, questions, and other materials developed by the technical consultant.

Project planning: Develop a plan of Stakeholder Working Group meeting topics/ key questions for at least 6 months. Update the project plan at regular intervals.

Project communications: Participate in regular meetings with City staff and technical consultant.

Summary reports: Provide meeting summary reports with clear takeaways for City staff, executive leadership, and technical consultants.

Public communications: Provide communications support to City staff, working to assist the Department of Building Inspection and City Administrator in creation of a clear public information effort to accurately, thoroughly and effectively inform the public on the benefits, processes, and requirements of the Concrete Building Safety Program.

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

A neutral facilitation service is necessary in order to develop the Concrete Building Safety Program with stakeholder input. Expertise in facilitation is needed to manage the strong personalities and range of expertise on the 50-60 person Stakeholder Working Group and support with conflict resolution if needed. Denial of this service would reduce the City's ability to incorporate stakeholder recommendations in the Concrete Building Safety Program, increasing the likelihood of organized opposition to the legislation necessary to implement the program. Communications services are necessary to inform the public of program benefits and requirements and achieve a high level of compliance with program requirements. Without communications services, we could experience lower compliance with program requirements, reduced public confidence in the program, and increased opposition.

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.

For past stakeholder engagement on seismic safety programs, e.g., Community Action Plan for Seismic Safety and Tall Buildings Study, a third-party consultant provided facilitation and engagement services.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short term project requiring specialized skills and experience.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills include stakeholder facilitation and consensus building around a contentious issue in a public meeting setting. It is necessary to have knowledge of San Francisco stakeholder interests and politics. This project requires experience include managing stakeholder or advisory bodies for policy making processes in San Francisco or other cities or counties. Technical expertise required includes negotiation and consensus building. An ideal consultant will also have experience in policy making processes for seismic safety or other building safety issues. Broad experience in communications including research, writing, creation of information pieces and graphics to convey to a range of parties complicated data and technical information. Ability to work quickly and anticipate needs to correctly and accurately inform policy makers, the public and others.

B. Which, if any, civil service class(es) normally perform(s) this work? 5278, Planner 2; 5291, Planner 3; 0923, Manager II; 9252, Communications 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?

The department reviewed job classifications, and technical expertise, and availability of staff trained in facilitation. No class includes all the skills and abilities needed. In addition, the technical and short-term nature of this public engagement efforts resulted in the need to bring in outside consulting services.

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

A. Explain why civil service classes are not applicable.

A specific classification for stakeholder facilitation and public engagement does not exist. Civil services classes may perform some of the duties, but not all.

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

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. 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 10/07/2021, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46527 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

From: ahr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\); Laxamana, Junko \(BOS\); Criss@sfmea.com; camaguey@sfmea.com \(contact\); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan \(ADM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky, Joan (ADM); Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)@sfmea.com)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46527 - 21/22
Date: Thursday, October 7, 2021 9:10:37 PM

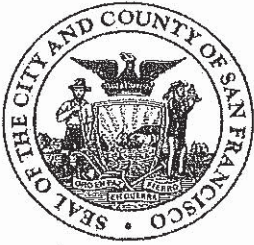
RECEIPT for Union Notification for PSC 46527 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46527 - 21/22 for \$350,000 for Initial Request services for the period 01/01/2022 – 12/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17392> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

PSC 34385-16.17

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

GINA M. ROCCANOVA
PRESIDENT

May 19, 2017

KATE FAVETTI
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DOUGLAS S. CHAN
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 45852-16/17; 43332-16/17; 42309-16/17; 49918-16/17; 40660-16/17; 45567-16/17; 49345-16/17; 48159-16/17; 49883-16/17; AND 34385-16/17.

F. X. CROWLEY
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

At its meeting on May 15, 2017 the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the request for all proposed Personal Services Contracts. This shall serve to notify the Office of the Controller and the Office of Contract Administration.

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

MICHAEL L. BROWN
EXECUTIVE OFFICER

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

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer

Attachments

- Cc: Cynthia Avakian, Airport
- Lavena Holmes, Port
- William Lee, Department of Emergency Management
- Diane Lim, Adult Probation
- Joan Lubamersky, General Services Agency
- Jacque Fong, Contract of Administration
- Ben Rosenfield, Controller's Office
- Commission File
- Chron

Posting For May 15, 2017

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2017-05-15

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
→ 34385 - 16/17 - MODIFICATIONS	May 15, 2017	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$95,000	\$195,000	Vendor will provide communications support to City staff, working to assist the Department of Building Inspection and City Administrator in creation of a clear public information effort to accurately, thoroughly and effectively inform City officials, the public and others on the processes, rules and protocols of the Department of Building Inspections concerning the safety of 301 Mission Street.	05/15/2017	05/14/2020	REGULAR

Scope Change:
 Additional specialized communications support is needed to address ongoing concerns regarding 301 Mission Street and other tall buildings.

TOTAL AMOUNT \$95,000

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As Needed and Scheduled Courier Service

Funding Source: General Funds

PSC Amount: \$4,200,000

PSC Est. Start Date: 03/01/2022

PSC Est. End Date 02/28/2027

1. Description of Work

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

Contractor shall provide as-needed courier services primarily for the Department of Public Health (DPH) where such services cannot be fulfilled by existing City employees. Items picked up and delivered shall include biological human specimens (including biohazardous specimens) such as urine, blood, tissue, COVID test swabs, cells, DNA, RNA, and protein by which to detect diseases and other medical conditions; medicines; non-inventory medical supplies, and corresponding documents. Contractor must be available 24/7, 365 days/year, including after hours and holidays. Pick-up and delivery locations shall include the entire Bay Area, Sacramento, California Department of Public Health laboratories, County Jails and all locations served by DPH, including: San Francisco General Hospital, Laguna Honda Hospital, DPH medical clinics (including those serving high-risk, Covid Positive, vulnerable and unhoused patients), shelters, Safe Sleeping Villages and motels and hotels that house unhoused San Francisco residents.

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

To ensure legally compliant medical services, DPH must be able to have biological human specimens, medicines, on inventory medical supplies and corresponding documents picked up and delivered in a reliable manner. Without this service, DPH cannot ensure such items are picked up and delivered regardless of when and where the need arises and for whom.

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

This service was provided using other City procurement methods. We have been advised to request approval of a Personal Services Contract at this time. The services are currently provided by Ace Courier Express Inc., a certified San Francisco Micro LBE.

D. Will the contract(s) be renewed?

No. This is a five year contract with no options to extend.

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:

These services are provided on an as-needed basis, particularly when existing staff (generally clerical staff) cannot perform the pick-up and delivery functions required by this contract, such as when dealing with biohazardous materials or picking up and delivering during after-hours, weekends and holidays.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor’s employees must have special training in the handling, storage and delivery of biological human specimens (including biohazardous specimens) such as urine, blood, tissue, COVID test swabs, cells, DNA, RNA, and protein by which to detect diseases and other medical conditions; medicines; non inventory medical supplies, and corresponding documents. Where required, the contractor must be able to provide a vehicle or mode of transportation that ensures the specimens are maintained in accordance with specific temperature and climate controls. Finally, Contractor must be able to services the entire Bay Area, Sacramento, various California Department of Public Health laboratories, County Jails and all locations served by DPH, including: San Francisco General Hospital, Laguna Honda Hospital, DPH medical clinics (including those serving high-risk, Covid Positive, vulnerable and unhoused patients), shelters, Safe Sleeping Villages and motels and hotels that house unhoused San Francisco residents.
- 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 contractor must provide a vehicle or other appropriate mode of transportation that ensures the specimens are maintained in accordance with specific temperature and climate controls when picked up and delivered.

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

The resources are not available within the City because this service requires staffing and delivery vehicle be available 24 hours on standby to fulfill both scheduled and as-needed medical courier service. City staff would require special training in the handling, storage and delivery of biological human specimens (including biohazardous specimens) such as urine, blood, tissue, COVID test swabs, cells, DNA, RNA, and protein by which to detect diseases and other medical conditions. Where required, the City employee would be required to use a vehicle or mode of transportation that ensures the specimens are maintained in accordance with specific temperature and climate controls. Finally, the City employees must be able to service the entire Bay Area, Sacramento, various California Department of Public Health laboratories, County Jails and all locations served by DPH, including: San Francisco General Hospital, Laguna Honda Hospital, DPH medical clinics (including those serving high-risk, Covid Positive, vulnerable and unhoused patients), shelters, Safe Sleeping Villages and motels and hotels that house unhoused San Francisco residents.

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

- A. Explain why civil service classes are not applicable.
The resources are not available within the City because this service requires staffing and delivery vehicle be available 24 hours on standby to fulfill both scheduled and as-needed medical courier service. City staff would require special training in the handling, storage and delivery of biological human specimens (including biohazardous specimens) such as urine, blood, tissue, COVID test swabs, cells, DNA, RNA, and protein by which to detect diseases and other medical conditions. Where required, the City employee would be required to use a vehicle or mode of transportation that ensures the specimens are maintained in accordance with specific temperature and climate controls. Finally, the City employees must be able to service the entire Bay Area, Sacramento, various California Department of Public Health laboratories, County Jails and all locations served by DPH, including: San Francisco General Hospital, Laguna Honda Hospital, DPH medical clinics (including those serving high-risk, Covid Positive, vulnerable and unhoused patients), shelters, Safe Sleeping Villages and motels and hotels that house unhoused San Francisco residents.
- 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 provided on an as-needed basis, particularly when existing staff (generally clerical staff) cannot perform the pick-up and delivery functions required by this contract, such as when dealing with biohazardous materials or picking up and delivering during after-hours, weekends and holidays.

6. Additional Information

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

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

7. Union Notification: On 10/19/2021, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, RM 430, 1 Dr. Carlton B. Goodlett Pl. San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49399 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of lynn.khaw@sfgov.org
Sent: Tuesday, October 19, 2021 12:12 PM
To: Khaw, Lynn (ADM); 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@opcmllocal300.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; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49399 - 21/22

RECEIPT for Union Notification for PSC 49399 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49399 - 21/22 for \$4,200,000 for Initial Request services for the period 03/01/2022 – 02/28/2027. 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/17332> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Equipment and Software Maintenance for Building Automation System

Funding Source: General Fund

PSC Duration: 6 years

PSC Amount: \$1,000,000

1. Description of Work

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

The computerized Building Management System (BAS) is used by stationary engineers to operate, schedule, monitor and troubleshoot building heating and cooling systems. The service and maintenance of the BAS required specialty knowledge and training which will be provided under this service contract.

The contractor will provide hardware and software maintenance for the Tridium-Niagra BAS and associated field controllers for the newly opened SF Permit Center at 49 South Van Ness Street. This work will generally be performed on a quarterly or semiannually basis.

The system and associated equipment will integrate the operation of various heating and cooling equipment throughout the building from a single work station. The contractor will conduct periodic maintenance and repairs to the BAS system components such as the Tridium system server and field controllers; provide software patches, updates, enhancements, and fixes; provide technical support; manage storage space on the System's server; analyze trend data; back up the system's database; and conduct network analysis and system programming. Also, the contractor will provide manufacturer certified technicians for performing specialty service for major equipment such as boilers and chillers.

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

Without this service, the building management system cannot be operated effectively and efficiently. The City needs a contractor that has the ability and expertise in managing Building Management systems and technicians trained and licensed by manufacturer for service of major mechanical equipment.

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

These services have not been provided in the past. This is a new system installed in a new building.

D. Will the contract(s) be renewed?

Yes, if the need continues.

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 intermittent and specializing, requiring training by the manufacturer.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of Building Management systems and experience in their programming, operation and maintenance. Factory certified technicians are required to provide these services. Technicians must have specialized knowledge of the various heating and cooling equipment and digital control systems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7238, Electrician Supervisor 1; 7335, Senior Stationary Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

These services are not available within the City as no city employee is factory certified to provide these services.

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

- A. Explain why civil service classes are not applicable.
Civil service classifications are not certified to perform this 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. No. This is intermittent work that is required to be performed by specialized factory certified technicians.

6. Additional Information

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

**7. Union Notification: On 10/11/2021, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Stationary Engineers, Local 39**

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47273 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\); seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan \(ADM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky, Joan (ADM); seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)@local39.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47273 - 21/22
Date: Monday, October 11, 2021 8:16:24 PM

RECEIPT for Union Notification for PSC 47273 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 47273 - 21/22 for \$1,000,000 for Initial Request services for the period 01/01/2022 – 12/31/2027. 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/17419> 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

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Monday, October 11, 2021 8:47 PM
To: oashworth@ibew6.org
Cc: 'DHR-PSCCoordinator, DHR (dhr-psccordinator@sfgov.org)'
Subject: Notice of Personal Services Contract 47273
Attachments: PSC 47273 Real Estate Equipment and Software Maintenance sent to Electricians L6.pdf; Receipt of Notice for new PCS over \$100K PSC # 47273 - 21_22.pdf

To IBEW Local 6.

I entered a new Personal Services Contract (PSC) on the Department of Human Resources Database today. I inadvertently clicked on Local 21 to be notified of this PSC rather than IBEW Local 6.

Your name and email are listed on the DHR database as the Local 6 contact. I also checked your website, and you are listed there as well.

Therefore, I am notifying you via a direct email, providing you a copy of the PSC. Notification to unions for 30 days is required prior to the PSC moving forward in the approval process.

Please let me know if you have any questions and/or contact the DHR PSC Coordinator copied on this email.

Best regards,

Joan

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Boiler Maintenance for San Francisco General Hospital

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$187,500

1. Description of Work

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

The contractor will provide routine annual maintenance for the Department's three boiler systems at Zuckerberg San Francisco General Hospital (ZSFGH), which provide the heat for the Hospital's central heating system. The contractor will be responsible for servicing the boiler systems by performing necessary assessments, tests, and maintenance work that is typically not performed by City employees, with appropriately certified staff. This includes responsibility for conducting an annual inspection of the boilers; fitting the boilers with new, high-quality gaskets; recording all maintenance findings in accordance with the format specified by the Department; and ordering any required replacement parts. An overview of the types of services to be performed is attached.

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

Explain why this service is necessary and the consequence of denial: These services are necessary in order to maintain ZSFGH's three boiler systems (2 in Bldg 2, 10 in Bldg 25, and 1 at CHN) annually in order to ensure necessary provision of heat to the Hospital's central heating system. The City does not have staff with the expertise needed to perform these infrequently needed services on ZSFGH's three specialized (new & vintage) boiler systems. These boilers are essential to providing quality patient care, meeting regulatory standards, and the comfort of staff. Without these services, it is likely that ZSFGH would fall out of compliance with federal, State and Joint Commission standards for hospital operations and State and local workplace requirements.

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

These services were previously performed under a Purchase Order/P-250 agreement. This request is made in response to new requirements for the Commission's approval of PSCs for equipment maintenance.

D. Will the contract(s) be renewed?

Yes, if the services continue to be needed and funding is available.

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

The Department expects the need for these services to continue, and with the Office of Contract Administration is developing the contract for an initial term of three years, with one option to renew for four years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

These boiler maintenance services are required on a periodic, annual basis. Without these annual boiler maintenance services, any boiler malfunction or breakdown is likely to cause ZSFGH to become out of compliance with federal, State and Joint Commission requirements, State and local workplace requirements, and adversely affect quality patient care. Poor patient care and compliance failures may result in lawsuits or revenue losses.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must provide sufficient and appropriately trained, certified and experienced personnel to provide the required work in a timely and responsive manner.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7205, Chief Stationary Engineer; 7248, Steamfitter Supervisor 2; 7333, Apprentice Stationary Engineer; 7334, Stationary Engineer; 7335, Senior Stationary Engineer; 7348, Steamfitter; 7349, Steamfitter Supervisor I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor is expected to provide whatever tools and/or equipment is needed to perform the services.

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

Contractor's staff work at the direction of ZSFGH Facilities staff, providing opportunities for knowledge transfer, however, it is impractical for ZSFGH staff to receive training and the required certification in order to provide these services once each year.

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

- A. Explain why civil service classes are not applicable.
These services are needed only on an annual basis, and require up-to-date, trained, supervised and experienced staff in order to maintain these new and legacy boiler systems appropriately. It would be impractical to maintain sufficiently trained and certified for this once-a-year maintenance and performing the services once a year would be unlikely to provide the experience sufficient to handle all issues which might arise in the course of annual inspection and maintenance.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not at this time, since if these services were to be brought in-house, it is likely that these duties would fall within the Stationary Engineers classifications series.

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. ZSFGH Facilities staff order and supervise these services, providing opportunities for knowledge transfer. Informal training of civil service staff is to be included in these 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 10/08/2021, the Department notified the following employee organizations of this PSC/RFP request:
Plumbers, Local 38; Stationary Engineers, Local 39

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

Name: Arlene Lee Phone: 415-554-2938 Email: arlene.lee@sfdph.org

Address: 1380 Howard Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47936 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: Lee, Arlene (DPH)
Sent: Friday, October 8, 2021 5:08 PM
To: larryjr@ualocal38.org
Cc: DHR-PSCCoordinator, DHR (HRD); Hale, Jacquie (DPH)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47936 - 21/22

RECEIPT for Union Notification for PSC 47936 - 21/22 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 47936 - 21/22 for \$187,500 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:

<http://apps.sfgov.org/dhrdrupal/node/17330> 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

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of arlene.lee@sfdph.org
Sent: Friday, October 8, 2021 4:47 PM
To: Lee, Arlene (DPH); seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; Hale, Jacquie (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47936 - 21/22

RECEIPT for Union Notification for PSC 47936 - 21/22 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 47936 - 21/22 for \$187,500 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:

<http://apps.sfgov.org/dhrdrupal/node/17330> 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

Lee, Arlene (DPH)

From: Stan Eichenberger <seichenberger@local39.org>
Sent: Tuesday, October 26, 2021 12:59 PM
To: Lee, Arlene (DPH)
Cc: Chase, Greg (DPH); Hale, Jacquie (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 47936 - 21/22 (Protest/Appeal)
Attachments: 47936 - 21_22 (Updated Rev 10.26.21).pdf

Hi Arlene,

Thank you for updating the PSC to reflect the changes we discussed this morning. Please feel free to move forward accordingly.

Stan Eichenberger
Business Representative
IUOE - Stationary Engineers, Local 39

From: Lee, Arlene (DPH) <arlene.lee@sfdph.org>
Sent: Tuesday, October 26, 2021 11:49 AM
To: Stan Eichenberger <seichenberger@local39.org>
Cc: Chase, Greg (DPH) <greg.chase@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 47936 - 21/22 (Protest/Appeal)

Hi Mr. Eichenberger:

As discussed this morning, below are the changes made to PSC #47936-21/22 - Boiler Maintenance for San Francisco General Hospital.

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

The contractor will be responsible for servicing the boiler systems by performing necessary assessments, tests, and maintenance work that is typically not performed by City employees, with appropriately certified staff.

6. Additional Information, B.

Informal training of civil service staff is to be included in these services.

These changes are saved in the PSC database. Please respond back to let know if this PSC is acceptable.

Thank you.
Arlene

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

From: Lee, Arlene (DPH)
Sent: Monday, October 25, 2021 7:52 PM
To: Stan Eichenberger <seichenberger@local39.org>
Cc: Chase, Greg (DPH) <greg.chase@sfdph.org>; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 47936 - 21/22 (Protest/Appeal)

Hi Mr. Eichenberger:

In this case, Zuckerberg San Francisco General (ZSFG) needs a back up to the day-to-day maintenance and repair efforts. The Stationary Engineers on staff at ZSFG conduct routine and regular maintenance and make operational repairs. Additionally, the engineers operate and monitor the boilers.

