



London Breed
Mayor

Carol Isen
Human Resources Director

Date: December 17, 2021

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Cynthia Avakian, AIR
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Joan Lubamersky / Lynn Khaw, ADM
William Lee / Thomas Chen, DEM
Lawrence Loo, HSS
Amy Nuque, MTA
Stephanie Tang, PRT
Shawndrea Hale / Daniel Kwon, PUC
Junko Laxamana, BOS
Esperanza Zapien / Johanna Gendelman, HSA

Subject: **Personal Services Contracts Approval Request**

This report contains seventeen (17) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 21/22 to date:

Total of this Report	YTD Expedited Approvals FY2021-2022	Total for FY2021-2022
\$77,349,600	\$180,373,070	\$1,321,116,781

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Table of Contents
PSC Submissions

Regular PSCs	Department	Page
43636 – 21/22	Airport Commission	1
45828 – 21/22	Arts Commission	10
43184 – 21/22	City Administrator	56
43325 – 21/22	City Administrator	67
49811 – 21/22	City Administrator	81
40700 – 21/22	Emergency Management	86
44018 – 21/22	Emergency Management	108
46208 – 21/22	Health Service System	117
49521 – 21/22	Municipal Transportation Agency	141
41137 – 21/22	Port	156
42697 – 21/22	Public Utilities Commission	165
47923 – 21/22	Public Utilities Commission	170
Modification PSCs		
40737 – 20/21	Board Of Supervisors	176
49252 – 21/22	Human Services	186
45762 – 16/17	Municipal Transportation Agency	195
42354 – 16/17	Public Utilities Commission	207
44952 – 20/21	City Administrator	221

