

# POSTING FOR

November 01, 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
43319 - 21/22	AIRPORT COMMISSION	\$7,000,000.00	Professional support services for the Noise Insulation Program (NIP) particularly on the following as-needed tasks: review of County records and updated noise impact boundaries to identify properties that may qualify for noise insulation improvements, outreach efforts to invite potentially eligible homeowners to participate in the NIP, coordination of aircraft noise easement acquisitions and recording, coordination of noise insulation design and construction work, handling inquiries from property owners regarding eligibility for noise insulation improvements funded by the Federal Aviation Administration (FAA) and the San Francisco International Airport (Airport), and preparation of outlay reports.	January 1, 2022	December 31, 2026	REGULAR
49227 - 21/22	BOARD OF SUPERVISORS	\$350,000.00	Board of Supervisors seeks to retain the services of a qualified consultant who will assist the Reinvestment Working Group in drafting and submitting a separate business and governance plan for the Municipal Finance Corporation (MFC) to become a state-licensed public bank to the Board of Supervisors and Local Agency Formation Commission (LAFCo). The consultant will play a critical role to ensure that the business plan includes elements required for a State public bank license; a study required to apply for a State public license pursuant to Government Code Section 57606(a); and lending priorities. The consultant must also ensure that the business plan includes recommendations for a governance and regulatory structure for a public bank; modifications to City laws and regulations; and whether the City should partner with another local agency in the establishment and operation of a public bank.	February 1, 2022	March 31, 2023	REGULAR
44025 - 21/22	CONTROLLER	\$640,000.00	Racial Equity Consultant services needed by various City departments including Controller, Assessor-Recorder, Treasurer & Tax Collector to	December 1, 2021	June 30, 2028	REGULAR

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			provide Racial Equity education, support and technical assistance in Workforce Development and Learning including Executive Leadership Team Assessment and Training, All Staff Trainings, Restorative Justice Dialogue and Reflection; Racial Equity Plan Implementation including Core Team Racial Equity Capacity Building and Racial Equity Plan Project Management and Reporting; Hiring Recruitment Policy and Strategy and Promotion support for job classifications for City departments; Development and Implementation of Candidate and Employee Assessments and as-needed consulting services related to Racial Equity.			
49179 - 21/22	DEPARTMENT OF EMERGENCY MANAGEMENT	\$1,198,000.00	COVID-19 response efforts of the Department of Emergency Management (DEM) in coordination with the Department of Public Health (DPH) to acquire a strategic media and advertising buying contractor to support City COVID-19 public education to promote COVID-19 prevention practices with emphasis on getting vaccinated. The contractor will place strategic media buys for digital social media platforms and traditional media websites, radio, television, cable, streaming audio, streaming video, print media, newspapers, digital displays, out of home advertising, transit shelters, billboards, etc.	January 1, 2021	June 30, 2022	REGULAR
42540 - 21/22	FIRE DEPARTMENT	\$1,250,000.00	The San Francisco Fire Department (SFFD) has approximately 50 emergency generators located at its Fire Stations and other critical facilities. Repair, maintenance, and testing of the San Francisco Fire Department Emergency Generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or needing repairs or basic maintenance, our mission is compromised. A draft scope of work is attached.	November 1, 2021	October 31, 2026	REGULAR
49322 - 21/22	HUMAN SERVICES	\$165,000.00	Services are for a software license subscription for data risk protection and response. This software allows the user to save data on their laptops that may contain client data and it stay protected. The Human Services Agency (HSA) would use these services to provide automated backup and recovery of user data on workstation computers. This system includes standard backup/recovery in case of device failure, and additionally it is used by HSA to ensure retention of data that may be subject to litigation hold. The service includes litigation hold functionality that prevents users or administrators from accidentally or routinely deleting data under hold, e.g. in the course of decommissioning accounts after separation from employment.	October 1, 2021	September 30, 2024	REGULAR

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43092 - 21/22	HUMAN RESOURCES	\$200,000.00	JobAps shall provide read-only access to historical employment application, examination and certification files along with reporting access for select DHR employees.	November 27, 2021	June 30, 2025	REGULAR
41001 - 21/22	MUNICIPAL TRANSPORTATION AGENCY	\$130,000.00	The consultant will provide oversight-monitoring assistance to the San Francisco Municipal Transportation Agency (SFMTA) to review a designated contractor's drug and alcohol testing policies and procedures for compliance. The consultant will conduct an annual on-site review of the selected collection and testing contractor's drug and alcohol testing policy, record keeping, testing reports, education, and training attendance rosters, and any other documents pertaining to compliance with the Department of Transportation/Federal Transit Administration (DOT/FTA) Drug and Alcohol Testing Rules and Regulations. Also conduct audits of service agents (Specimen Collector, Medical Review Officer, laboratory, etc) that assist the SFMTA in maintaining compliance with the drug and alcohol testing guidelines.	February 1, 2022	January 31, 2025	REGULAR
30232 - 20/21	PUBLIC LIBRARY	\$129,000.00	Library seeks a contractor to provide an authority control service, an automated editing software solution to ensure that accurate, current bibliographic authority records are applied consistently throughout the Library's online catalog system. Authority records are the names of subjects, authors, composers, illustrators, film-makers and actors, etc. that are part of catalog records for library materials sought. Library staff will specify to Contractor how to handle the data, including which changes to make automatically and which to report back to us as exceptions. The Contractor will then run the records through the authority control software database, making automatic changes as specified and printing reports to provide accurate and current bibliographic authority records for the Library's online catalog system. The Contractor will also maintain a record of authority records used by the Library and send files containing updated authority records when changes occur.	May 1, 2022	April 30, 2028	REGULAR
40146 - 21/22	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$4,000,000.00	Consultants will perform highly specialized civil engineering tasks that include data collection and designing compliant curb ramps per City standards and Americans with Disability Act (ADA) requirements, related land surveying, roadway, sewer, drainage design, and other curb ramp related consultation services.	October 4, 2021	April 4, 2027	REGULAR

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45793 - 21/22	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$12,000,000.00	Consultants will perform highly specialized civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, land surveying services, designing compliant curb ramps per City standards and ADA requirements, traffic counting vehicles during specified times during the day and/or setting up traffic counting equipment for traffic flow pattern analysis and evaluation, and other civil engineering consultation services.	November 1, 2021	June 30, 2028	REGULAR
49700 - 20/21	PUBLIC HEALTH	\$2,000,000.00	Contractor(s) will provide as-needed support services which may include medical scribe services to assist City employees in using various technology platforms that are not fully accessible and may also provide support services or scribe services in order to respond to other use cases. Support services in a health care field may support employees with disabilities that work in a healthcare setting that need to perform a job function which is impacted by technology that is not accessible. In addition, services may also involve charting physician-patient encounters in real time, such as during medical examinations, as well as locating information for physicians and completing forms needed for patient care which are sometimes referred to as medical scribe services. With the advent and widespread deployment of modern Electronic Health Record (EHR) systems, the specialized area of medical scribing has become a tool for providers to be more efficient in a modern EHR system. Similarly there has also been a need for support services of a more general nature as well, in both instances support services, and medical scribe services function as a reasonable accommodation for employees who must use an EHR or other application as part of their daily job functions, since EHRs are not fully accessible. Services will be provided on a virtual (remote) basis or in-person, depending on the specific needs of the employee and the use case presented.	September 1, 2021	December 31, 2025	REGULAR

**TOTAL AMOUNT \$29,062,000**