When it comes to annual maintenance, and other than routine maintenance and repairs, the engineers need vendor assistance to keep the boilers in operation, and to stay in regulatory compliance.

As indicated in this PCS request, ZSFG has,

2 boilers in Bldg 2 [by one boiler manufacturer],
10 boilers in Bldg 25 [2 by one manufacturer, and 8 by another],
1 boiler at CHN [by a different manufacturer than any other].

It is not practical to purchase the specialized tooling and equipment, calibrate the testing equipment, send staff to vendor training for maintenance, and stock the parts necessary to conduct infrequent maintenance procedures.

Please let me know if you need further clarification. I will send out a Teams meeting invitation for 10/26, 10am -11 am, so that DPH and Local 39 can further discuss.

Thank you.
Arlene

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

From: Stan Eichenberger <seichenberger@local39.org>
Sent: Friday, October 22, 2021 8:22 PM
To: Lee, Arlene (DPH) <arlene.lee@sfdph.org>
Cc: Chase, Greg (DPH) <greg.chase@sfdph.org>; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 47936 - 21/22 (Protest/Appeal)

Hi Arlene,

I have time Tuesday, October 26th 10-11am. Teams is preferred over WebEx. Please send invite to me, no additional attendees currently.

As for questions, the Union expects to better understand why the Department believes our Engineers are not capable to perform the scope of work included in both attachments. I welcome a written response prior to our meeting if one is available.

Thanks,

Stan Eichenberger
Business Representative
IUOE - Stationary Engineers, Local 39

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

From: Lee, Arlene (DPH) <arlene.lee@sfdph.org>
Sent: Wednesday, October 20, 2021 6:55 PM
To: Stan Eichenberger <seichenberger@local39.org>
Cc: Chase, Greg (DPH) <greg.chase@sfdph.org>; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 47936 - 21/22 (Protest/Appeal)

Hi Mr. Eichenberger:

The program staff who will be responding to your questions is Greg Chase, Director, Facilities Services. He is available at the times shown below. Please let us know as soon as you can if any of these times will work for you, and if so, please send the email addresses of attendees so that I can send them a Teams meeting invitation. (If you prefer WebEx, that's also available.)

Thursday, 10/21 after 2PM
Friday, 10/22 after 1:30PM
Monday, 10/25 after 2PM
Tuesday, 10/26 10AM to Noon
Wednesday, 10/27 after 1PM
Thursday, 10/28 after 2PM
Friday, 10/29 after 10AM.

We would appreciate getting the union's questions prior to the meeting, so that we can do any follow up needed and have a fuller response at the meeting.

Thank you.

Arlene
DPH PSC Coordinator

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

From: Lee, Arlene (DPH)
Sent: Tuesday, October 12, 2021 2:02 PM
To: Stan Eichenberger <seichenberger@local39.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 47936 - 21/22 (Protest/Appeal)

Hi Mr. Eichenberger:

Thank you for your email. I understand your email as a request for a meeting regarding this PSC. I will get 2-3 times when staff who can answer questions about the services under this PSC will be available and email you back to see if those times will work for you.

Thank you,

Arlene Lee
DPH PSC Coordinator

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

From: Stan Eichenberger <seichenberger@local39.org>
Sent: Friday, October 8, 2021 9:56 PM
To: Lee, Arlene (DPH) <arlene.lee@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 47936 - 21/22 (Protest/Appeal)

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

Hi Arlene and Jacquie,

The proposed scope of work to be outsource will impede on work that Local 39 represented City employees should be performing. Local 39 is requesting that the department reconsider contracting this work out in its entirety, and to coordinate this work to be done by Local 39 represented City employees, specifically but not limited to: 7334, 7335 Stationary Engineers.

If the City would like to discuss this request further, please coordinate a video/teleconference with your team members, then provide me a few proposed dates/times to select from? I can host a Zoom Meeting as an option.

Respectfully,

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

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of arlene.lee@sfdph.org
Sent: Friday, October 8, 2021 4:47 PM
To: arlene.lee@sfdph.org; Stan Eichenberger <seichenberger@local39.org>; Michael Rainsford <mrainsford@local39.org>; grojo@local39.org; jacquie.hale@sfdph.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 47936 - 21/22

RECEIPT for Union Notification for PSC 47936 - 21/22 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 47936 - 21/22 for \$187,500 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:

<http://apps.sfgov.org/dhrDrupal/node/17330> 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

47936 - 21/22

Posted September 16, 2021 - 16:24 by Jacquie Hale

Select This Link to waive your 30 day right to review

(NOTE: please check the next page for accuracy and click SUBMIT)

Type of Approval and Title

Type of Approval: REGULAR

Omit Posting: no

Auto Generated PSC: 47936 - 21/22

I need to recreate and existing PSC: no

PSC Part 1

Notes from PSC Administrator:

Withdraw PSC: Not withdrawn

Postpone PSC: Not Postponed

PSC Coordinator initiated status (NOTE: Expedited PSC REQUIRE Union Notification): Start union notification (see minimum requirements)

DHR Approval State: Initial

Date: October 8, 2021

Department Name: PUBLIC HEALTH -- DPH

Dept Designation (FAMIS): DPH

Dept Coordinator: Arlene Lee

Type of Service: Boiler Maintenance for San Francisco General Hospital

Category of Service: Public Health

PSC Estimated Start Date: December 1, 2021

PSC Estimated End Date: November 30, 2026

Display duration?: display duration instead of start and end date

For all PSCs if the duration requested is 5 years or more, an explanation is required- historical PSC required: The Department expects the need for these services to continue, and with the Office of Contract Administration is developing the contract for an initial term of three years, with one option to renew for four years.

If the request is for 5 years or more, please upload explanation:

PSC Amount: \$187,500

Funding Source: General Fund

PSC Coordinator Address for PSC Form Line 1: 1380 Howard Street, 4th Floor

PSC Coordinator Address For PSC Form Line 2: San Francisco, CA 94103

Contract ID:

PSC Part 2

Link to Additional Document or Link to Previous Database PSC:

Upload prior or similar approved PSC:

Concise Description of Proposed Work:

The contractor will provide routine annual maintenance for the Department's three boiler systems at Zuckerberg San Francisco General Hospital (ZSFGH), which provide the heat for the Hospital's central heating system. The contractor will be responsible for servicing the boiler systems by performing necessary assessments, tests, and maintenance work that is typically not performed by City employees, with appropriately certified staff. This includes responsibility for conducting an annual inspection of the boilers; fitting the boilers with new, high-quality gaskets; recording all maintenance findings in accordance with the format specified by the Department; and ordering any required replacement parts. An overview of the types of services to be performed is attached.

If RFP is available on the web, please enter link info:

OR Upload RFP:

Explain why this service is necessary and the consequences of denial: Explain why this service is necessary and the consequence of denial: These services are necessary in order to maintain ZSFGH's three boiler systems (2 in Bldg 2, 10 in Bldg 25, and 1 at CHN) annually in order to ensure necessary provision of heat to the Hospital's central heating system. The City does not have staff with the expertise needed to perform these infrequently needed services on ZSFGH's three specialized (new & vintage) boiler systems. These boilers are essential to providing quality patient care, meeting regulatory standards, and the comfort of staff. Without these services, it is likely that ZSFGH would fall out of compliance with federal, State and Joint Commission standards for hospital operations and State and local workplace requirements.

Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission): These services were previously performed under a Purchase Order/P-250 agreement. This request is made in response to new requirements for the Commission's approval of PSCs for equipment maintenance.

Will the contract(s) be renewed?: Yes, if the services continue to be needed and funding is available.

Specify required skills and/or expertise: Contractor must provide sufficient and appropriately trained, certified and experienced personnel to provide the required work in a timely and responsive manner.

Which, if any, civil service class normally performs this work?: 7205

7333

7334

7335

7348

7248

7349

What efforts has the department made to obtain these services through available resources within the City?: Contractor's staff work at the direction of ZSFGH Facilities staff, providing opportunities for knowledge transfer, however, it is impractical for ZSFGH staff to receive training and the required certification in order to provide these services once each year.

Select Unions to Notify (use CTRL/click to select multiple unions): Plumbers, Local 38

Stationary Engineers, Local 39

email union list: grojo@local39.org

MRainsford@Local39.org

seichenberger@local39.org

Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:: Yes, contractor is expected to provide whatever tools and/or equipment is needed to perform the services.

Explain why civil services classes are not applicable: These services are needed only on an annual basis, and require up-to-date, trained, supervised and experienced staff in order to maintain these new and legacy boiler systems appropriately. It would be impractical to maintain sufficiently trained and certified for this once-a-year maintenance and performing the services once a year would be unlikely to provide the experience sufficient to handle all issues which might arise in the course of annual inspection and maintenance.

Would it be practical to adopt a new civil service class to perform this work? Explain: Not at this time, since if these services were to be brought in-house, it is likely that these duties would fall within the Stationary Engineers classifications series.

Name and contact information for the project manager/lead of this proposed work:

Will the contractor directly supervise City and County employees?: no

Will the contractor train employees? If so, please explain what that will entail; if not, explain why not.: no

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain: ZSFGH Facilities staff order and supervise these services, providing opportunities for knowledge transfer. Informal training of civil service staff is to be included in these services.

Is there a plan to transition this work back to the City? Please explain why or why not - historical PSC please answer.: Not at this time, since it would be impractical to maintain sufficiently trained and certified for this once-a-year maintenance, and performing the services once a year would be unlikely to provide the experience sufficient to handle all issues which might arise in the course of annual inspection and maintenance.

What support will the department provide to help build internal capacity to do this work? -historical PSC, please answer: ZSFGH has determined that it would be impractical to build internal capacity for all of the

work required, but recognizes that there may be an interest on the part of current ZSFGH Facilities staff to increase their knowledge and is willing to research and discuss future opportunities for training and employee development.


Are there legal mandates requiring the use of contractual services?: no

Are there federal or state grant requirements regarding the use of contractual services?: no

Has a board or commission determined that contracting is the most effective way to provide this service?: no

Will the proposed work be completed by a contractor that has a current personal services contract with your department: no

Any Additional Documents:

 47936-2122_attachment.pdf

 PSC 47936-2122 Union Notice Plumbers Local 38 10-8-21

 PSC 47936-2122 Union Notice Stat Eng Local 39 10-8-21

PSC Part 3

For historical PSCs, please answer the questions to the best of your ability.

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

You must explain the qualifying circumstances - please include all items checked in your explanation.: These boiler maintenance services are required on a periodic, annual basis. Without these annual boiler maintenance services, any boiler malfunction or breakdown is likely to cause ZSFGH to become out of compliance with federal, State and Joint Commission requirements, State and local workplace requirements, and adversely affect quality patient care. Poor patient care and compliance failures may result in lawsuits or revenue losses.

Is there a plan to transition this work back to the City? If so, please explain. If not, explain why not: Not at this time, however, the Department is prepared to research and discuss future training opportunities for any current staff who are interested in assisting in the provision of these services.

Dept Coordinator Email:

arlene.lee@sfdph.org

Date Stamp Ready for DHR :

Date Stamp for Union Notification: October 8, 2021

Link to create PDF Forms

[Open PSC Form 1 to View Prior to Submitting](#)

[New Form 1](#)

[Printer-friendly version](#)

Additional Attachment(s)



San Francisco Department of Public Health

Dr. Grant Colfax
Director of Health

City and County of San Francisco
London Breed
Mayor

DATE: November 8, 2021

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

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

RE: PSC 47936-21/22 Boiler Maintenance for San Francisco General Hospital

The Department of Public Health (DPH) respectfully requests that PSC 47936-21/22, Boiler Maintenance for San Francisco General Hospital, be calendared for the December 6, 2021, meeting of the Civil Service Commission.

These services will enable the Department to continue to provide required routine annual maintenance for the Department's three boiler systems at Zuckerberg San Francisco General Hospital (ZSFGH), which provide the heat for the Hospital's central heating system. These boilers are essential to providing quality patient care, meeting regulatory standards, and the comfort of staff. Any boiler malfunction or breakdown is likely to cause ZSFGH to become out of compliance with federal, State and Joint Commission requirements, State and local workplace requirements, and adversely affect quality patient care.

DPH notified unions on 10/8/2021. On 10/8/2021 Local 39 informed DPH of its objections to the PSC. DPH met with Local 39 to provide more information on PSC 47936-21/22 on 10/26/2021. In that meeting, we agreed to update the description of services to clarify that the services requested in this PSC is for maintenance work that is typically not performed by City employees, and to clarify that informal training of civil service staff is to be included in these services. On 10/26/2021, Local 39 notified DPH to proceed with this PSC request.

We appreciate your consideration of our request.

Thank you.

DPH ZSFGH Boiler Maintenance—Overview of Types of Routine, Repair Services

Category	Services within each category:
<p>Combustion and Controls:</p>	<p>Inspect all actuators & motors for abnormal operation Inspect all lights, indicators, & alarms for functionality Inspect boiler & burner components for wear Inspect burner flame pattern Inspect firing rate control Inspect flue, vent, stack, & outlet dampers Inspect fuel nozzles & fuel outlet orifices Inspect fuel train(s), regulator(s), & valves Inspect gauges, monitors, & indicators Inspect/replace igniter Inspect instruments & equipment settings Inspect main fuel safety shutoff & vent valves for leakage Inspect pilot & main fuel flame signal strength Inspect pilot line, regulator & valves Inspect the blower motor operations Inspect the diffuser & burner components for wear Inspect the diffuser positioning Perform a pilot turndown test Perform a leak test on pilot & fuel train(s) Test & set combustion Test & verify firing rate control set points Test burner position interlocks Test combustion air proving switch Test damper position interlocks Test flame failure detection system for pilot & main fuel(s) Test flame failure safety shutdown timing Test fuel train(s) interlocks Test high & low fuel temperature/pressure interlocks Test operating & high limit control functionality Test trial for ignition & full sequence timing If required, complete City of San Francisco Permit to Operate</p>
<p>Waterside</p>	<p>Drain boiler, open manholes and hand holes for inspection, replace gaskets Inspect & flush pressure control tree as needed Inspect & flush waterside of boiler Inspect blowdown valves & equipment for leakage & wear Inspect pressure vessel for cracks, visible corrosion & scale Inspect safety relief valves for leakage Inspect the feed water valve & controls for operation</p>

	<p>Inspect water column & gauge glass for wear & etching Open & inspect internals of low water cutoff equipment Perform a low drain test on low water cutoff Test safety relief valves for proper operation Test water column water level ports Inspect gauge glass and assemblies. Replace if necessary</p>
Fireside	<p>Inspect boiler for visible signs of hot spots & discoloration Inspect fireside of boiler & clean debris or soot as required Inspect the refractory & insulation for wear Inspect attaching mechanisms & open all access doors</p>
Deaerator Coverage	<p>Provides professional technical resources to improve the safety, reliability, and efficiency of your feed/ surge tank(s). Conducts the necessary assessments, inspections, and maintenance to fully support your equipment's optimum operation. Completely clean and prime the tank(s) for operation following the annual inspection. Coordinate an efficient and streamlined process in accordance to your safety guidelines and scheduling.</p>
Cleaver Brooks Deaerator	<p>Drain and open tank for inspection Inspect internals (visually) for corrosion Inspect internals (visually) for possible component failure Remove plugs from equalizing lines Open high and low level alarm float bowls Flush tank and control the lines Inspect safety release valves (SRV) — Replacement to be proposed separately, if needed Inspect and thoroughly clean feed pump suction lines Inspect pump couplings for proper alignment and/or excessive wear Check the pump discharge pressure Provide upgraded gaskets Reassemble the deaerator tank Check pump motor amperage draws Reset pressure and temperature controls to obtain desired set point Record control settings and perform operational tests Assure that system is operating properly and safely</p>

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: Parts, Services and Repairs for IBak Sewer Camera Inspection Equipment

Funding Source: WWE Operating Budget

PSC Duration: 5 years

PSC Amount: \$600,000

1. Description of Work

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

SFPUC WWE CSD - Sewer Operations is seeking service to provide technical support, parts, training, repair and services for their IBak sewer camera inspection equipment. This equipment is highly technical and requires mechanical, specialized instrumentation and electronic skills to properly diagnose and repair. There are two aspects to this equipment. There is the computer and software side and robotic hardware side. Most often in order to properly diagnose problems within the robotic cameras they are required to be disassembled and connected to diagnostic software to help identify problems. The camera equipment can take hours to disassemble and diagnose due to its sophisticated design. Video and computer software diagnostics are also required to solve problems with the systems

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

This equipment is vital to meeting the goals and expectations of our mandated Condition Assessment Program and WWE SOPs 5-year business plan. The inspection videos captured under the Condition Assessment Program are used to determine what PUC owned assets are repaired or replaced each year. 15 miles of sewer pipe is replaced each year based on these videos. The WWE is required by the state to reduce and prevent sewer overflows with in the sewer system. This equipment assists in diagnosing the cause of sewer overflows and in turn helps meet federal, state and local regulations. The denial of this request could result in fines and puts the goals, and expectations of associated programs at risk.

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

Yes, this service has been provided in the past. Current Contract ID is 1000016587 and expires 4/30/2022. Previous PSC #: 44240 18/19

D. Will the contract(s) be renewed?

yes

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

These cameras can be equipped with technologies like high resolution and magnification, motion detection, infrared vision, and biometric identification—all linked to a powerful network capable of automated tracking, archiving, and identifying suspect interruption. A lateral launch sewer inspection allows for a closed-circuit television (CCTV) video inspection of pipes, including mainline and lateral pipelines, and is ideal involving situations that do not allow for a typical visual inspection. During the process, a pipe is inspected from the mainline to the lateral searching for cross-bores, pipe defects and structural issues. GPRS Video Pipe Inspection services can help discover a collapsed sewer lateral, duct, or an unknown blockage in a pipe. This service is a non-destructive option that limits project delays and budget overruns by locating the exact impediment in your water or sewer line including bellies, collapses, tree roots, lateral taps, cross-bores, or other damages. In the event of an interruption/ or unknown delays a contract will be needed to continue services already rendered to prevent public anxiety. This contract will be piggybacked off of Sourcewell agency which is a cooperative contractual agreement with government agencies and nonprofits where competitive pricing has already been set in place for various vendors. This will ensure the City will have the best pricing available to provide maintenance on our IBAK sewer camera inspection equipment.

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).

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

B. Explain the qualifying circumstances:

This equipment is vital to meeting WWE's needs and expectations. This service agreement is needed to perform as needed and emergency repairs on our IBak equipment. WWE CSD - Sewer Operations is not authorized, equipped or trained to work on this equipment. Anytime a repair or technical support is needed we are dependent on this contract for support. This equipment is dispatched every day and has an annual goal of capturing 150 miles of inspection video. This demand imposes tremendous strain on the equipment on a daily basis. Due to this high demand regular and emergency repairs can be expected. Sewer Operations currently has 5 full inspection vans and plans to acquire 2 additional systems within the next budget cycle. The safe operation of the sewer system is dependent on this equipment being in the field every day. In order to fulfill this, readily available repair services need to be in place.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Due to the nature of this equipment, a vast range of skills are needed to effectively train to, service and repair this equipment. This equipment consists of robotic hardware, live video feeds, computer systems and computer software. Mechanical skills are needed to effectively disassemble and re-assemble all aspects of these systems. Electronic and Instrumentation skills are also needed to diagnose problems and repair cameras, associated hardware, and video signals. These systems are ran by high powered computers that require specialized hardware and software. Only individuals who are skilled in these types of computer systems can effectively service or repair them.

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 has a facility that is specialized and equipped to service IBak camera inspection equipment. They possess specialized diagnostic equipment that assists in servicing and repairing IBak equipment and is the only vendor in our area authorized to perform work on IBak's equipment.

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

N/A

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

A. Explain why civil service classes are not applicable.

The vendor is the sole source provider of IBak equipment in California.

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 vendor is the sole source provider of IBak equipment in California.

6. Additional Information

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

No.

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

Yes. The training will consist of how to properly operate the equipment in the field. Over the course of the contract approximately 30 staff members will receive approximately 8 hours of training. Field Staff and Field Supervisors will receive training. 7246 and 7449.

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

No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. We currently have a 3 year contract for the same services we are requesting now.

7. Union Notification: On 09/30/2021, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41446 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

From: dhr-psccoordinator@sfgov.org on behalf of shale@sfwater.org
To: [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.](mailto:Hale,Shawndrea.M.;snaranjo@cirseiu.org;mdennis@twusf.org;rmarenco@twusf.org;pwilson@twusf.org;cmoyer@nccrc.org;noah.frigault@sfgov.org;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;tracym@sfpoa.org;mleach@ibt856.org;rooferslocal40@gmail.com;sal@local16.org;Criss@sfmea.com;Julie.Meyers@sfgov.org;seichenberger@local39.org;Camaguey@sfmea.com;ablood@cirseiu.org;kcartermartinez@cirseiu.org;ecassidy@ifpte21.com;WendyWong26@yahoo.com;wendywong26@yahoo.com;sarah.wilson@seiu1021.org;kschumacher@ifpte21.org;kpage@ifpte21.org;tjenkins@uapd.com;eerbach@ifpte21.org;tmathews@ifpte21.org;amakayan@ifpte21.org;jb@local16.org;Ricardo.lopez@sfgov.org;Basconillo_Kathy;Sandeep.lal@seiu1021.me;pcamarillo_seiu@sbcglobal.net;MRainsford@local39.org;Wendy.Frigillana@seiu1021.org;pscreview@seiu1021.org;pkim@ifpte21.org;agonzalez@iam1414.org;ted.zarzecki@seiu1021.net;leah.berlanga@seiu1021.org;gail@sffdlocal798.org;cityworker@sfcwu.org;davidmkersten@gmail.com;djohnson@opcmllocal300.org;ramonliuna261@gmail.com;ablood@cirseiu.org;pkarinen@nccrc.org;tony@dc16.us;stevek@bac3-ca.org;xiumin.li@seiu1021.org;Sin.Yee.Poon@sfgov.org;smcgarry@nccrc.org;rmitchell@twusf.org;grojo@local39.org;jduritz@uapd.com;staff@sfmea.com;mike@dc16.us;khughes@ibew6.org;L21PSCReview@ifpte21.org;sfsmsa@gmail.com;bart@dc16.us;david.canham@seiu1021.org;jtanner940@aol.com;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;Hale,Shawndrea.M.;dhr-psccoordinator@sfgov.org
Subject: Receipt of Notice for new PCS over $100K PSC # 41446 - 21/22
Date: Thursday, September 30, 2021 4:09:34 PM</p><hr/></div><div data-bbox=)

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

RECEIPT for Union Notification for PSC 41446 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41446 - 21/22 for \$600,000 for Initial Request services for the period 05/01/2022 – 04/30/2027. 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/17345> 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: Parts, Training, Repair and Services for IBak Sewer Camera Inspection Equipment (REQ 0323)Funding Source: Wastewater Enterprise Operating BudgetPSC Amount: \$200,000PSC Est. Start Date: 05/01/2019PSC Est. End Date 04/30/2021**1. Description of Work**

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

SFPUC WWE CSD - Sewer Operations is seeking services from Jack Doheny Co. to provide technical support, parts, training, repair and services for their IBak sewer camera inspection equipment. Jack Doheny Co. is the sole distribution and service provider of IBak camera equipment in California. This equipment is highly technical and requires mechanical, specialized instrumentation and electronic skills to properly diagnose and repair. There are two aspects to this equipment. There is the computer and software side and robotic hardware side. Most often in order to properly diagnose problems within the robotic cameras they are required to be disassembled and connected to diagnostic software to help identify problems. The camera equipment can take hours to disassemble and diagnose due to its sophisticated design. Video and computer software diagnostics are also required to solve problems with the systems

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

This equipment is vital to meeting the goals and expectations of our mandated Condition Assessment Program and WWE 5-year business plan. The inspection videos captured under the Condition Assessment Program are used to determine what PUC owned assets are repaired or replaced each year. 15 miles of sewer pipe is replaced each year based on these videos. The WWE is required by the state to reduce and prevent sewer overflows with in the sewer system. This equipment assists in diagnosing the cause of sewer overflows and in turn helps meet federal, state and local regulations. The denial of this request could result in fines and puts the goals, and expectations of associated programs at risk.

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

Yes, this service has been provided in the past. Contract #1000000492 and released PO #SFGOV 0000202033.

D. Will the contract(s) be renewed?

Yes.

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

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:

This equipment is vital to meeting the Waste Water Enterprise's needs and expectations. This service agreement is needed to perform as needed and emergency repairs on our IBak equipment. WWE CSD - Sewer Operations is not authorized, equipped or trained to work on this equipment. Anytime a repair or technical support is needed we are dependent on Jack Doheny Co. for support. This equipment is dispatched everyday and has an annual goal of capturing 150 miles of inspection video. This demand imposes tremendous strain on the equipment on a daily basis. Due to this high demand regular and emergency repairs can be expected. Sewer Operations currently has 3 full

inspection vans and plans to acquire 2 additional systems within the next year. The safe operation of the sewer system is dependent on this equipment being in the field every day. In order to fulfill this, readily available repair services need to be in place.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Due to the nature of this equipment a vast range of skills are needed to effectively train to, service and repair this equipment. This equipment consists of robotic hardware, live video feeds, computer systems and computer software. Mechanical skills are needed to effectively disassemble and re-assemble all aspects of these systems. Electronic and Instrumentation skills are also needed to diagnose problems and repair cameras, associated hardware, and video signals. These systems are ran by high powered computers that require specialized hardware and software. Only individuals who are skilled in these types of computer systems can effectively service or repair them.
- 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, Jack Doheny Co. has a facility that is specialized and equipped to service IBak camera inspection equipment. They possess specialized diagnostic equipment that assists in servicing and repairing IBak equipment.

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

N/A

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

- A. Explain why civil service classes are not applicable.
Jake Doheny Co. is the sole source provider for IBak equipment in California.
- 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, Jack Doheny Co. is the sole source provider of IBak equipment in California.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The training will consist of how to properly operate the equipment in the field. Over the course of the contract approximately 30 staff members will receive approximately 8 hours of training. Field Staff and Field Supervisors will receive training. Classes to be trained include 7246 and 7449.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. We currently have a 2 year contract with Jack Doheny Co. for the same services we are requesting now.

7. Union Notification: On 05/02/2019, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

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

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

Address: 525 Golden Gate Avenue San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44240 - 18/19

DHR Analysis/Recommendation:

action date: 07/15/2019

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: 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: Professional Service

Funding Source: Operational funding and Bond funds

PSC Amount: \$10,000,000

PSC Est. Start Date: 11/01/2021

PSC Est. End Date 06/30/2021

1. Description of Work

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

The SFPUC has a long standing partnership with the Alameda County Resource Conservation District (ACRCD) to work cooperatively to protect and improve the natural resources of the Alameda Creek watershed. The ACRCD provides specialized services with a unique perspective as a trusted ally with the agricultural community and local and State government when it comes to natural resource conservation and watershed education and outreach programs. The SFPUC seeks to retain the services of the ACRCD to work closely with SFPUC staff to assist with coordinating natural resource protection and management projects and education programs and meet monitoring requirements for permits related to Water System Improvement Program (WSIP) projects. These project categories include: Watershed Restoration Projects; Watershed Resources Monitoring and Management; Data Management and Analytical Services, Watershed Planning and Regulatory Compliance Support and Education and Outreach.

ACRCD staff will assist SFPUC staff with specialized, scientific, biological, educational and other technical expertise to implement coordinated resource management projects. The ACRCD will assist in the planning and design of variety of watershed restoration projects, environmental monitoring, surveys and studies, lead research and assessments, and development of education programs to enhance public awareness of watershed resources, their protection and restoration. These technical services will used to perform highly specialized and technical expertise that staff does not possess.

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

This service is necessary to support as-needed watershed management, education and permit compliance projects. : (1) The ACRCD will supplement full-time staff during peak field and report preparation times; (2) The ACRCD will provide knowledge and expertise for short-term projects not required on a full-time basis. If the contract is denied important watershed management projects will not be completed putting the health of the watershed at risk and the SFPUC will not be able to meet its permit requirements without hiring and firing seasonal workers and technical experts.

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

These services have been provided through a Memorandum of Understanding (MOU) with the ACRCD (CS-962) since 2009. MOU is attached.

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.

Duration of 10 years was selected to support the need to implement as-needed projects and ensure that permit requirements can be fulfilled SFPUC staff will report back to the Commission in four(4) years and again in eight (8) years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Since 2009, the SFPUC has been partnering with the ACRCDD to work cooperatively to protect and improve the natural resources of the Alameda Creek watershed. Due to the ACRCDD's ability to provide specialized services with a unique perspective, they have become a valuable partner in developing and implementing natural resource conservation and watershed education and outreach programs. They have been able to provide technical expertise on specialized projects, as well as support as-needed, intermittent work that needs to be completed in a timely manner.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Botany - plant community assessment, vegetation monitoring, rare and edemic plant species surveys and management Restoration Biology - endangered species monitoring, habitat restoration, invasive plant management, process and synthesize complex data into practical strategies for restoration monitoring and management. Pond Restoration - familiar with USDA Natural Resources Conservation Service technical guidelines and US Army Corps of Engineers requirements Interpretive Planning - knowledge of interpretive planning principals including developing a Master Plan, mission and vision, goals and objectives and design development of interpretive media Hydrology - watershed science, creek and wetland surveying, collecting stream channel profiles Environmental Planning - knowledge of permitting requirements, expertise in land use and analyzing environmental impacts
- B. Which, if any, civil service class(es) normally perform(s) this work? 2483, Biologist; 2484, Biologist III; 5203, Asst Engr; 5207, Assoc Engineer; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5640, Environmental Spec;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The ACRCDD may install measuring devices (flow meters, piezometers, soil moisture probes), monitoring devices (wells, cameras, traps) and experimental devices to support wildlife habitat (artificial nests, roosts, burrows).

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

Whenever possible we have used City resources to conduct this work including Biologists, Planners, Engineers etc. Most often staff is working at capacity on other assignments and do not have the bandwidth to work on these projects. For some of the work, the ACRCDD is best positioned to do the project because of their specialized knowledge, and their relationship with Federal and State agencies and the local agricultural community.

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

- A. Explain why civil service classes are not applicable.
The Biologists could do some of the work listed in the scope of work, however they are currently working at capacity on other assignments. Other projects, like the pond restoration, requires working with the USDA Natural Resources Conservation Service which has very specific guidelines and requirements for conducting the work. The ACRCDD staff has many years of experience implementing these kinds of projects that the SFPUC staff doesn't have at this time.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. For some of the projects civil service classes already exist and this contract will supplement episodic work. Due to the fact that some work requires highly specialized knowledge and expertise as well as it being intermittent and conducted on as-needed basis, it would not be practical to adopt a new civil service class to perform this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The ACRCDD staff and SFPUC staff will be working together closely on many of the projects and there will be opportunities for knowledge transfer and "Lunch & Learn" events.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

7. Union Notification: On 10/05/2021, 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# 48915 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: [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-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 48915 - 21/22
Date: Tuesday, October 5, 2021 9:16:09 AM

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.

RECEIPT for Union Notification for PSC 48915 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48915 - 21/22 for \$10,000,000 for Initial Request services for the period 11/01/2021 – 06/30/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17384> 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: Engineering Services for Regional Groundwater Treatment Improvements

Funding Source: WaterEnterprise Capital Budget

PSC Duration: 8 years 1 day

PSC Amount: \$9,000,000

1. Description of Work

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

The consultant will be requested to provide architectural, civil, structural, electrical, mechanical, process, and other specialized engineering services in the planning, design, and engineering support during environmental, bid & award, and construction phases, for new conveyance and water treatment facilities, and associated water quality processes, as well as related to the retrofitting and improvement of existing well pumping, treatment and distribution facilities. The work will improve the performance and reliability of wells and facilities constructed under the Regional Groundwater Storage and Recovery project to optimize the use of the groundwater supply in the South Westside Basin during dry years.

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

SFPUC is working on the Water System Improvement Program (WSIP), Sewer System Improvement Program (SSIP) and several Capital Improvement Programs (CIPs). The engineering workload has substantially increased and consultants are needed to meet peak workload demands for planning, engineering design and construction support services on projects. Also, this project requires special expertise in planning, design, support during construction, commissioning and start up and testing of new facilities and processes, particularly those related to new groundwater treatment facilities and water quality processes which are not available from City employees. Therefore, disapproval of this contract will deny the SFPUC staff the opportunity to work on facilities that will improve the performance and reliability of the wells and facilities which will result in an improved and efficient operation and maintenance. City staff will be utilized to lead, manage, and provide engineering and construction management support from planning to project completion of through a project manager, project engineer, engineers, architects, construction inspectors, office engineer and resident engineer.

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.

Previous similar contracts include Agreement No. PRO. 0120 for Engineering Services for Sunol Valley Water Treatment Plant Long Term Taste & Odor. The PSC No. for this Agreement is PSC# 47941 18/19.

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.

A project of this magnitude and complexity requires an eight-year contract. The planning phase will be two years and includes an Alternatives Analysis Report and Conceptual Engineering Report. The design phase will be two years. The bid and award phase will be six months. The construction phase will be three years and 6 months.

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:

As stated above, this project requires special expertise in design and in particular, the water treatment and water quality process, which is not available from City employees.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experienced professional architects and engineers for architectural, civil, structural, electrical, mechanical, and other specialized engineering services for the planning and design of water treatment facilities and water quality process. The specialized engineering services include treatment processes, surge control, geotechnical investigations, fire protection, corrosion, security, communications, system integration, construction cost estimating and scheduling, operations and maintenance plans, commissioning, startup and testing, and other support services. Design support services during the construction phase are needed to review RFIs, RFSs and submittals, address design changes and prepare operations and maintenance plans and as-built CAD drawings.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling and other equipment for geotechnical/hazardous material investigations.

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

The department has contacted the architectural, engineering and construction management bureaus within the SF Public Utilities Commission and SF Public Works, and requested for support needed for the project. The managers have responded that City resources possess limited knowledge and experience needed to provide the specialized design and professional support services for work in water treatment and water quality processes. Also, the managers have responded that their current resources are not available to perform the work. City resources will be utilized for various scope based on availability and the project schedule. City staff will fill the roles of project management and project engineering, architectural design, landscape design, civil design, structural design, mechanical design, and electrical design team based on availability and the project schedule.

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

- A. Explain why civil service classes are not applicable.
The project requires special expertise particularly in water treatment and water quality process design, which is not available from City employees.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The specialized engineering expertise required for the project is not normally needed for projects and the level of resources needed is not long term. Adopting a new class for these specialized areas is not feasible.

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 and Yes. Inhouse engineering staff will gain valuable knowledge and experience on this project. In addition to the knowledge transfer that will be provided as a result of working closely with the selected consultant, the consultant will also provide brown-bag presentations throughout the term of the project. The target audience will be Water Enterprise, EMB, and PMB staff. Planned topics will include in depth presentations on water treatment, water quality processes, facility operation and maintenance, and startup. These topics will benefit both the team directly assigned to the project, as well as additional engineering and technical staff across multiple departments.
- 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 09/29/2021, 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# 49202 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

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-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 49202 - 21/22
Date: Wednesday, September 29, 2021 2:02:01 PM

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RECEIPT for Union Notification for PSC 49202 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49202 - 21/22 for \$9,000,000 for Initial Request services for the period 12/01/2021 – 11/30/2029. 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/17376> 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: Engineering Services for Sunol Valley Water Treatment Plant Long Term Taste & Odor (PRO.0120)Funding Source: SFPUC Water Enterprise CIPPSC Amount: \$19,000,000PSC Est. Start Date: 10/01/2019PSC Est. End Date: 10/01/2026**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

SFPUC civil, structural, electrical; process, mechanical, and other specialized engineering services in the design and support during construction of a new raw water ozonation system, flocculant aid polymer system, and various needed upgrades at SFPUC's Sunol Valley Water Treatment Plant (SVWTP) to address long-term taste and odor issues and plant reliability. Major plant upgrades include new cryogenic oxygen tanks, liquid oxygen vaporizers, ozone generators, ozone injectors, an ozone contactor, an ozone building, an ozone destruct system, electrical power facilities, backup power facilities, polymer mixing skids, polymer aging tanks, transfer pumps, polymer building, associated piping/appurtenances, and associated automatic controls (I&C), modifications to various existing facilities and systems, and power generation consisting of solar panels atop the Treated Water Reservoir and nearby SVWTP facilities to offset the increased power load.

The scope also includes an upgrade to the Calaveras high voltage substation to accommodate increasing power needs brought on by the new ozonation system and various facility upgrades within the Sunol Valley and services of Technical Advisory Panels to review and provide expert opinion and recommendations during design and construction.

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

SFPUC is working on the Water System Improvement Program (WSIP), Sewer System Improvement Program (SSIP) and Capital Improvement Program (CIP). The engineering workload has substantially increased and consultants are needed to meet peak workload demands for planning, engineering design and construction support services on projects. This project requires special expertise in water treatment plant design and in particular, the raw water ozonation system, which is not available from City employees. The project is also on a tight schedule for completion due to the Hetch Hetchy shutdowns and the need to have a long-term taste and odor system in place. If these services are not available, the project will not be completed to the highest quality and meet the project schedule. There is substantially more work than can be completed with in-house engineers within the planned schedule. Also, some of the services require expertise which is not available from City employees.

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

Previous similar contracts include Agreement No. CS-879 (Engineering Project Design Services) for the Water System Improvement Program projects. The PSC No. for this Agreement is 4004-07/08.

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.

A project of this magnitude and complexity requires a seven-year contract. The planning phase will be 1.5 years and includes a Conceptual Engineering Report. The design phase will be 2 years and includes 35, 65, 95 and 100% design milestones with presentations at each milestone, preparation of Civic Design Review documents, engineer's estimates and construction schedules and documents needed for the California Environmental Quality Act (CEQA) process. The bid and award phase will be .5 years and includes addendum preparation, review of Question of Bid Documents (QBD's), review of bids and participation in preconstruction meetings and activities. The construction phase will be 2.5 years and includes construction support services, review of Requests for Information (RFI), Submittals and

Requests for Substitutions, attend weekly construction meetings, attend site visits, prepare designs related to change orders or RFI's, and preparation of an Operations and Maintenance (O&M) plan for the facility. The closeout phase will be .5 years and will include review of closeout documents, preparation of as-built Computer-Aided Design (CAD) drawings and closeout reports. In the event there are design or construction delays and/or follow-up sub projects, consultant services will be needed for design and construction support work, pushing the duration past the 6-year mark.

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:

As stated in Section 1B, this project requires special expertise in water treatment plant design and the ozonation process, which is not available from City employees. The project is also on a tight schedule for completion due to the Hetch Hetchy shutdowns and need to have taste and odor control systems installed prior to the shutdowns.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experienced professional engineers in the structural, electrical, power, process, mechanical and civil disciplines during the design and construction phases of the new raw water ozonation system, substation upgrades and SVWTP improvements are needed. Areas of specialized engineering experience are needed for the ozonation and high voltage systems. In addition, process modifications downstream of the raw water ozonation process requires expertise in water treatment design. Design support services during the construction phase are needed to review RFI's, RFS' and submittals, address design changes and prepare operations and maintenance plans and as-built CAD drawings.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer;

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

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

City resources will be utilized for various scope based on availability and the project schedule.

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

A. Explain why civil service classes are not applicable.

The project requires special expertise in Ozonation and water treatment design, which is not available from City employees.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The specialized engineering expertise required for the project is not normally needed for projects and the level of resources needed is not long term. Adopting a new class for these specialized areas is not feasible.

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. In-house engineering staff will gain valuable knowledge and experience on this project. In addition to the knowledge transfer that will be provided as a result of working closely with the award firm, the consultant will also provide brown bag lunch presentations (one-hour each) throughout the term of the project. The target audience will be Water Enterprise, EMB and PMB staff. Planned topics will include in depth presentations on treatment

technologies, facility operation and start-up, BIM, and/or lessons learned. These topics will benefit both the team directly assigned to the project, as well as additional staff across multiple departments.

- 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 03/22/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47941 - 18/19

DHR Analysis/Recommendation:

action date: 05/20/2019

Commission Approval Required

Approved by Civil Service Commission

05/20/2019 DHR Approved for 05/20/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF -- SHF

Dept. Code: SHF

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

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

Type of Service: COVID Testing Services

Funding Source: General Fund

PSC Duration: 25 weeks 5 days

PSC Amount: \$4,525,000

1. Description of Work

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

Due to the COVID-19 pandemic, the Sheriff's Office (SHF) is required to comply with the current Order of the Health Officer No. C19-07y to require twice a week COVID testing of SHF personnel and testing of civilian/contractors entering or working in any High-Risk Setting. On-site End to End testing services are currently provided by Virus Geeks 7-days a week at two SHF Facilities; County Jail #1 and County Jail #3. The COVID testing services are under the Administration of the Department of Public Health (DPH), Contract #1000020481. On 9/17/21, SHF received notification from DPH that on 10/1/2021 they will no longer support the testing expenses and contract ownership going forward for individual City Departments; SHF, SFMTA, and PUC. SHF, through an RFQ solicitation, is seeking Contractor(s) that will provide registration, results delivery, specimen collection, testing/laboratory services, billing, and project management. Given the narrow window of time to transition COVID test services from DPH to SHF, following the RFQ, SHF will be drafting an Emergency Contract to bridge services for 6 months as DPH is currently working on a formal RFP for COVID Testing Services that would allow other departments to utilize as cooperative agreement.

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

Throughout the COVID-19 pandemic, the SHF is committed to curbing the spread of the virus to the community, the incarcerated population, and City personnel. Providing on-site free testing at the County Jails can help prevent the spread of the virus, to safely operate, and to meet the requirements of the current Health Order. The consequences of denial would cause would result in an increase of infections amongst the incarcerated population and staff, with a potential to spread quickly in a High Risk facility. In addition, a denial would be in violation of the current Order of the Health Officer No. C19-07y.

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

N/A, new emergency services due to the COVID-19 pandemic.

D. Will the contract(s) be renewed?

Possibly, dependent on the immunity rate and Order of the Health Office.

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):

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

B. Explain the qualifying circumstances:

Throughout the COVID-19 pandemic, the SHF is committed to curbing the spread of the virus to the community, the incarcerated population, and City personnel. Providing on-site free testing at the County Jails can help prevent the spread of the virus, to safely operate, and to meet the requirements of the current Health Order. In addition, the SHF is required to comply with the current Order of the Health Officer No. C19-07y to require twice a week COVID testing of SHF personnel and testing of civilian/contractors entering or working in any High-Risk Setting. On-site End to End testing services are currently provided by Virus Geeks under the Administration of the DPH, Contract #1000020481. On 9/17/21, SHF received notification from DPH that on 10/1/2021 they will no longer support the testing expenses and contract ownership going forward for individual City Departments; SHF, SFMTA, and PUC. SHF, through an RFQ solicitation, is seeking Contractor(s) that will provide registration, results delivery, specimen collection, testing/laboratory services, billing, and project management.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Medical laboratory technicians to collect and test specimen, nurses to perform the tests, project management office (PMO) to integrate/mange end-to-end testing services and reporting and ensure expedited results delivery in a variety of testing methods.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1428, Unit Clerk; 2218, Physician Assistant; 2302, Nursing Assistant; 2320, Registered Nurse; 2328, Nurse Practitioner; 2402, Laboratory Technician I; 2403, Forensic Laboratory Technician; 2416, Laboratory Technician II; 2430, Medical Evaluations Assistant; 2489, Lab Svcs Mgr; 2830, Public Health Nurse;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, laboratories and personal protective equipment (PPE).

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

The SHF does not have the resources nor the expertise to provide the required COVID Testing Services. The DPH is currently evaluating whether or not there is capacity and if it makes operational sense for Nurses for EMTs to provide specimen collection services.

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

- A. Explain why civil service classes are not applicable.
Current civil service classes do not possess expertise and/or the capacity for a high volume, highly specialized virus testing.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, these services will be short-term dependent on vaccination rates and Health Orders.

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. Contractor will not provide training to employees. The COVID testing services will be delivered entirely by the Contractor. These services will be short-term until the City meets and exceeds sufficient immunity rates and the virus is no longer a threat.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 10/01/2021, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); Teamsters, Local 856 Health Workers

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

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 456 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47599 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

Gong, Henry (SHF)

From: dhr-psccordinator@sfgov.org on behalf of henry.gong@sfgov.org
Sent: Friday, October 01, 2021 7:34 AM
To: Gong, Henry (SHF); mleach@ibt856.org; snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; kcartermartinez@cirseiu.org; Sandeep.lal@seiu1021.me; ablood@cirseiu.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; Laxamana, Junko (BOS); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Gong, Henry (SHF); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47599 - 21/22

RECEIPT for Union Notification for PSC 47599 - 21/22 more than \$100k

The SHERIFF -- SHF has submitted a request for a Personal Services Contract (PSC) 47599 - 21/22 for \$4,525,000 for Initial Request services for the period 11/01/2021 – 04/30/2022. 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/17378> 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

Gong, Henry (SHF)

From: Gong, Henry (SHF)
Sent: Friday, November 12, 2021 4:02 PM
To: 'Thomas Vitale'
Cc: 'Jason Klumb'; Williams, Johnnie (DPH); Carter, Tanzanika (SHF); Hollings, Crispin (SHF); Fisher-Paulson, Kevin (SHF); McConnell, Kevin (SHF); Eng, Sandra (CSC); Choi, Suzanne (HRD); 'xiumin.li@seiu1021.org'; 'david.canham@seiu1021.org'
Subject: RE: CSC Pre-Approval for PSC 47599-21/22

Mr. Vitale,

Thank you again for your approval of PSC 47599-21/22. The Sheriff's Office is moving forward with the submission of PSC 47599-21/22. The PSC has been scheduled for the December 6, 2021 Civil Service Commission Meeting.

Please contact the SFSO by COB Monday, November 15, 2021 if you have further questions.

Best,
Henry

Henry Gong
San Francisco Sheriff's Office - Finance
1 Dr. Carlton B. Goodlett Place
Room 456, City Hall
San Francisco, CA 94102

Tel: (415) 554-7241

From: Gong, Henry (SHF)
Sent: Friday, October 22, 2021 12:03 PM
To: 'Thomas Vitale' <Thomas.Vitale@seiu1021.org>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Choi, Suzanne (HRD) <suzanne.choi@sfgov.org>
Cc: Jason Klumb <Jason.Klumb@seiu1021.org>; Williams, Johnnie (DPH) <johnnie.williams@sfdph.org>; Carter, Tanzanika (SHF) <tanzanika.carter@sfgov.org>; Hollings, Crispin (SHF) <crispin.hollings@sfgov.org>; Fisher-Paulson, Kevin (SHF) <kevin.fisher-paulson@sfgov.org>; McConnell, Kevin (SHF) <kevin.mccconnell@sfgov.org>
Subject: RE: CSC Pre-Approval for PSC 47599-21/22

Thank you, Mr. Vitale.

The Sheriff's Office will move forward with our submission of PSC 47599-21/22 to the Civil Service Commission.

Best,
Henry

From: Thomas Vitale <Thomas.Vitale@seiu1021.org>
Sent: Friday, October 22, 2021 11:42 AM

To: Gong, Henry (SHF) <henry.gong@sfgov.org>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Choi, Suzanne (HRD) <Suzanne.Choi@sfgov.org>

Cc: Jason Klumb <Jason.Klumb@seiu1021.org>; Williams, Johnnie (DPH) <johnnie.williams@sfdph.org>; Carter, Tanzanika (SHF) <tanzanika.carter@sfgov.org>; Hollings, Crispin (SHF) <crispin.hollings@sfgov.org>; Fisher-Paulson, Kevin (SHF) <kevin.fisher-paulson@sfgov.org>; McConnell, Kevin (SHF) <kevin.mcconnell@sfgov.org>; Thomas Vitale <Thomas.Vitale@seiu1021.org>

Subject: RE: CSC Pre-Approval for PSC 47599-21/22

Hello Mr. Gong, After further review and the additional information, SEIU 1021 no longer requires that we meet on PSC 47599- 21/22, thank you.

Thomas Vitale
SEIU 1021 Representative
Contact# 510-703-4081

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<http://bit.ly/SFMembershipForm>

<https://www.seiu1021.org/post/seiu-1021-covid-19-response-updates>
seiu1021.org

From: Gong, Henry (SHF) <henry.gong@sfgov.org>

Sent: Thursday, October 21, 2021 8:36 AM

To: Thomas Vitale <Thomas.Vitale@seiu1021.org>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Choi, Suzanne (HRD) <Suzanne.Choi@sfgov.org>

Cc: Jason Klumb <Jason.Klumb@seiu1021.org>; Williams, Johnnie (DPH) <johnnie.williams@sfdph.org>; Carter, Tanzanika (SHF) <tanzanika.carter@sfgov.org>; Hollings, Crispin (SHF) <crispin.hollings@sfgov.org>; Fisher-Paulson, Kevin (SHF) <kevin.fisher-paulson@sfgov.org>; McConnell, Kevin (SHF) <kevin.mcconnell@sfgov.org>

Subject: RE: CSC Pre-Approval for PSC 47599-21/22

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Good morning Mr. Vitale,

I am just following up to see if you are still interested in meeting with Sheriff's Office to discuss PSC 47599-21/22 for the proposed on-site COVID testing services at County Jail #1 and #3.

Please send your meeting invite to:

- Assistant Sheriff Tanzanika Carter
- Crispin Hollings
- Chief Kevin Fisher-Paulson
- Chief Kevin McConnell
- Henry Gong

Thank you.

Henry

From: Gong, Henry (SHF)

Sent: Tuesday, October 05, 2021 8:18 AM

To: 'Thomas Vitale' <Thomas.Vitale@seiu1021.org>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Choi, Suzanne (HRD) <suzanne.choi@sfgov.org>

Cc: Jason Klumb <Jason.Klumb@seiu1021.org>; Williams, Johnnie (DPH) <johnnie.williams@sfdph.org>; Carter, Tanzanika (SHF) <tanzanika.carter@sfgov.org>; Hollings, Crispin (SHF) <crispin.hollings@sfgov.org>; Fisher-Paulson, Kevin (SHF) <kevin.fisher-paulson@sfgov.org>; McConnell, Kevin (SHF) <kevin.mcconnell@sfgov.org>

Subject: RE: CSC Pre-Approval for PSC 47599-21/22

Good morning Mr. Vitale,

My calendar is pretty flexible on 10/6 to 10/8. In your meeting invite, please include Assistant Sheriff Tanzanika Carter, Crispin Hollings, Chief Kevin Fisher-Paulson, and Chief Kevin McConnell.

On September 17, 2021, Assistant Sheriff Carter received notification from Dr. Andrea Tenner of DPH's decision to transition contract ownership for COVID testing services to individual departments effective October 1, 2021. Please reference below the highlighted email from Dr. Tenner.

The SHF's is entering into a Personal Service Contract for the following justification:

1. SHF does not employ medically trained staff to be able to provide End-to-End COVID testing,
2. SHF does not have the technical infrastructure in place which includes laboratories, and clinical information systems whether directly or through existing contracts,
3. SHF does not have the applicable licenses to perform or to bill for COVID testing services
4. SHF estimate the need for COVID testing service will be short term as vaccination requirements and new Health Orders are issued in the next month that will dramatically alter the testing requirements for the vaccinated population working in a high-risk environment,
5. SHF has met with DPH to discuss this transition. SHF is unable to utilize DPH resources as all licensed staff with the required skill sets are needed to fill current positions in the home departments to perform key services for healthcare delivery. In meeting with DPH, SHF's understanding is current City staff which may be applicable to these services are performing in their current patient care / clinical duties so the availability of current staff to support a new, or ongoing wide scale testing program is not possible without disrupting the current delivery of healthcare services to the residents of San Francisco. This situation has intensify in the face of the implications of the vaccination mandate.

Thanks and regards,
Henry

From: Carter, Tanzanika (SHF) <tanzanika.carter@sfgov.org>

Sent: Friday, September 17, 2021 1:03 PM

To: Hollings, Crispin (SHF) <crispin.hollings@sfgov.org>; Fisher, Michele (SHF) <michele.fisher@sfgov.org>; Fisher-Paulson, Kevin (SHF) <kevin.fisher-paulson@sfgov.org>

Subject: FW: Jail COVID Testing

FYI

Tanzanika Carter
Assistant Sheriff #3
City Hall, Room 456
1 Dr. Carlton B. Goodlett Pl.
San Francisco, Ca 94102-4678
Desk: (415) 554-7294
Cell: (415) 654-8650

Fax: (415) 554-7050

From: Tenner, Andrea (DPH) <andrea.tenner@sfdph.org>

Sent: Friday, September 17, 2021 11:15 AM

To: McConnell, Kevin (SHF) <kevin.mcconnell@sfgov.org>; Carter, Tanzanika (SHF) <tanzanika.carter@sfgov.org>

Cc: Pratt, Lisa (DPH) <lisa.pratt@sfdph.org>; Bobba, Naveena (DPH) <naveena.bobba@sfdph.org>; Smith, David E. (DPH) <david.e.smith@sfdph.org>; Sangha, Baljeet (DPH) <baljeet.sangha@sfdph.org>

Subject: Jail COVID Testing

Dear Chief Deputy McConnell and Assistant Sheriff Carter:

DPH has made the decision to transition contract ownership for Covid-19 testing from DPH to individual City Departments, including MUNI, the PUC, and the Sheriff's department as of October 1, 2021. DPH can give contact information for testing entities as a starting point to help departments obtain new contracts as needed. We recognize and applaud the commitment the Sheriff's department has made over the recent surge to keeping its staff, inmates, and visitors safe.

Best regards,

Andrea (Andi) Tenner, MD, MPH, FACEP

COVID Response Role: COVID Task Force Lead

Non-COVID Role: Director, Public Health Emergency Preparedness and Response

333 Valencia Street, Suite 333

San Francisco, CA 94103

Office: 628-217-6972

Mobile: 312-636-0238 (Please text with any time-sensitive issues)

PHEPR On-Call: (Emergencies) 415-802-7358



From: Thomas Vitale <Thomas.Vitale@seiu1021.org>

Sent: Monday, October 04, 2021 1:40 PM

To: Gong, Henry (SHF) <henry.gong@sfgov.org>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Choi, Suzanne (HRD) <Suzanne.Choi@sfgov.org>

Cc: Thomas Vitale <Thomas.Vitale@seiu1021.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; Williams, Johnnie (DPH) <johnnie.williams@sfdph.org>

Subject: CSC Pre-Approval for PSC 47599-21/22

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

Dear Mr. Gong, SEIU 1021 will not be granting pre-approval and is requesting a meeting to discuss specifically why our members aren't being utilized to conduct this work. Please send me dates of your availability for this meeting.

Thomas Vitale

SEIU 1021 Representative

Contact# 510-703-4081

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<https://www.seiu1021.org/post/seiu-1021-covid-19-response-updates>

seiu1021.org

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Good morning Director Eng-

As requested, we have submitted a new PSC (47599-21/22) for the Sheriff's Office intent to contract for on-site COVID Testing Services at County Jail #1 and County Jail #3 on or before November 1, 2021. To ensure the Sheriff's Office is able to meet its transition deadline, SHF and DPH respectfully request that CSC approve this contract and allow a formal hearing to take place at the next regularly scheduled CSC hearing on October 18, 2021.

The attached packet includes:

1. Form 22
2. Notification Distribution List
3. Cover letter
4. Union Notification Email
5. PSC Form 1

Thanks and Regards,

Henry

Henry Gong

San Francisco Sheriff's Office - Finance

1 Dr. Carlton B. Goodlett Place

Room 456, City Hall

San Francisco, CA 94102

Tel: (415) 554-7241

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.

RECEIPT for Union Notification for PSC 47599 - 21/22 more than \$100k

The SHERIFF -- SHF has submitted a request for a Personal Services Contract (PSC) 47599 - 21/22 for \$4,525,000 for Initial Request services for the period 11/01/2021 – 04/30/2022. 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://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F17378&data=04%7C01%7C%7C19ad346c050f4d5a2fb608d984e94439%7Ce35c5b2684f74b9ba7c591278c732568%7C0%7C0%7C637686959678911055%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C1000&data=74P4NFvztOiW%2BjzJMzEDHynrY0AvPr4bCgyHAFRBYIY%3D&reserved=0>

0 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you

Additional Attachment(s)

APPENDIX A – STATEMENT OF WORK



STATEMENT OF WORK

Sheriff's Office COVID-19 Testing Services

Emergency Contract

1.0 Purpose and Intent

This Request for Proposal (RFP) is issued by the City. The purpose of this RFP is to provide end-to-end COVID-19 testing to two (2) San Francisco County Jails at the “all-in” testing fee.

1.0.1. Emergency Project Specific: This is a procurement for COVID-19 testing services. The Sheriff’s Office anticipates that it will need COVID-19 testing services starting **November 1, 2021 through April 30, 2022**, primarily for sampling/asymptomatic testing and confirmatory testing. Please note that there are no implied or guaranteed quantities and needs may vary depending on pandemic conditions and the requirements of the Public Health Orders. At the direction of the City, the awarded Contractor will administer both PCR and Antigen testing during this time period.

1.0.2. Testing Population. The following outlines the current populations requiring testing services:

1.0.2.1. Sheriff’s Office staff: The City anticipates the testing of approximately **200 staff** daily.

1.0.2.2. Civilians and Vendors: The City anticipates the testing of approximately **50 civilians/vendors** entering into the County Jails daily.

2.0 SCOPE OF WORK

Contractor shall:

2.1. In coordination with the City, establish two (2) on-site test locations:

2.1.1 **County Jail #1** located at 425 7th St., San Francisco, CA 94103

2.1.2 **County Jail #3** located at 1 Moreland Dr., San Bruno, CA 94066

2.1.3. The City shall have the option to allow for additional on-site test locations or switch on-site test locations as needed.

2.2. **Hours of Operation** at both test sites shall be from 06:00 AM – 4:00 PM, 7 days a week. The on-site test locations **will only provide testing service solely for walk-up patients**. Online scheduling platform will not be required.

2.3. **Site Set-up.**

2.3.1. The contractor shall set up each test site in a manner to assure protection of staff and patients from potential COVID-19 transmission, including adequate protocol for the disposal of medical waste. Contractor shall provide the following, as needed:

2.3.1.1. Personal Protective Equipment (PPE) for all staff and patients

2.3.1.2. Disinfectant and hand sanitizer

2.3.1.3. Site equipment, including Wi-Fi, tents, cones, signage, traffic flow support, etc.

2.3.1.4. Janitorial services, including ongoing cleaning and proper waste disposal at the site(s).

2.3.2. Provide adequate number of trained staff to administer tests on-site at both locations simultaneously.

2.3.3. Provide on-site management, including the development and implementation of safety and security plans to enable the safe execution of specimen collection services and minimize risk exposure.

2.3.4. Provide a site manager to manage the staff, flow, and operational activities.

2.3.5. Comply with HIPAA regulations.

2.3.6. Contractor and/or its subconsultant(s) must be CLIA certified and licensed in California and must follow CLIA regulations regarding collection, transportation, testing, and reporting.

2.3.6. Provide tablets/laptops for conducting their work and patient registration.

2.4. **Testing Methods.** Provide three (3) COVID-19 Testing Options using approved testing methodologies including but not limited to compliance with all manufacturer guidelines for performing such tests:

2.4.1. PCR (Polymerase Chain Reaction) Testing

2.4.2. Rapid Antigen Testing, and

2.4.3. Self-swab Test Kit. **Only provided to Sheriff's Office Staff.**

2.4.3.1. **Inventory.** Contractor will coordinate with the City to ensure delivery of self-swab test kit to maintain a daily inventory of 200 kits at each test locations.

2.4.3.1. **Training.** Contractor will coordinate with the City for an on-site "train the trainer" to provide detailed instructions to Sheriff's staff on how to register and initiate a self-swab kit, and to properly and accurately complete the test and submit specimen to Contractor.

2.4.3.2. **Pick-up Service.** Contractor will provide drop boxes to secure specimens for pick-up. Contractor will coordinate with the City to provide two picks per day (7 days a week) at each of the testing locations; County Jail #1 and County Jail #3.

2.4.3.3. **Billing.** Contractor will only bill the City for self-swab kits that have been utilized. The City will not be billed for unused kits in inventory.

2.5. **Registration.** Secured registration for on-site PCR and/or Rapid Antigen Test. Patients shall have the option of pre-registering online prior to the test date or register on-site the day of the test via a device/laptop provided by the Contractor.

2.5.1. The Platform must include a HIPAA compliant and flexible framework and adhere to applicable and evolving City, State, and Federal guidelines and requirements.

2.5.2. The platform must be supported on variety of operating systems.

2.5.3. Sheriff's Office Sworn Staff – The current Health Order requires sworn staff to test twice per week. Given the testing frequency, sworn staff shall only be required to register once with basic information, e.g. Name, Address, Email, Phone Number, and City issued DSW#. Sworn

staff shall not be required to provide insurance information. Once registered, Contractor can verify Sheriff's Staff registration on-site the day of the test.

2.5.4. Civilians/Vendors – Shall be required to register prior to each test. Additional patient information may be collected in the registration process, e.g. Name, Address, Email, Phone number, Ethnicity, Sex, Age, and Insurance (if applicable).2.5.5. With the exception of the Sheriff's Office Sworn Staff (per section 2.5.3), the Initial data elements for the registration module must include all data fields required by the California Reportable Disease Information Exchange (CalREDIE) system, CARES Act, and other state and federal reporting agencies and/or as deemed appropriate by the City, including but not limited to the following:

- 2.5.5.1. Patient' name,
- 2.5.5.2. Address,
- 2.5.5.3. Email,
- 2.5.5.4. Phone number,
- 2.5.5.5. Birthdate/age,
- 2.5.5.6. Sex,
- 2.5.5.7. Race/ethnicity,
- 2.5.5.8. Insurance coverage (if applicable),
- 2.5.5.9. Occupation,
- 2.5.5.10. Primary contacts' information,
- 2.5.5.11. Travel history,
- 2.5.5.12. Presenting symptoms,
- 2.5.5.13. Pre-existing conditions,
- 2.5.5.14. Healthcare provider/ service facility,
- 2.5.5.15. Screening for testing eligibility, as needed (eligibility criteria are based on city, State, and Federal recommendations and may evolve over time),
- 2.5.5.16. Registration of minors and incorporation of parental approvals
- 2.5.5.17. Tracking of patients who are non-San Francisco residents and their county/city of residence
- 2.5.5.18. Inclusion of patients' primary contacts' information to assist in timely contact tracing for patients with a positive test result.
- 2.5.5.19. Distinguishing between patient types (e.g., a City staffmember versus a resident at a congregate living facility)
- 2.5.5.20. Inclusion of minimal barriers to registration and user sets (such that patients without email addresses could register)

2.5.5.21. Data elements required for billing and claims management

2.5.5.22. Language translation into Spanish, Chinese, Filipino, Korean, Russian, Vietnamese, and Arabic

2.5.5. Self-swab Test Kit – Contractor will provide online registration for patients to initiate Self-swab Antigen Test Kit.

2.5.5.1. The Self-swab Test Kit registration platform must include a patient help line and a fully staffed Call Center.

2.5.6. Call Center to support patient registration and resulting must be available during business hours of 08:00 AM – 5:00 PM; 7 days a week.

2.5.7. Provide Tablets/Laptop Stations and Wi-Fi to support onsite registration as needed.

2.5.8. Ensure that the patient is successfully registered before specimen collection.

2.6. Test Results. Lab testing and resulting patient specimen samples retrieved from collection sites in a CLIA certified laboratory setting. Comply with CLIA, State, Federal, HIPAA, and eLR clinical reporting requirements regarding the routing of lab test results.

2.6.1. PCR (Polymerase Chain Reaction) Test - Provide test results within 24 hours of sampling. The contractor shall adhere to City's guidelines for testing/reporting should it be required.

2.6.2. Rapid Antigen Test - Provide test results within 15-30 minutes of sampling.

2.6.3. Self-swab Test Kit – Provide test results within 4 hours of sampling or courier delivery to laboratory.

2.6.4. Positive and negative test results shall be provided to the City's designated contacts and positive and negative test results shall be provided to the individuals being tested via text message and/or email. Test results and data shall be uploaded to DHR at the end of day per City's directions

2.6.4.1. Send results to the ordering provider and the California Reportable Disease Information Exchange (CalREDIE) system in a timely fashion.

2.6.5. Contractor shall use a secure portal that adheres to patient privacy and also allows individuals to obtain test results and register for testing.

2.6.6. Establish an agreement with a laboratory for testing services if a non- point of care test is used.

2.6.7. Collect data at point of service and submit reporting as required by City.

2.6.8. The City may request the downloading and exporting of results to other assigned City entities as needed (e.g., DHR, DPH Contract Tracers, specimen collection sites, other DPH teams).

2.6.8. Provide daily courier pick up arranged by the laboratory providing pickup and delivery confirmation.

2.6.9. All samples will be destroyed as per CLIA guidelines. No samples will be retained for any reason.

2.7. **Meetings.** Weekly meetings with the City's point of contact for managing the program on as needed basis to review and discuss operation and plan for improvements and updated ongoing scheduling.

2.7.1. Provide electronic reporting with ability to download to spreadsheet.

2.7.2. Provide dedicated a point of contact (POC) account manager available to coordinate operations/resolve issues.

2.8. **Testing Data.** Electronically store patient's information and test results. Effectively interface with the City's reporting platform and upload daily data to DHR electronically to provide the test results to meet City's Health Orders and Reporting requirements.

2.9. **Billing.** Management of medical claims processing, billing, follow-up, and collection, with commercial insurance and government payors (e.g. Medi-Cal/Medicaid/Medicare) for COVID-19 testing services provided by the Contractor.

2.9.1. The contractor shall not submit claims nor seek any reimbursement from individual receiving COVID-19 tests under this contract nor from the HRSA COVID-19 uninsured reimbursement program or any program which requires submission of individually identifiable information to the federal government.

2.9.2. The City anticipates that for testing services required by the City and/or the CDC, the City will cover testing costs if testing services cannot be billed through patient's insurance, in which case the contractor shall bill the City for those costs.

2.9.3. Successful adjudication of insurance claims will not effect in any way the cost per test charged to the City.

2.9.4. **Insurance Billing Fee Percentage.** On a monthly basis, Contractor shall report to the City the amount of tests that were submitted to third party payors for reimbursement and the amount received. Contractor shall then deduct the collection fee percentage for any successful reimbursements. The remaining amount shall be listed as "Service Credit to the City" on the invoice and shall be applied to the next billing cycle. Any remaining credit or reimbursement from a third-party payor received after the contract has finished shall be paid directly to the City via a separate check. Please provide proposed Billing Fee Percentage in Attachment 1 – Cost Proposal Template, Line # 4 – Insurance Billing Fee Percentage.

3.0 **Cost Proposal. Proposers shall assume no insurance reimbursements in their proposed per test charge.** Please reference RFP Attachment 1 – Cost Proposal Template.

Attachment 1
Cost Proposal Template

Department:	San Francisco Sheriff's Office
Proposer's Name:	
Instructions:	<p>Proposers shall complete all YELLOW cells for ALL LINE ITEMS in their entirety. Failure to do so will result in a rejected Proposal. All prices shall be <i>exclusive</i> of sales tax.</p> <p>**Proposers shall assume no insurance reimbursements in their proposed per test charge.</p>

Line #	Services	Description	Cost	UOM
1	PCR Test	PCR (Polymerase Chain Reaction) Testing, results within 24 hours for two on-site locations per SOW.	\$	Cost Per Test
2	Rapid Antigen Test	Rapid Antigen Testing, results within 15-20 minutes for two on-site locations per SOW.	\$	Cost Per Test
3	Self-Swab Test Kit	Self-Swab Test Kit, results within 4 hours, only for Sheriff's Sworn Staff per SOW.	\$	Cost Per Test
4	Insurance Billing Fee	Proposed Insurance Billing Collection Fee Percentage.		%

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 46090 - 17/18)

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

Type of Service: PMSS for Airfield Improvements Program

Funding Source: Airport Capital Funds and FAA Grants

PSC Original Approved Amount: \$8,000,000

PSC Original Approved Duration: 04/16/18 - 06/30/22 (4 years 10 weeks)

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

PSC Mod#1 Duration: 06/30/22-12/31/23 (1 year 26 weeks)

PSC Mod#2 Amount: \$8,500,000

PSC Mod#2 Duration: 12/31/23-12/31/26 (3 years 1 day)

PSC Cumulative Amount Proposed: \$20,000,000

PSC Cumulative Duration Proposed: 8 years 37 weeks

1. Description of Work

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

The Project Manager Support Services (PMSS) contractor will manage the reconstruction of several taxiways and runways at San Francisco International Airport (SFO). Services to be provided include budgeting, project controls, scheduling, document and cost control. Additionally, the contractor will provide services related to managing documents and construction to fulfill the requirements of the Federal Aviation Authority (FAA) FAA Airport Improvement Plan (AIP) grant funding. In addition, the contractor would need to have specific expertise in projects that involve airport development, design and remodeling, geotechnical engineering, drainage system, structural engineering, underground utility locating, and airport pavement condition analysis.

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

The Airport continues to experience strong passenger growth, which requires the Airport to continue to improve operational efficiency, safety, and meet forecast demand on the airfield. The Airport is seeking expertise and knowledge of airfield program management, specifically for FAA grant-funded projects, to support several upcoming highly complex and publicly sensitive construction projects. Denial will cause projects delays, which will affect customer service, increase the risk of incidents and potential loss of revenue.

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 46060-17/18

D. Will the contract(s) be renewed?

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

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

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

This is a short term grant funded project.

- B. Reason for the request for modification:

Need to add money and time.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor would have specialized experience in providing PMSS services for FAA grant-funded airport construction projects that include knowledge and expertise include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. In addition, the Contractor would need to have expertise in managing projects that include design and remodeling, geotechnical engineering, drainage system, structural engineering, underground utility locating, and airport pavement condition analysis.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: This will be determined based on the nature of the task.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The existing classifications do not have the required expertise and specialized skills for the management and construction of a Federally funded taxiway and runway reconstruction project. While the project design is being done in-house, the City staff lack skills in budgeting, scheduling, reporting, cost and document control. They also do not have expertise in FAA grant management.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this is a short term project which relies on federal-grant and capital budget funds.

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 official training is included, but Airport engineers will be working alongside and overseeing the Contractor's task to gain further experience and knowledge.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, AECOM Technical Services, Inc.

7. Union Notification: On 10/20/21, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46090 - 17/18

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 12/06/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Wednesday, October 20, 2021 3:05 PM
To: Cynthia Avakian (AIR); Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46090 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$8,500,000 for services for the period December 31, 2023 – 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:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F15525&data=04%7C01%7Cynthia.avakian%40flysfo.com%7Cdbd41eb4d44759cbe408d9941617e8%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C0%7C637703644880057852%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C1000&sd=2cadvKgTHKqP4KTKIcOzsw7B4Sg7HJ3yNpnVsb0L%2Bk0%3D&reserved=0>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # 46090 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: PMSS for Airfield Improvements ProgramFunding Source: Airport Capital Funds and FAA GrantsPSC Original Approved Amount: \$8,000,000PSC Original Approved Duration: 04/16/18 - 06/30/22 (4 years 10 weeks)PSC Mod#1 Amount: \$3,500,000PSC Mod#1 Duration: 06/30/22-12/31/23 (1 year 26 weeks)PSC Cumulative Amount Proposed: \$11,500,000PSC Cumulative Duration Proposed: 5 years 37 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Project Manager Support Services (PMSS) contractor will manage the reconstruction of several taxiways and runways at San Francisco International Airport (SFO). Services to be provided include budgeting, project controls, scheduling, document and cost control. Additionally, the contractor will provide services related to managing documents and construction to fulfill the requirements of the Federal Aviation Authority (FAA) FAA Airport Improvement Plan (AIP) grant funding. In addition, the contractor would need to have specific expertise in projects that involve airport development, design and remodeling, geotechnical engineering, drainage system, structural engineering, underground utility locating, and airport pavement condition analysis.

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

The Airport continues to experience strong passenger growth, which requires the Airport to continue to improve operational efficiency, safety, and meet forecast demand on the airfield. The Airport is seeking expertise and knowledge of airfield program management, specifically for FAA grant-funded projects, to support several upcoming highly complex and publicly sensitive construction projects. Denial will cause projects delays, which will affect customer service, increase the risk of incidents and potential loss of revenue.

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 46090-17/18**D. Will the contract(s) be renewed?**

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

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

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

This is a short term grant funded project.

- B. Reason for the request for modification:

Need to add money and extend for time to align with the contract end.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor would have specialized experience in providing PMSS services for FAA grant-funded airport construction projects that include knowledge and expertise include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. In addition, the Contractor would need to have expertise in managing projects that include design and remodeling, geotechnical engineering, drainage system, structural engineering, underground utility locating, and airport pavement condition analysis.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: This will be determined based on the nature of the task.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The existing classifications do not have the required expertise and specialized skills for the management and construction of a Federally funded taxiway and runway reconstruction project. While the project design is being done in-house, the City staff lack skills in budgeting, scheduling, reporting, cost and document control. They also do not have expertise in FAA grant management.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this is a short term project which relies on federal-grant and capital budget funds.

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 official training is included, but Airport engineers will be working alongside and overseeing the Contractor's task to gain further experience and knowledge.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, AECOM Technical Services, Inc.

7. Union Notification: On 09/17/20, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46090 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/24/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIRDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: PMSS for Airfield Improvements ProgramFunding Source: Airport Capital Funds and FAA GrantsPSC Amount: \$8,000,000PSC Est. Start Date: 04/16/2018PSC Est. End Date 06/30/2022**1. Description of Work**

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

The Project Manager Support Services (PMSS) contractor will manage the reconstruction of several taxiways and runways at San Francisco International Airport (SFO). Services to be provided include budgeting, project controls, scheduling, document and cost control. Additionally, the contractor will provide services related to managing documents and construction to fulfill the requirements of the Federal Aviation Authority (FAA) FAA Airport Improvement Plan (AIP) grant funding. In addition, the contractor would need to have specific expertise in projects that involve airport development, design and remodeling, geotechnical engineering, drainage system, structural engineering, underground utility locating, and airport pavement condition analysis.

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

The Airport continues to experience strong passenger growth, which requires the Airport to continue to improve operational efficiency, safety, and meet forecast demand on the airfield. The Airport is seeking expertise and knowledge of airfield program management, specifically for FAA grant-funded projects, to support several upcoming highly complex and publicly sensitive construction projects. Denial will cause projects delays, which will affect customer service, increase the risk of incidents and potential loss of revenue.

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

This is a new service.

D. Will the contract(s) be renewed?

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

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short term grant funded project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor would have specialized experience in providing PMSS services for FAA grant-funded airport construction projects that include knowledge and expertise include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. In addition, the Contractor would need to have expertise in managing projects that include design and remodeling, geotechnical engineering, drainage system, structural engineering, underground utility locating, and airport pavement condition analysis.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: This will be determined based on the nature of the task.

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

SFO in-house engineers have and will continue to provide design services to support FAA grant-funded projects. However, with the ever changing and highly involved FAA AIP requirements, the City lacks resources to provide project management services such as budgeting, grant allocations, AIP reporting, scheduling, phasing, value engineering, risk assessment and general project oversight. A Notice of Intent was sent out to Public Utilities Commission, Department of Public Works, Port of San Francisco and San Francisco Municipal Transportation Agency on December 15, 2017 with no response from the departments.

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

- A. Explain why civil service classes are not applicable.
The existing classifications do not have the required expertise and specialized skills for the management and construction of a Federally funded taxiway and runway reconstruction project. While the project design is being done in-house, the City staff lack skills in budgeting, scheduling, reporting, cost and document control. They also do not have expertise in FAA grant management.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this is a short term project which relies on federal-grant and capital budget funds.

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 official training is included, but Airport engineers will be working alongside and overseeing the Contractor's task to gain further experience and knowledge.
- 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 02/16/2018, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46090 - 17/18

DHR Analysis/Recommendation:

action date: 04/16/2018

Commission Approval Required

Approved by Civil Service Commission

04/16/2018 DHR Approved for 04/16/2018

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 # 41149 - 20/21)

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

Type of Service: As-Needed Security Guard Services for COVID-Related Sites

Funding Source: General Fund and possibly Federal Funds

PSC Original Approved Amount: \$4,000,000 PSC Original Approved Duration: 01/01/21 - 12/31/21 (52 weeks)

PSC Mod#1 Amount: \$4,000,000 PSC Mod#1 Duration: 01/01/21-12/31/22 (1 year)

PSC Cumulative Amount Proposed: \$8,000,000 PSC Cumulative Duration Proposed: 1 year 52 weeks

1. Description of Work

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

Under Local Emergency authorization, as-needed, armed and unarmed security guard services for COVID-19 related sites and events, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters. Services include compliance with Infection Control, Health and Safety requirements, regulations, and plans from Cal-OSHA and San Francisco Department of Public Health (SFDPH), as well as State of California licensing and all other requirements under the Private Security Services Act.

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

The service is necessary to maintain order and security at various COVID-19 related sites. If the services are denied, there will not be a visible security presence at these sites to maintain order and respond to security breaches, thereby placing the public in danger and the City at risk for liability

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

D. Will the contract(s) be renewed?

If the need continues, contracts may be extended for up to one additional year.

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

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

Explain the qualifying circumstances:

Services needed immediately to address needs arising from the COVID-19 pandemic. The needs are unanticipated and fluctuate with the number and scope of isolation and quarantine locations, safe sleeping villages, and COVID-19 congregate shelters that are used for people with COVID-19 and for possible vaccination sites. Services will be on an as-needed basis, which will depend on the number and scope of isolation and quarantine locations, safe sleeping sites, safe sleeping villages, and COVID-19 congregate shelters that are used for people with COVID-19 and for possible vaccination sites.

B. Reason for the request for modification:

To add funds and one year duration to this PSC.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Protect City employees and designated guests from physical harm; perform foot patrol among crowds, patrol premises and designated locations, monitor guests and what they bring in, escort guests to and from certain locations/sites, report any unusual incidents or hazardous conditions, and enforce location/venue rules, safety regulations and mandated safety policies

B. Which, if any, civil service class(es) normally perform(s) this work? 8300, Sheriff's Cadet;

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.

There are civil service classes that can do the work, but the City does not have the staffing or ability to scale up and down as needed, site by site, to accommodate daily needs of the various sites that have arisen in response to the COVID-19 pandemic.

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 need for these services is as-needed and continues to change as the need to facilities and sites for COVID-19 changes.

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 performed

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

7. Union Notification: On 09/07/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous;

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

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

Address: One Carlton B. Goodlett Place, Room 362, San Francisco, CA 94012

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41149 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

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 # 41149 - 20/21 - MODIFICATIONS
Date: Tuesday, September 7, 2021 2:04:08 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$4,000,000 for services for the period January 1, 2021 – December 31, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/17263>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Security Guard Services for COVID-Related SitesFunding Source: General Fund and possibly Federal FundsPSC Amount: \$4,000,000PSC Est. Start Date: 01/01/2021PSC Est. End Date 12/31/2021**1. Description of Work**

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

Under Local Emergency authorization, as-needed, armed and unarmed security guard services for COVID-19 related sites and events, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters. Services include compliance with Infection Control, Health and Safety requirements, regulations, and plans from Cal-OSHA and San Francisco Department of Public Health (SFDPH), as well as State of California licensing and all other requirements under the Private Security Services Act.

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

The service is necessary to maintain order and security at various COVID-19 related sites. If the services are denied, there will not be a visible security presence at these sites to maintain order and respond to security breaches, thereby placing the public in danger and the City at risk for liability

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

Services have not been provided in the past.

D. Will the contract(s) be renewed?

If the need continues, contracts may be extended for up to one additional year.

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):

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

B. Explain the qualifying circumstances:

Services needed immediately to address needs arising from the COVID-19 pandemic. The needs are unanticipated and fluctuate with the number and scope of isolation and quarantine locations, safe sleeping villages, and COVID-19 congregate shelters that are used for people with COVID-19 and for possible vaccination sites. Services will be on an as-needed basis, which will depend on the number and scope of isolation and quarantine locations, safe sleeping sites, safe sleeping villages, and COVID-19 congregate shelters that are used for people with COVID-19 and for possible vaccination sites.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Protect City employees and designated guests from physical harm; perform foot patrol among crowds, patrol premises and designated locations, monitor guests and what they bring in, escort guests to and from certain locations/sites, report any unusual incidents or hazardous conditions, and enforce location/venue rules, safety regulations and mandated safety policies

B. Which, if any, civil service class(es) normally perform(s) this work? 8300, Sheriff's Cadet;

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

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

These services are in response to the COVID-19 pandemic and the City does not have the staffing or ability to respond to the changing security needs of the various sites that have been used in response to the COVID-19 pandemic.

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

A. Explain why civil service classes are not applicable.

There are civil service classes that can do the work, but the City does not have the staffing or ability to scale up and down as needed, site by site, to accommodate daily needs of the various sites that have arisen in response to the COVID-19 pandemic.

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 need for these services is as-needed and continues to change as the need to facilities and sites for COVID-19 changes.

6. Additional Information

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

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

C. Are there legal mandates requiring the use of contractual services?
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 02/05/2021, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous

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

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

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94012

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41149 - 20/21

DHR Analysis/Recommendation:

action date: 02/10/2021

Commission Approval Required

Approved by Civil Service Commission

02/10/2021 DHR Approved for 02/10/2021

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 # 41985 - 20/21)

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

Type of Service: As-Needed Emergency Latinx Grocery Delivery Services

Funding Source: General Fund and possibly Federal Funds

PSC Original Approved Amount: \$7,000,000 PSC Original Approved Duration: 01/15/21 - 02/15/22 (1 year 4 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/15/21-02/15/23 (1 year)

PSC Cumulative Amount Proposed: \$7,000,000 PSC Cumulative Duration Proposed: 2 years 4 weeks

1. Description of Work

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

Under Local Emergency authorization, as-needed emergency grocery delivery services to Latinx communities and individuals impacted by COVID-19. Services include selecting, buying, assembling (bagging or boxing), distributing and delivering groceries to meet the needs of different Latinx communities in San Francisco in compliance with regulations from Cal-OSHA and San Francisco Department of Public Health (SFDPH) on infection control, public health, and safety. Selected contractors shall purchase and receive bulk groceries, pack individual bags or boxes as well as facilitate and manage the distribution of those bags/boxes to Latinx residents in trusted community settings or in their homes

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

The service is necessary to provide Latinx groceries to any shelter-in-place hotel rooms, COVID-19 congregate care shelters or individuals impacted by COVID-19. If the services are denied, then Latinx communities and individuals with COVID-19 will have to venture out into the public to obtain food or go hungry. Without the delivery of groceries, the City will risk the possibility of increased community transmission if people break the isolation or quarantine rules to find food.

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 the need continues, contracts may be extended for up to one additional year.

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

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

Explain the qualifying circumstances:

Services needed immediately to address needs arising from the COVID-19 pandemic. The needs were unanticipated and fluctuate with the number of Latinx people with COVID-19 or who are waiting for the results of their COVID-19 tests in isolation or quarantine, in congregate care shelters, or in safe sleeping villages. Services will be on an as-needed basis, which will depend on the number of Latinx people waiting for the result of their COVID-19 tests or are isolating and quarantining because they have COVID-19.

B. Reason for the request for modification:

To add one year duration to the Personal Services Contract.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Selected contractors shall purchase and receive bulk groceries, pack individual bags or boxes as well as facilitate and manage the distribution of those bags/boxes to Latinx residents in trusted community settings or in their homes. Must be able to assemble and deliver groceries in compliance with infection control, food handling and safety regulations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2604, Food Service Worker; 2608, Supply Room Attendant; 2650, Assistant Cook; 2736, Porter;
- 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.
There are civil service classes that can do the work, but the City does not have the logistical set-up to accommodate shopping for, assembling, and delivering such a high volume of Latinx groceries 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. These services are as-needed and change quickly as the COVID-19 pandemic fluctuates.

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.
Services are still necessary

7. Union Notification: On 09/07/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41985 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

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; [Basconcello, Katherine \(PUC\)](mailto:Basconcello.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 # 41985 - 20/21 - MODIFICATIONS
Date: Tuesday, September 7, 2021 2:17:07 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period January 15, 2021 – February 15, 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/17288>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Emergency Latinx Grocery Delivery ServicesFunding Source: General Fund and possibly Federal FundsPSC Amount: \$7,000,000PSC Est. Start Date: 01/15/2021PSC Est. End Date 02/15/2022**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Under Local Emergency authorization, as-needed emergency grocery delivery services to Latinx communities and individuals impacted by COVID-19. Services include selecting, buying, assembling (bagging or boxing), distributing and delivering groceries to meet the needs of different Latinx communities in San Francisco in compliance with regulations from Cal-OSHA and San Francisco Department of Public Health (SFDPH) on infection control, public health, and safety. Selected contractors shall purchase and receive bulk groceries, pack individual bags or boxes as well as facilitate and manage the distribution of those bags/boxes to Latinx residents in trusted community settings or in their homes

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

The service is necessary to provide Latinx groceries to any shelter-in-place hotel rooms, COVID-19 congregate care shelters or individuals impacted by COVID-19. If the services are denied, then Latinx communities and individuals with COVID-19 will have to venture out into the public to obtain food or go hungry. Without the delivery of groceries, the City will risk the possibility of increased community transmission if people break the isolation or quarantine rules to find food.

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

These services have not been provided in the past.

D. Will the contract(s) be renewed?

If the need continues, contracts may be extended for up to one additional year.

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):**

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

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

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

B. Explain the qualifying circumstances:

Services needed immediately to address needs arising from the COVID-19 pandemic. The needs were unanticipated and fluctuate with the number of Latinx people with COVID-19 or who are waiting for the results of their COVID-19 tests in isolation or quarantine, in congregate care shelters, or in safe sleeping villages. Services will be on an as-needed basis, which will depend on the number of Latinx people waiting for the result of their COVID-19 tests or are isolating and quarantining because they have COVID-19.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Selected contractors shall purchase and receive bulk groceries, pack individual bags or boxes as well as facilitate and manage the distribution of those bags/boxes to Latinx residents in trusted community settings or in their homes. Must be able to assemble and deliver groceries in compliance with infection control, food handling and safety regulations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2604, Food Service Worker; 2608, Supply Room Attendant; 2650, Assistant Cook; 2736, Porter;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

These services are in response to the COVID-19 pandemic and the City does not have the logistical ability, nor enough delivery vans, to deliver food on an as-needed basis to meet the needs of Latinx people in shelter-in-place hotel rooms or shelter sites.

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

- A. Explain why civil service classes are not applicable.
There are civil service classes that can do the work, but the City does not have the logistical set-up to accommodate shopping for, assembling, and delivering such a high volume of Latinx groceries 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. These services are as-needed and change quickly as the COVID-19 pandemic fluctuates.

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 02/05/2021, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous**

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41985 - 20/21

DHR Analysis/Recommendation:

action date: 02/10/2021

Commission Approval Required

Approved by Civil Service Commission

02/10/2021 DHR Approved for 02/10/2021

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 # 42172 - 20/21)

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

Type of Service: COVID cleaning

Funding Source: General Fund and possibly Federal Funds

PSC Original Approved Amount: \$4,000,000 PSC Original Approved Duration: 12/29/20 - 12/31/21 (1 year 2 days)

PSC Mod#1 Amount: \$3,500,000 PSC Mod#1 Duration: 12/29/20-12/31/22 (1 year)

PSC Cumulative Amount Proposed: \$7,500,000 PSC Cumulative Duration Proposed: 2 years 2 days

1. Description of Work

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

Under Local Emergency authorization, as-needed Hazmat (COVID-Positive) cleaning of COVID-19 related sites, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters. Services include compliance with infectious disease control regulations, plans, and Health Officer orders from the Center for Disease Control, Cal-OSHA, and San Francisco Department of Public Health (DPH); proper disposal of COVID-19 contaminated debris in properly marked and secured waste containers with hazardous waste manifests; and professionally trained hazmat personnel with hazmat equipment and PPE.

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

The service is necessary to disinfect, clean and return to use any shelter-in-place hotel rooms or shelters that had a COVID-19 infected person. If the services are denied, then the shelters and hotel rooms cannot be used again until properly cleaned and disinfected, with the cleaning debris disposed in secure containers using hazardous waste manifests. Without a place to shelter safely, persons newly diagnosed with COVID-19 pose a risk to the public through community transmission.

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 the need continues, contracts may be extended for up to one additional year.

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

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

Explain the qualifying circumstances:

Services needed immediately to address needs arising from the COVID-19 pandemic. The needs were unanticipated and fluctuate with the number and scope of hotel rooms and shelters that are used for people with COVID-19. Services will be on an as-needed basis, which will depend on the number and scope of hotel rooms and shelters that are used for people with COVID-19. Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator). The City lacks secure hazardous waste containers for trash contaminated with COVID-19 and a system to track hazardous waste manifests.

B. Reason for the request for modification:

To add one year and \$3.5 million to a COVID related contract approved on an emergency basis last year.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Professionally trained Hazmat personnel to disinfect sites safely and dispose of cleaning debris contaminated with COVID-19 and comply with infectious disease control regulations, plans, and Health Officer orders from the Center for Disease Control, Cal-OSHA, and San Francisco Department of Public Health (DPH).
- B. Which, if any, civil service class(es) normally perform(s) this work? 2708, Custodian; 2716, Custodial Assistant Supervisor; 2718, Custodial Supervisor; 2720, Janitorial Services Supervisor;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Hazmat equipment to protect staff and secure waste-receiving receptacles for hazardous waste/trash from the clean-up of rooms and shelter sites that are occupied by people with COVID-19.

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 classifications do not perform this specific work. City employees do perform janitorial and custodial work, but not of hazardous materials.
- 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 need for these services is as-needed and continues to change as the incidence of COVID-19 fluctuates.

6. Additional Information

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

7. Union Notification: On 09/07/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42172 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\); Frigault, Noah \(HRC\); Meyers, Julie \(HSA\); Ricardo.lopez@sfgov.org; Basconcillo, Katherine \(PUC\); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee \(HSA\); david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky,Joan(ADM);Frigault,Noah(HRC);Meyers,Julie(HSA);Ricardo.lopez@sfgov.org;Basconcillo,Katherine(PUC);pcamarillo_seiu@sbcglobal.net;Wendy.Frigillana@seiu1021.org;pscreview@seiu1021.org;ted.zarzecki@seiu1021.net;davidmkersten@gmail.com;xiumin.li@seiu1021.org;Poon,SinYee(HSA);david.canham@seiu1021.org;jtanner940@aol.com;DHR-PSCCoordinator,DHR(HRD)@seiu1021.org)
Subject: Receipt of Modification Request to PSC # 42172 - 20/21 - MODIFICATIONS
Date: Tuesday, September 7, 2021 3:44:09 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$3,500,000 for services for the period December 29, 2020 – December 31, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/17261>

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

Additional Attachment(s)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting

February 10, 2021
11:00 a.m.

During the Coronavirus Disease (COVID-19) emergency, the Civil Service Commission’s regular meeting room, City Hall, Room 400 is closed. Commissioners and Civil Service Commission staff will convene remotely. The public is encouraged to submit comments in advance of the meeting in one of three ways: (1) email civilservice@sfgov.org, (2) leave a voicemail message in the CSC Office main line at 628-652-1100 or (3) use the Civil Service Commission’s dedicated public comment line 415-655-0001, Access Code 187 409 1901 . Comments submitted by 5:00 pm the Friday before the meeting will be included in the record.

I. Call to Order and Roll Call

The Special Meeting was called to order at 11:03 a.m.

Roll Call

President Elizabeth Salveson	Present
Vice President Jacqueline Minor	Present
Commissioner Douglas S. Chan	Present
Commissioner F.X. Crowley	Present
Commissioner Kate Favetti	Present

President Elizabeth Salveson presided.

II. Public Comment on items not appearing on the agenda but under the jurisdiction of the Civil Service Commission.

None.

0013-21-8 Review of Request for Approval of Proposed Personal Services Contract #44328-20/21 with the General Services Agency. (Item III.)

PCS	Department	Amount	Type of Service	Type of Approval	Duration
44328-20/21	City Administrator	\$800,000	The Contractor(s) will provide as-needed and scheduled maintenance, warranty, and intermittent repair services on City-owned specialty vehicles and equipment. The Contractor(s) is the Manufacturer(s) exclusive and sole service distributor within its assigned territories including the City and County of San Francisco. The Contractor is to offer OEM parts and manufacturer-certified and -trained authorized technicians to provide required services for specialty brand machinery.	Regular	1/3/2026

Speakers: Joan Lubamersky, General Services Agency

Action: Adopted the report. Approved the request for proposed Personal Service Contract; Notify the Office of the Controller and the Office of Contract Administration.
 (Vote of 4 to 1; Commissioner Crowley dissented)

0014-21-8 Personal Services Contracts 42172-20/21; 49046-20/21; 48653-20/21; 41985-20/21; 41149-20/21 with the Office of Contract Administration; Emergency Approval on February 5, 2021, Pursuant to Mayor's 13th Supplemental Emergency Proclamation - Omit Posting (Item IV.)

PCS	Department	Amount	Type of Service	Type of Approval	Duration
42172-20/21	Office of Contract Administration	\$4,000,000	As-needed Hazmat (COVID-Positive) cleaning of COVID-19 related sites, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters.	Regular	12/31/2021
49046-20/21	Office of Contract Administration	\$10,000,000	As-needed janitorial cleaning of COVID-19 related sites, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters.	Regular	10/31/2021
48653-20/21	Office of Contract Administration	\$4,500,000	As-needed prepared food and grocery deliveries to COVID-19 impacted communities and individuals, including those at COVID-19 related sites and events, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters.	Regular	12/31/2021
41985-20/21	Office of Contract Administration	\$7,000,000	As-needed emergency grocery delivery services to Latinx communities and individuals impacted by COVID-19.	Regular	2/15/2022
41149-20/21	Office of Contract Administration	\$4,000,000	As-needed, armed and unarmed security guard services for COVID-19 related sites and events, including Isolation and quarantine locations and hotels; Safe sleeping sites; Safe sleeping villages and COVID congregate shelters.	Regular	12/31/2021

Speaker: Sailaja Kurella, Office of Contract Administration

Action: Adopted the report. (Vote of 5 to 0)

0248-20-1 Fiscal Years 2021-22 and 2022-23 Schedule and Budget Plan. (Item V.)

December 21, 2020: Directed Commission staff to prepare Fiscal Years 2021-23 Budget Request to maintain adequate staffing levels to meet current service needs; continue to negotiate amounts; present Budget Request at the Commission meeting of January 4, 2021; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2021-23 Budget Request to the Controller and the Office of the Mayor by February 22, 2021.

January 4, 2021: Postponed to the next Civil Service Commission meeting of February 1, 2021.

February 1, 2021: Postponed to a future Special Meeting to be announced, possibly on February 10, 2021

Speaker: Sandra Eng, Executive Director

Action: Directed the Executive Officer to: continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission's budget sufficiently supports anticipated service and staff to continue its Charter mandated functions; finalize the Fiscal Years 2021-23 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2021-23 Budget Request to the Controller and the Mayor by February 22, 2021. (Vote of 5 to 0)

VI. Adjournment

The meeting adjourned at 11:35 p.m.

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 # 48653 - 20/21)

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

Type of Service: As-needed Prepared Food Delivery Services

Funding Source: General Fund and possibly Federal Funds

PSC Original Approved Amount: \$4,500,000 PSC Original Approved Duration: 12/18/20 - 12/31/21 (1 year 1 week)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 12/18/20-12/31/22 (1 year)

PSC Cumulative Amount Proposed: \$4,500,000 PSC Cumulative Duration Proposed: 2 years 1 week

1. Description of Work

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

Under Local Emergency authorization, as-needed prepared food and grocery deliveries to COVID-19 impacted communities and individuals, including those at COVID-19 related sites and events, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters. Selected contractors shall prepare meals and/or purchase and receive bulk groceries, pack individual bags or boxes as well as facilitate and manage the distribution of the prepared meals and groceries.

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

The service is necessary to provide meals to COVID-19 impacted communities and individuals, including those at COVID-19 related sites and events, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters. If the services are denied, then people with COVID-19 will have to venture out into the public to obtain food or go hungry. Without the delivery of prepared foods, the City will risk the possibility of increased community transmission if people break the isolation or quarantine rules to find food.

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 the need continues, contracts may be extended for up to one additional year

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

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

Explain the qualifying circumstances:

Services needed immediately to address needs arising from the COVID-19 pandemic. The needs were unanticipated and fluctuate with the number of people with COVID-19 or who are waiting for the results of their COVID-19 tests in isolation or quarantine, in congregate care shelters, or in safe sleeping villages. Services will be on an as-needed basis, which will depend on the number of people waiting for the result of their COVID-19 tests or are isolating and quarantining because they have COVID-19.

B. Reason for the request for modification:

To add one year duration to this Personal Services Contract. It was approved last year as an emergency approval.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Preparing, distributing and delivering foods to residential settings like isolation or quarantine hotels, recreational vehicles, congregate care shelters, safe sleeping villages, and unsheltered individuals. Preparation of food in compliance with food safety regulations, and delivery of prepared foods in compliance with regulations from Cal-OSHA and San Francisco Department of Public Health (SFDPH) on infection control, public health, and safety.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2650, Assistant Cook; 2654, Cook; 2736, Porter;
- 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.
There are civil service classes that can do the work, but the City does not have the logistical set-up or ability to accommodate preparing, packing and delivering such a high volume of food 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. These services are as-needed and change quickly as the COVID-19 pandemic fluctuates

6. Additional Information

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

7. Union Notification: On 09/07/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous;

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

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

Address: One Carlton B. Goodlett Place, Room 362, San Francisco, CA 94012

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48653 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

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 # 48653 - 20/21 - MODIFICATIONS
Date: Tuesday, September 7, 2021 3:06:10 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period December 18, 2020 – December 31, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/17262>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-needed Prepared Food Delivery ServicesFunding Source: General Fund and possibly Federal FundsPSC Amount: \$4,500,000PSC Est. Start Date: 12/18/2020PSC Est. End Date 12/31/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Under Local Emergency authorization, as-needed prepared food and grocery deliveries to COVID-19 impacted communities and individuals, including those at COVID-19 related sites and events, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters. Selected contractors shall prepare meals and/or purchase and receive bulk groceries, pack individual bags or boxes as well as facilitate and manage the distribution of the prepared meals and groceries.

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

The service is necessary to provide meals to COVID-19 impacted communities and individuals, including those at COVID-19 related sites and events, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters. If the services are denied, then people with COVID-19 will have to venture out into the public to obtain food or go hungry. Without the delivery of prepared foods, the City will risk the possibility of increased community transmission if people break the isolation or quarantine rules to find food.

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

No.

D. Will the contract(s) be renewed?

If the need continues, contracts may be extended for up to one additional year

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):** Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations. Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload). Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).**B. Explain the qualifying circumstances:**

Services needed immediately to address needs arising from the COVID-19 pandemic. The needs were unanticipated and fluctuate with the number of people with COVID-19 or who are waiting for the results of their COVID-19 tests in isolation or quarantine, in congregate care shelters, or in safe sleeping villages. Services will be on an as-needed basis, which will depend on the number of people waiting for the result of their COVID-19 tests or are isolating and quarantining because they have COVID-19.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Preparing, distributing and delivering foods to residential settings like isolation or quarantine hotels, recreational vehicles, congregate care shelters, safe sleeping villages, and unsheltered individuals. Preparation of food in compliance with food safety regulations, and delivery of prepared foods in compliance with regulations from Cal-OSHA and San Francisco Department of Public Health (SFDPH) on infection control, public health, and safety.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2650, Assistant Cook; 2654, Cook; 2736, Porter;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

These services are in response to the COVID-19 pandemic and the City does not the logistical ability, nor amount of commercial kitchen space or additional delivery vans, to provide the high volume of prepared foods on an as-needed basis to meet the needs of people in shelter-in-place hotel rooms or shelter sites.

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

- A. Explain why civil service classes are not applicable.
There are civil service classes that can do the work, but the City does not have the logistical set-up or ability to accommodate preparing, packing and delivering such a high volume of food 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. These services are as-needed and change quickly as the COVID-19 pandemic fluctuates

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?
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 02/05/2021, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous**

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

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

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94012

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48653 - 20/21

DHR Analysis/Recommendation:

action date: 02/10/2021

Commission Approval Required

Approved by Civil Service Commission

02/10/2021 DHR Approved for 02/10/2021

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 # 49046 - 20/21)

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

Type of Service: As-needed Emergency Janitorial Services for COVID-negative sites

Funding Source: General Fund and possibly Federal Funds

PSC Original Approved Amount: \$10,000,000

PSC Original Approved Duration: 11/01/20 - 10/31/21 (52 weeks)

PSC Mod#1 Amount: \$4,400,000

PSC Mod#1 Duration: 11/01/20-10/31/22 (1 year)

PSC Cumulative Amount Proposed: \$14,400,000

PSC Cumulative Duration Proposed: 1 year 52 weeks

1. Description of Work

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

Under Local Emergency authorization, as-needed Hazmat (COVID-Negative) cleaning of COVID-19 related sites, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters. Services include compliance with infectious disease control regulations, plans, and Health Officer orders from the Center for Disease Control, Cal-OSHA, and San Francisco Department of Public Health (DPH) and possession of all necessary personnel to disinfect sites safely and dispose of cleaning debris contaminated with COVID-19.

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

The service is necessary to clean and return to use any shelter-in-place hotel rooms or shelters that did not have a COVID-19 infected person. Many people continue to get tested for the coronavirus and need to shelter-in-place while waiting for the test results. If the services are denied, then the shelters and hotel rooms cannot be used again until properly cleaned. Without a place to shelter safely, the City will have to find new hotel rooms to provide a place for persons waiting for their test results.

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 the need continues, contracts may be extended for up to one additional year.

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

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).

Explain the qualifying circumstances:

Services are required immediately to address needs arising from the COVID-19 pandemic. These needs were unanticipated and fluctuate with the number and scope of hotel rooms and shelters that are used for people waiting for the results of their COVID-19 tests and turn out to be negative.

B. Reason for the request for modification:

To add funds and to add one year duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Proper cleaning of sites, rooms and surfaces in rooms where a person may have stayed while waiting for the results of a COVID-19 test and whose test result was negative. Includes vacuuming carpets, wiping down surfaces and disposal of trash.
- 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;
- 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.
There are civil service classes that can do the work, but the City does not have the staffing or ability to respond to the changing needs of the shelter-in-place hotel rooms or shelter sites occupied by COVID-negative individuals.
- 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 as-needed and change quickly as the need for shelter-in-place hotel rooms or shelter sites occupied by COVID-negative individuals fluctuates.

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 services will be needed during the next year.

7. Union Notification: On 09/07/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49046 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\); Frigault, Noah \(HRC\); Meyers, Julie \(HSA\); Ricardo.lopez@sfgov.org; Basconcillo, Katherine \(PUC\); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee \(HSA\); david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky.Joan(ADM);Frigault.Noah(HRC);Meyers.Julie(HSA);Ricardo.lopez@sfgov.org;Basconcillo.Katherine(PUC);pcamarillo_seiu@sbcglobal.net;Wendy.Frigillana@seiu1021.org;pscreview@seiu1021.org;ted.zarzecki@seiu1021.net;davidmkersten@gmail.com;xiumin.li@seiu1021.org;Poon.SinYee(HSA);david.canham@seiu1021.org;jtanner940@aol.com;DHR-PSCCoordinator,DHR(HRD)@seiu1021.org)
Subject: Receipt of Modification Request to PSC # 49046 - 20/21 - MODIFICATIONS
Date: Tuesday, September 7, 2021 3:59:10 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$4,400,000 for services for the period November 1, 2020 – October 31, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/17289>

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

Additional Attachment(s)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting

February 10, 2021
11:00 a.m.

During the Coronavirus Disease (COVID-19) emergency, the Civil Service Commission’s regular meeting room, City Hall, Room 400 is closed. Commissioners and Civil Service Commission staff will convene remotely. The public is encouraged to submit comments in advance of the meeting in one of three ways: (1) email civilservice@sfgov.org, (2) leave a voicemail message in the CSC Office main line at 628-652-1100 or (3) use the Civil Service Commission’s dedicated public comment line 415-655-0001, Access Code 187 409 1901 . Comments submitted by 5:00 pm the Friday before the meeting will be included in the record.

I. Call to Order and Roll Call

The Special Meeting was called to order at 11:03 a.m.

Roll Call

President Elizabeth Salveson	Present
Vice President Jacqueline Minor	Present
Commissioner Douglas S. Chan	Present
Commissioner F.X. Crowley	Present
Commissioner Kate Favetti	Present

President Elizabeth Salveson presided.

II. Public Comment on items not appearing on the agenda but under the jurisdiction of the Civil Service Commission.

None.

0013-21-8 Review of Request for Approval of Proposed Personal Services Contract #44328-20/21 with the General Services Agency. (Item III.)

PCS	Department	Amount	Type of Service	Type of Approval	Duration
44328-20/21	City Administrator	\$800,000	The Contractor(s) will provide as-needed and scheduled maintenance, warranty, and intermittent repair services on City-owned specialty vehicles and equipment. The Contractor(s) is the Manufacturer(s) exclusive and sole service distributor within its assigned territories including the City and County of San Francisco. The Contractor is to offer OEM parts and manufacturer-certified and -trained authorized technicians to provide required services for specialty brand machinery.	Regular	1/3/2026

Speakers: Joan Lubamersky, General Services Agency

Action: Adopted the report. Approved the request for proposed Personal Service Contract; Notify the Office of the Controller and the Office of Contract Administration.
 (Vote of 4 to 1; Commissioner Crowley dissented)

0014-21-8 Personal Services Contracts 42172-20/21; 49046-20/21; 48653-20/21; 41985-20/21; 41149-20/21 with the Office of Contract Administration; Emergency Approval on February 5, 2021, Pursuant to Mayor's 13th Supplemental Emergency Proclamation - Omit Posting (Item IV.)

PCS	Department	Amount	Type of Service	Type of Approval	Duration
42172-20/21	Office of Contract Administration	\$4,000,000	As-needed Hazmat (COVID-Positive) cleaning of COVID-19 related sites, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters.	Regular	12/31/2021
49046-20/21	Office of Contract Administration	\$10,000,000	As-needed janitorial cleaning of COVID-19 related sites, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters.	Regular	10/31/2021
48653-20/21	Office of Contract Administration	\$4,500,000	As-needed prepared food and grocery deliveries to COVID-19 impacted communities and individuals, including those at COVID-19 related sites and events, including isolation and quarantine locations and hotels, safe sleeping villages, and COVID congregate shelters.	Regular	12/31/2021
41985-20/21	Office of Contract Administration	\$7,000,000	As-needed emergency grocery delivery services to Latinx communities and individuals impacted by COVID-19.	Regular	2/15/2022
41149-20/21	Office of Contract Administration	\$4,000,000	As-needed, armed and unarmed security guard services for COVID-19 related sites and events, including Isolation and quarantine locations and hotels; Safe sleeping sites; Safe sleeping villages and COVID congregate shelters.	Regular	12/31/2021

Speaker: Sailaja Kurella, Office of Contract Administration

Action: Adopted the report. (Vote of 5 to 0)

0248-20-1 Fiscal Years 2021-22 and 2022-23 Schedule and Budget Plan. (Item V.)

December 21, 2020: Directed Commission staff to prepare Fiscal Years 2021-23 Budget Request to maintain adequate staffing levels to meet current service needs; continue to negotiate amounts; present Budget Request at the Commission meeting of January 4, 2021; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2021-23 Budget Request to the Controller and the Office of the Mayor by February 22, 2021.

January 4, 2021: Postponed to the next Civil Service Commission meeting of February 1, 2021.

February 1, 2021: Postponed to a future Special Meeting to be announced, possibly on February 10, 2021

Speaker: Sandra Eng, Executive Director

Action: Directed the Executive Officer to: continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission’s budget sufficiently supports anticipated service and staff to continue its Charter mandated functions; finalize the Fiscal Years 2021-23 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2021-23 Budget Request to the Controller and the Mayor by February 22, 2021. (Vote of 5 to 0)

VI. Adjournment

The meeting adjourned at 11:35 p.m.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 32705 - 19/20)

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

Type of Service: Parts and Maintenance of Qiagen Instruments

Funding Source: General Fund

PSC Original Approved Amount: \$88,776 PSC Original Approved Duration: 03/15/20 - 08/22/24 (4 years 23 weeks)

PSC Mod#1 Amount: \$85,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$173,776 PSC Cumulative Duration Proposed: 4 years 23 weeks

1. Description of Work

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

Contractor will provide proprietary parts and maintenance for six DNA analysis instruments manufactured by Qiagen, LLC at the San Francisco Police Department's crime lab. Only the manufacturer certified technicians can repair, qualify, calibrate, upgrade, move, and provide parts for Qiagen, LLC instrumentation.

Scope Change

San Francisco Police Department Crime Lab is moving to new location at 1995 Evans Street. In addition to providing proprietary parts and maintenance, contractor is the only authorized company to de-install, package, move and re-calibrate instruments.

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

This service is necessary for the San Francisco Police Department (SFPD) to maintain DNA analysis equipment. Denial of service would limit the SFPD's ability to analyze evidence.

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 32705 - 19/20

D. Will the contract(s) be renewed?

It will likely be renewed.

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

Explain the qualifying circumstances:

Only manufacturer has proprietary service and parts to maintain Qiagen, LLC equipment.

B. Reason for the request for modification:

San Francisco Police Department Crime Lab is moving to new location at 1995 Evans Street. In addition to providing proprietary parts and maintenance, contractor is the only authorized company to de-install, package, move and re-calibrate instruments.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor staff will be trained and certified by Qiagen, LLC.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7262, Maintenance Planner;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide parts only available 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 employ Qiagen certified technicians.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work is proprietary to the manufacturer.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training is not 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.
Yes. Contract is being amended.

7. **Union Notification:** On 11/02/21, the Department notified the following employee organizations of this PSC/RFP request:
Stationary Engineers, Local 39;

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

Name: 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# 32705 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
To: [Wong, Genie \(POL\); seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Wong, Genie (POL); seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Modification Request to PSC # 32705 - 19/20 - MODIFICATIONS
Date: Tuesday, November 2, 2021 2:52:49 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$85,000 for services for the period March 15, 2020 – August 22, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/17490>

Email sent to the following addresses: grojo@local39.org
MRainsford@Local39.org
seichenberger@local39.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POLDept. Code: POLType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Parts and Maintenance of Qiagen InstrumentsFunding Source: General FundPSC Duration: 4 years 23 weeksPSC Amount: \$88,776**1. Description of Work**

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

Contractor will provide proprietary parts and maintenance for six DNA analysis instruments manufactured by Qiagen, LLC at the San Francisco Police Department's crime lab. Only the manufacturer certified technicians can repair, qualify, calibrate, upgrade, move, and provide parts for Qiagen, LLC instrumentation.

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

This service is necessary for the San Francisco Police Department (SFPD) to maintain DNA analysis equipment. Denial of service would limit the SFPD's ability to analyze evidence.

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

This is a new request.

D. Will the contract(s) be renewed?

It will likely be renewed.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Only manufacturer has proprietary service and parts to maintain Qiagen, LLC equipment.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor staff will be trained and certified by Qiagen, LLC.

B. Which, if any, civil service class(es) normally perform(s) this work? 7262, Maintenance Planner;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide parts only available by contractor.

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

None. The City does not employ Qiagen certified technicians.

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 employ Qiagen certified technicians.

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

6. Additional Information

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

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

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

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

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

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

7. Union Notification: On 03/06/2020, the Department notified the following employee organizations of this PSC/RFP request:
Stationary Engineers, Local 39

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

Name: 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# 32705 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/30/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 47850 - 17/18)

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

Type of Service: Phlebotomy Services for Law Enforcement Agencies

Funding Source: General Fund

PSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 07/01/18 - 06/30/22 (4 years)

PSC Mod#1 Amount: \$75,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$1,125,000 PSC Mod#2 Duration: 07/01/22-06/30/26 (4 years 1 day)

PSC Cumulative Amount Proposed: \$2,200,000 PSC Cumulative Duration Proposed: 8 years 1 day

1. Description of Work

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

The contractor will provide on-call phlebotomy service 24 hours a day/7 days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons.

Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney.

Scope Change

We are updating scope of work to include phlebotomy service for other criminal investigations. Current scope of work is only for DUI suspects.

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

This service is necessary to obtain evidence to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

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 47850 - 17/18

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:

24/7/365 as-needed service continues to be needed.

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:

This service is as-needed.

B. Reason for the request for modification:

Increase contract authority and amount to extend current contract.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Employees assigned to this contract must have valid phlebotomy certificate issued by the state of California Department of Health Services.

B. Which, if any, civil service class(es) normally perform(s) this work? 2303, Patient Care Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2830, Public Health Nurse;

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 service is 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. A new civil service classification is not necessary.

6. Additional Information

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

No.

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

7. Union Notification: On 09/10/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous;

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# 47850 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/06/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
To: [PSC RECEIPT of Modification notification sent to Unions and DHR](mailto:Wong_Genie_(POL);jennifer.esteen@seiu1021.org;emathurin@cirseiu.org;abush@cirseiu.org;sbabaria@cirseiu.org;kcartermartinez@cirseiu.org;ablood@cirseiu.org;Laxamana_Junko_(BOS);sarah.wilson@seiu1021.org;thomas.vitale@seiu1021.org;Sandeep.lal@seiu1021.me;leah.berlanga@seiu1021.org;Frigault_Noah_(HRC);Meyers_Julie_(HSA);Ricardo.lopez@sfgov.org;Basconcillo_Katherine_(PUC);pcamarillo_seiu@sbcglobal.net;Wendy.Frigillana@seiu1021.org;pscreview@seiu1021.org;ted.zarzecki@seiu1021.net;davidmkersten@gmail.com;xiumin.li@seiu1021.org;Poon_Sin_Yee_(HSA);david.canham@seiu1021.org;jtanner940@aol.com;DHR-PSCCoordinator,DHR_(HRD)
Subject: Receipt of Modification Request to PSC # 47850 - 17/18 - MODIFICATIONS
Date: Friday, September 10, 2021 8:58:48 AM</p><hr/></div><div data-bbox=)

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$1,125,000 for services for the period July 1, 2022 – June 30, 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/14114>

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@sfgwater.org Ricardo.lopez@sfgov.org Julie.Meyers@sfgov.org
noah.frigault@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me
thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org junko.laxamana@sfgov.org
ablood@cirseiu.org kcartermartinez@cirseiu.org sbabaria@cirseiu.org
abush@cirseiu.org emathurin@cirseiu.org jennifer.esteen@seiu1021.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICEDept. Code: POLType of Request: Initial Modification of an existing PSC (PSC # 47850 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Phlebotomy Services for Law Enforcement AgenciesFunding Source: General FundPSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 07/01/18 - 06/30/22 (4 years)PSC Mod#1 Amount: \$75,000 PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$1,075,000 PSC Cumulative Duration Proposed: 4 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide on-call phlebotomy service 24 hours a day/7 days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons.

Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney.

Scope Change

We are updating scope of work to include phlebotomy service for other criminal investigations. Current scope of work is only for DUI suspects.

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

This service is necessary to obtain evidence to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

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 47850 - 17/18

D. Will the contract(s) be renewed?

Unknown at this time.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This service is as-needed.

B. Reason for the request for modification:

Increase contract authority by \$75,000 due to cost increases and update scope of work to include phlebotomy service for other criminal investigations. Current scope of work is only for DUI suspects. PSC duration is not being changed and amount of work increase is minimal.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Employees assigned to this contract must have valid phlebotomy certificate issued by the state of California Department of Health Services.

B. Which, if any, civil service class(es) normally perform(s) this work? 2303, Patient Care Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2830, Public Health Nurse;

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 service is 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. A new civil service classification is not necessary.

6. Additional Information

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

No.

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

7. Union Notification: On 10/17/19, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous;

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# 47850 - 17/18

DHR Analysis/Recommendation:

03/02/2020

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POLDept. Code: POLType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Phlebotomy Services for Law Enforcement AgenciesFunding Source: General FundPSC Duration: 4 yearsPSC Amount: \$1,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide on-call phlebotomy service 24 hours a day/7 days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons.

Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney.

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

This service is necessary to obtain evidence to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

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

This service was previously approved by the Civil Service Commission through PSC 47916-14/15 and PSC 4138-07/08.

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:

This service is as-needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Employees assigned to this contract must have valid phlebotomy certificate issued by the state of California Department of Health Services.

B. Which, if any, civil service class(es) normally perform(s) this work? 2303, Patient Care Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2830, Public Health Nurse;

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?

In the past, Department of Public Health nurses performed the work, but are no longer interested in performing forced blood draws on DUI suspects who can be combative or uncooperative. In 2015, SFPD staff met with SEIU representatives, Terry Meadows and Joe Brenner and SEIU members, to discuss the possibility of DPH performing the work again, but DPH has not proposed a program to the SFPD.

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

A. Explain why civil service classes are not applicable.

This service is 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. A new civil service classification is not necessary.

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 11/09/2017, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse)

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# 47850 - 17/18

DHR Analysis/Recommendation:

action date: 02/05/2018

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 47839 - 19/20)

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

Type of Service: Required 3rd party calibration & maintenance services for revenue meters of the SFPUC (3717)

Funding Source: Water Enterprise Operating Budget

PSC Original Approved Amount: \$1,050,000

PSC Original Approved Duration: 04/01/20 - 04/01/22 (2 years)

PSC Mod#1 Amount: \$230,380

PSC Mod#1 Duration: 10/28/21-12/31/23 (1 year 39 weeks)

PSC Cumulative Amount Proposed: \$1,280,380

PSC Cumulative Duration Proposed: 3 years 39 weeks

1. Description of Work

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

The work is calibrating and maintaining important water meters of the Hetch Hetchy regional water transmission system. The purpose of the work is to maintain accurate and reliable meter reads used for water accounting purposes. The work includes calibrating, inspecting, cleaning, and maintaining the system meters and related instruments used.

The primary objective of all calibration activities is to ensure meter-signal accuracy and consistency carries through from the field located secondary metering equipment, through all remote transmitting units and field programmable logic controllers, through the SFPUC SCADA system, to the final remote operational display.

The work often includes entering confined spaces to use special testing equipment to certify instrument accuracy. Work on each meter is documented and calibration certificates presented. Reporting includes site field notes, calibration notes and metering site instrument inventories. As needed, the work will involve diagnosing problems, identifying failed instruments, and performing parts replacement.

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

The primary reason this work is performed under contract is to abide by an explicit requirement of the 2009 Water Supply Agreement (WSA) between the City and County of San Francisco (CCSF) and

its' Wholesale Customers (the wholesale customers are organized under the Bay Area Water Supply and Conservation Agency (BAWSCA)). The WSA is a 25-year agreement which among other things requires that CCSF, through the SF Public Utilities Commission (SFPUC), hire and have available an independent metering consultant to calibrate and maintain its regional water system meters. This is important because the data from the calibrated meters is used to apportion over \$100 million dollars in annual system operations costs between CCSF and its wholesale customers (WSA Article 5 Wholesale Revenue Requirement, 5.02 General Principals). The metering data is used to calculate the share of annual water operations cost owed by the City and owed by the wholesale customers. To ensure impartiality in determining the share each party pays, the City and BAWSCA deemed it important to memorialize in the WSA a requirement to have an impartial third party maintain the meters and certify their accuracy. If this contract were denied, then the SFPUC would be in violation of its agreement to abide by the specific mandates of its' Water Supply Agreement (WSA, 2009) which explicitly spells out how and when and by whom the system meters are to be calibrated and maintained. Failure to uphold the tenants of the agreement would likely result in a law suit.

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 47839 - 19/20

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

The reasons for this PSC request are because the contracted services (meter calibrations and maintenance) are required on a periodic basis as legally required per the 2009 Water Supply Agreement between the CCSF and its Wholesale Customers (WSA). The WSA is a 25-year binding agreement which requires a contract be in place for an impartial, independent third party to maintain and calibrate revenue meters located across the regional water system. These meters are used to apportion annual system operations costs totaling over \$100 million dollars. Apportioning the cost based on water usage recorded by these meters determines the share each party must pay. The two parties are the CCSF and the Wholesale Customers of the SFPUC. The WSA precludes Civil Service staff from performing the work due to the potential conflict of interest, or a perception of a conflict of interest. To avoid the conflict which could arise from having one entity with sole control over how the revenue meters are calibrated an independent contract for calibration services is required. Attached are the pertinent sections of the 2009 Water Supply Agreement (WSA), the sections relevant to this PSC are: • WSA page 21, Article 3, Section 3.14, D. Measurement of Water • WSA page 34, Article 5, Wholesale Revenue Requirement • WSA, Attachment J, page 18, Section D, 3. Components of the Calibration and

Maintenance Work The 2009 Water Supply Agreement in its entirety is available on request, contact John Chester 650-871-2027.

B. Reason for the request for modification:

The modification amount for 2 years (i.e. based on what the Successful Bidder bid on) is \$1,280,380. The reason for the modification request of the approved PSC is that it was previously approved before it was awarded for a lower amount (\$1,050,000) and therefore should be increased.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills for this scope include experience in electronic instrumentation maintenance related to water flow instrumentation. This work requires practical knowledge and experience in SCADA/HMI/PLC programming, cost estimating and project management, instrumentation and process control, and field technical services experience. In addition, experience with hydraulic engineering and drafting as well as technical writing is required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 7318, Electronic Maintenance Tech;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contract requires the following instruments which the City does not have, the items are: 1) NIST Certified Deadweight Tester, this instrument is a calibration standard that uses the principal of pressure balance to calibrate pressure measuring devices such as venturi meter instrumentation and water level pressure transducers, 2) pitot tube insertion flow meters (up to 3 tubes capable of accurately measuring flow in various sized pipes up to 96" diameter) the pitot tube must be certified for accuracy by an accredited lab and have the ability to be inserted into an active pressurized water transmission pipeline, and, 3) a field differential pressure transmitter and data logger capable of being remotely powered and connected to the pitot tube.

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 primary reason the scope cannot be performed by civil service staff is due to an explicit requirement of the 2009 Water Supply Agreement (WSA) between the City and County of San Francisco (CCSF) and its' Wholesale Customers. The WSA is a 25-year agreement which among other things explicitly requires that CCSF, through the SF Public Utilities Commission (SFPUC), hire and have available an independent metering consultant to calibrate, maintain, and certify the accuracy of its regional water system meters. Having an impartial third-party contract maintaining meter accuracy establishes trust between the SFPUC and its Wholesale Customers. This trust is important because the meter data is used to apportion over \$100 million dollars annually in shared costs between CCSF and its Wholesale Customers. The meters are integral to calculations that determine the shared costs each party must pay to operate the Hetch Hetchy Regional Water 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. A new civil service class is not necessary to perform this work. There are existing Civil Service classifications that can and do work on meter instrumentation. The reason the existing civil service classes do not perform the work called for in the meter calibration contract is due to explicit language in the 25-year agreement (2009 Water Supply Agreement between CCSF and its Wholesale Customers (WSA)) which states that meter calibrations be performed under contract. This requirement ensures impartiality in the calibration results and instills trust between CCSF and its Wholesale Customers.

6. Additional Information

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

No.

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

No. The contractor will not provide formal training to CCSF employees. CCSF employees often assist the contractor in accessing meter locations and provide pertinent information on meter instrumentation and meter use. CCSF employees are free to ask the contractor questions on calibration techniques and instruments. The 2009 Water Supply Agreement (WSA) explicitly requires that CCSF hire and have available an independent metering consultant to calibrate, maintain, and certify accuracy of its regional water system meters. There is no formal training provision listed in the WSA.

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

Yes, in 1984 the CCSF and its suburban wholesale customers settled a legal dispute that included among other things the means and methods by which water operations cost would be shared based on proportional water use. This 1984 settlement agreement was the first 25-year agreement which required an independent, non-city entity to certify meter accuracy in determining proportional water use. In 2009 a second 25-year Water Sales Agreement (WSA) between CCSF and its Wholesale Customers was negotiated and put into effect. Water deliveries measured by the subject meters of the contract determine the portion each entity - CCSF and Wholesale Customers - must pay of the over \$100 million annual regional water operation expenses.

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

No.

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

No.

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

No.

7. **Union Notification:** On 10/29/21, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Electrical Workers, Local 6; 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47839 - 19/20

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 12/06/2021

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](mailto:Laxamana,Junko) (BOS); amakayan@ifpte21.org; oashworth@ibew6.org; khughes@ibew6.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 47839 - 19/20 - MODIFICATIONS
Date: Friday, October 29, 2021 2:09:14 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.

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$230,380 for services for the period October 28, 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/17483>

Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com
ecassidy@ifpte21.com khughes@ibew6.org oashworth@ibew6.org
amakayan@ifpte21.org
junko.laxamana@sfgov.org

Additional Attachment(s)

City and County of San Francisco
London N. Breed, Mayor



Office of the City Administrator
Carmen Chu, City Administrator
Sailaja Kurella, Acting Director
Office of Contract
Administration/Purchasing

DATE: 11/15/21
TO: Suzanne Choi - DHR
FROM: Linda Repola, Supervising Purchaser, Office of Contract Administration
SUBJECT: TC70390 PUC Calibration and Maintenance Services Equipment Maintenance Agreement
PSC47839-19/20 Action Date 5/18/2020

Dear Suzanne,

The Office of Contract Administration is requesting to use and modify PSC 47839-19/20 approved by the Civil Service Commission on 5/18/2020. The contract is for the calibration and maintenance of service equipment related to water meters. The City and County of San Francisco has a contractual requirement based on the 2009 Water Supply Agreement (WSA) between the City and its Wholesale Customers. The agreement requires that the PUC hire and have an independent metering consultant to calibrate, maintain, and certify the accuracy of its regional water system meters. Having an impartial third-party contract maintaining meter accuracy establishes trust between the SFPUC and its Wholesale Customers. This trust is important because the meter data is used to apportion over \$100 million dollars annually in shared costs between CCSF and its Wholesale Customers. The meters are integral to calculations that determine the shared costs each party must pay to operate the Hetch Hetchy Regional Water System.

There had been substantial delays in soliciting and awarding this contract which occurred after the approval of the commission. Much of the delay occurred as a result of the increase in OCA's workload and reprioritizing of work as a result of the COVID pandemic. Some of the delays were due in part to the review of the scope of work by PUC staff and review of the solicitation contract with the City Attorney. This delayed the posting and awarding of the solicitation.

The calibration schedule and availability of the supplier to perform this work has been in place for several weeks. Continued delays will result in breach of our contractual obligations. The Office of Contract Administration is seeking not only to use this PSC but to amend it to match the bidders quote. The current approval amount is \$1,050,000, however the suppliers bid for a two-year agreement is for \$1,280,380.

We would appreciate your consideration to move forward with our contract which is complete and ready for signature.

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: Required 3rd party calibration & maintenance services for revenue meters of the SFPUC (3717)Funding Source: Water Enterprise Operating BudgetPSC Duration: 2 yearsPSC Amount: \$1,050,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The work is calibrating and maintaining important water meters of the Hetch Hetchy regional water transmission system. The purpose of the work is to maintain accurate and reliable meter reads used for water accounting purposes. The work includes calibrating, inspecting, cleaning, and maintaining the system meters and related instruments used.

The primary objective of all calibration activities is to ensure meter-signal accuracy and consistency carries through from the field located secondary metering equipment, through all remote transmitting units and field programmable logic controllers, through the SFPUC SCADA system, to the final remote operational display.

The work often includes entering confined spaces to use special testing equipment to certify instrument accuracy. Work on each meter is documented and calibration certificates presented. Reporting includes site field notes, calibration notes and metering site instrument inventories. As needed, the work will involve diagnosing problems, identifying failed instruments, and performing parts replacement.

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

The primary reason this work is performed under contract is to abide by an explicit requirement of the 2009 Water Supply Agreement (WSA) between the City and County of San Francisco (CCSF) and its' Wholesale Customers (the wholesale customers are organized under the Bay Area Water Supply and Conservation Agency (BAWSCA)). The WSA is a 25-year agreement which among other things requires that CCSF, through the SF Public Utilities Commission (SFPUC), hire and have available an independent metering consultant to calibrate and maintain its regional water system meters. This is important because the data from the calibrated meters is used to apportion over \$100 million dollars in annual system operations costs between CCSF and its wholesale customers (WSA Article 5 Wholesale Revenue Requirement, 5.02 General Principals). The metering data is used to calculate the share of annual water operations cost owed by the City and owed by the wholesale customers. To ensure impartiality in determining the share each party pays, the City and BAWSCA deemed it important to memorialize in the WSA a requirement to have an impartial third party maintain the meters and certify their accuracy. If this contract were denied, then the SFPUC would be in violation of its agreement to abide by the specific mandates of its' Water Supply Agreement (WSA, 2009) which explicitly spells out how and when and by whom the system meters are to be calibrated and maintained. Failure to uphold the tenants of the agreement would likely result in a law suit.

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

Yes, this service has been provided in the past by way of earlier contracts for calibration services. The most recent of which was under a PSC with the following contract ID: SFPUC (8671). Earlier contracts did not have a PSC Form.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

- B. Explain the qualifying circumstances:

The reasons for this PSC request are because the contracted services (meter calibrations and maintenance) are required on a periodic basis as legally required per the 2009 Water Supply Agreement between the CCSF and its Wholesale Customers (WSA). The WSA is a 25-year binding agreement which requires a contract be in place for an impartial, independent third party to maintain and calibrate revenue meters located across the regional water system. These meters are used to apportion annual system operations costs totaling over \$100 million dollars. Apportioning the cost based on water usage recorded by these meters determines the share each party must pay. The two parties are the CCSF and the Wholesale Customers of the SFPUC. The WSA precludes Civil Service staff from performing the work due to the potential conflict of interest, or a perception of a conflict of interest. To avoid the conflict which could arise from having one entity with sole control over how the revenue meters are calibrated an independent contract for calibration services is required. Attached are the pertinent sections of the 2009 Water Supply Agreement (WSA), the sections relevant to this PSC are: • WSA page 21, Article 3, Section 3.14, D. Measurement of Water • WSA page 34, Article 5, Wholesale Revenue Requirement • WSA, Attachment J, page 18, Section D, 3. Components of the Calibration and Maintenance Work The 2009 Water Supply Agreement in its entirety is available on request, contact John Chester 650-871-2027.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills for this scope include experience in electronic instrumentation maintenance related to water flow instrumentation. This work requires practical knowledge and experience in SCADA/HMI/PLC programming, cost estimating and project management, instrumentation and process control, and field technical services experience. In addition, experience with hydraulic engineering and drafting as well as technical writing is required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 7318, Electronic Maintenance Tech;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contract requires the following instruments which the City does not have, the items are: 1) NIST Certified Deadweight Tester, this instrument is a calibration standard that uses the principal of pressure balance to calibrate pressure measuring devices such as venturi meter instrumentation and water level pressure transducers, 2) pitot tube insertion flow meters (up to 3 tubes capable of accurately measuring flow in various sized pipes up to 96" diameter) the pitot tube must be certified for accuracy by an accredited lab and have the ability to be inserted into an active pressurized water transmission pipeline, and, 3) a field differential pressure transmitter and data logger capable of being remotely powered and connected to the pitot tube.

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

The following City civil service classifications: Electronic Maintenance Technician (#7318) and IS Engineer (#1042) do work on the meters that are described in this document. However, the 2009 Water Supply Agreement (WSA) between CCSF and its Wholesale Customers requires that an impartial third party certify the metering instrumentation accuracy and perform as needed maintenance.

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

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

The primary reason the scope cannot be performed by civil service staff is due to an explicit requirement of the 2009

Water Supply Agreement (WSA) between the City and County of San Francisco (CCSF) and its' Wholesale Customers. The WSA is a 25-year agreement which among other things explicitly requires that CCSF, through the SF Public Utilities Commission (SFPUC), hire and have available an independent metering consultant to calibrate, maintain, and certify the accuracy of its regional water system meters. Having an impartial third-party contract maintaining meter accuracy establishes trust between the SFPUC and its Wholesale Customers. This trust is important because the meter data is used to apportion over \$100 million dollars annually in shared costs between CCSF and its Wholesale Customers. The meters are integral to calculations that determine the shared costs each party must pay to operate the Hetch Hetchy Regional Water 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. A new civil service class is not necessary to perform this work. There are existing Civil Service classifications that can and do work on meter instrumentation. The reason the existing civil service classes do not perform the work called for in the meter calibration contract is due to explicit language in the 25-year agreement (2009 Water Supply Agreement between CCSF and its Wholesale Customers (WSA)) which states that meter calibrations be performed under contract. This requirement ensures impartiality in the calibration results and instills trust between CCSF and its Wholesale Customers.

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. The contractor will not provide formal training to CCSF employees. CCSF employees often assist the contractor in accessing meter locations and provide pertinent information on meter instrumentation and meter use. CCSF employees are free to ask the contractor questions on calibration techniques and instruments. The 2009 Water Supply Agreement (WSA) explicitly requires that CCSF hire and have available an independent metering consultant to calibrate, maintain, and certify accuracy of its regional water system meters. There is no formal training provision listed in the WSA.
- C. Are there legal mandates requiring the use of contractual services?
Yes. Yes, in 1984 the CCSF and its suburban wholesale customers settled a legal dispute that included among other things the means and methods by which water operations cost would be shared based on proportional water use. This 1984 settlement agreement was the first 25-year agreement which required an independent, non-city entity to certify meter accuracy in determining proportional water use. In 2009 a second 25-year Water Sales Agreement (WSA) between CCSF and its Wholesale Customers was negotiated and put into effect. Water deliveries measured by the subject meters of the contract determine the portion each entity - CCSF and Wholesale Customers - must pay of the over \$100 million annual regional water operation expenses.
- 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 03/06/2020, 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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47839 - 19/20

DHR Analysis/Recommendation:

action date: 05/18/2020

Commission Approval Required

Approved by Civil Service Commission

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