POSTING FOR

January 03, 2022

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	SC Estimated End Date	Type of Approval
43636 - 21/22	AIRPORT COMMISSION	\$30,000,000.00	The contractor will provide solid waste collection, transport, sorting, recycling, composting, disposal, and other related services for San Francisco International Airport. The work includes the collection of solid wastes generated at the Airport on a regular basis, as well as perform emergency and unscheduled pick-ups at the Airport's request. In addition, the service provider will manually segregate recyclable materials from mixed wastes at its sorting facility and arrange for the sale of such materials. The contractor will also perform regular maintenance and housekeeping of compactors and containers. Lastly, the contractor shall submit quarterly waste stream reports to the Airport detailing tonnages by waste type, recycling rate, and landfilled load, and may provide operational advisory support services to assist the Airport in reducing waste generation to achieve it's zero waste goals.	March 1, 2022	June 30, 2031	REGULAR
45828 - 21/22	ARTS COMMISSION	\$250,000.00	Strategic Planning to revisit and refresh the San Francisco Arts Commission's(SFAC) mission and vision. This strategic plan will require extensive community engagement and cultural planning development. The scope will include external outreach to other City agencies, artists, and arts organizations to develop shared goals with equity and inclusion as the centerpiece. The SFAC's current strategic plan was published in early 2014.	November 1, 2021	October 31, 2024	REGULAR
43184 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$910,000.00	Contractor shall provide as-needed graffiti abatement services for private properties located in San Francisco Districts 1-11. The services involve multi-surface graffiti removal processes including sanding, scraping, priming, power washing, color matching, painting and the application of environmentally safe chemical removers and cleaning agents. These services are for private properties and include sidewalks, facades, masonite, pull-down grates, granite, brick, concrete, retaining walls, rooftops, iron gates, street level building areas, and all painted surfaces. The San Francisco Public Works' (SFPW) 7514 General Laborer staff perform this work on City-owned/public properties, but for private	March 1, 2022	February 28, 2025	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	SC Estimated End Date	Type of Approval
			properties and/or when SFPW's staff are not available, then Contractor is used.			
43325 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$7,500,000.00	Contractor shall provide shuttle bus services for members of the public and various City departments including the District Attorney's Office (DA), Department of Public Health (DPH), and Recreation and Park Department (RPD). The shuttle buses must be available on a scheduled-time basis and on as-needed basis, particularly where the use of public transportation is not a viable option such as during peak commute, early morning and late evening hours when the use of public transportation can be challenging. Additionally, Shuttle bus drivers must be able to assist passengers with boarding and offboarding, as well as the loading of any personal items with which they require assistance.	January 1, 2022	December 31, 2027	REGULAR
49811 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$11,700,000.00	The Office of Contract Administration (OCA) is entering into three 5-year contracts with resellers of networking hardware and software manufactured by Juniper Networks Inc. (Juniper), Hewlett Packard Enterprise (HPE) Company and Aruba Networks (Aruba). As part of each contract, the manufacturers shall provide standard software and hardware support by which to ensure the operability of their proprietary hardware and software. The combined value of these three contracts is \$58.5 Million dollars, 80% or more of which will be for the proprietary hardware and software manufactured by each manufacturer. In the event City expends the full contract amounts, OCA estimate that approximately 20% of such total spend (or \$11,700,000) will be for the standard support offered by each manufacturer to ensure the operability of their proprietary hardware and software. The hardware and software is proprietary to each manufacturer and only they can access their intellectual property and code required to support them.	February 1, 2022	January 31, 2027	REGULAR
40700 - 21/22	DEPARTMENT OF EMERGENCY MANAGEMENT	\$6,000,000.00	Contractor will provide training and exercise services throughout the Bay Area Urban Area Security Initiatives (UASI) region. The Bay Area UASI region is comprised of twelve counties and three core cities of San Francisco, Oakland, and San Jose. A major goal of the Bay Area UASI is to develop and enhance regional training and exercise efforts in order to prevent, respond to, and recover from terrorist incidents and related catastrophic disasters. Services will include developing training and exercise curriculums, facilitating and conducting trainings, table-top/full scale exercises, creating classroom-based, computer-based, and field-based trainings and	January 1, 2022	December 31, 2026	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	SC Estimated End Date	Type of Approval
			<p>exercises, ensuring compliance to the Homeland Security Exercise Evaluation Program (HSEEP) requirements, developing and improving systems, policies, procedures, and processes related to training and exercise, coordinating with federal and state partners on training and exercise design, and engaging with regional stakeholders to address gaps and needs that will inform the future growth of regional training and exercise efforts.</p> <p>Each year the Department of Homeland Security adjusts its national priorities and focus areas, and have been releasing more specialized grants which makes it hard to predict which types of exact services and expertise is needed in the future. However, previous and anticipated examples of training topics can include emergency operation center management, mass prophylaxis preparedness, preventative radiological and nuclear detection, community mass care and emergency assistance, unified response to school/workplace/community violence, situational awareness and common operating picture, essentials of emergency management, community emergency response and preparedness, critical incident response, dark web and cybersecurity, all hazards preparation, terrorism preparedness, incident command systems, hazardous materials, tactical lifesaver, and rescue system training.</p>			
44018 - 21/22	DEPARTMENT OF EMERGENCY MANAGEMENT	\$350,000.00	The selected vendor shall conduct pre-employment evaluation services of final entry Public Safety Communications Dispatcher candidates with the Department of Emergency Management. The selected vendor will work closely with DEM in conducting pre-employment psychological evaluations for 9-1-1 dispatcher candidates, and prepare and submit to the Department detailed written reports regarding the written testing data, personal history information, and clinical interview data.	May 1, 2022	July 1, 2029	REGULAR
46208 - 21/22	HEALTH SERVICE SYSTEM	\$200,000.00	The San Francisco Health Service System ("SFHSS") is requesting for software development services to customize SFHSS' Salesforce org to: build a branded, secure self-service experience cloud site with self-registration using Customer Community Login licenses and file upload, create custom content types using Salesforce content management system (CMS) for videos, images, help articles and news, create custom objects, fields and workflows with relationships to existing standard objects, create time and action based email alerts, create an automated process to import and export files to and from the Salesforce org, create custom reports and dashboards, create written documentation on the customizations for future modifications and use, and training SFHSS staff how to use the new features.	January 3, 2022	December 31, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	SC Estimated End Date	Type of Approval
			<p>SFHSS currently uses its Salesforce org to case manage healthcare eligibility and enrollments for the employees of the City & County of San Francisco, San Francisco Unified School District, City College of San Francisco, and various retirees.</p> <p>The purpose of this project is to help SFHSS facilitate a dependent eligibility audit using its existing Salesforce org by requesting its Audit Participants to securely upload supporting documentation to prove their health benefit enrolled dependents are eligible for health coverage under SFHSS Member Rules (https://sfhss.org/san-francisco-health-service-system-member-rules). The Audit Participant facing experience cloud website will need to be designed to allow the Audit Participant to access the website easily and securely through any personal computer, smartphone, or tablet.</p>			
49521 - 21/22	MUNICIPAL TRANSPORTATION AGENCY	\$5,000,000.00	<p>The as-needed diverse pool of on-call consultants to assist in delivering public outreach and engagement for Building Progress Program projects as well as program-level communications to raise awareness of overall facilities needs and funding challenges and available pathways to generating new revenues, including potential ballot measures. Proposed work includes multi-faceted, multilingual, and comprehensive stakeholder engagement, assistance with soliciting and synthesizing public feedback, development of print, digital collateral, and multi-media advertising using specialized graphics and renderings, and conducting equity reviews of project scopes and impacts. A Request For Qualifications for this as-needed pool is currently being drafted.</p>	January 15, 2022	January 14, 2027	REGULAR
41137 - 21/22	PORT	\$3,000,000.00	<p>The selected consultant will provide multi-disciplinary engineering support services and related services on an as-needed basis. Generally, the services require facilitation of the review and implementation of various maps, infrastructure systems design, and coordination of various approval processes. The services are related to the development of two master planned Port projects at Pier 70 and Mission Rock.</p> <p>More specifically, consultant will provide technical support to the Port consistent with Interagency Cooperation Agreements (ICA), entitlement documents and post-entitlement contract documents including but not limited to the: Final Environmental Impact Reports, Design for Development and Design Control documents, Project Infrastructure Plan and Supplements, Subdivision Code and Regulations, Streetscape Master Plan, Master Utility Plan, Disposition and Development Agreement. In addition, the selected consultant will facilitate the ICA process on behalf of the Port, review submissions with respect to the Port's proprietary role</p>	July 1, 2021	June 30, 2026	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	SC Estimated End Date	Type of Approval
			and authority for permitting, advising the Port on infrastructure issues, and providing constructive feedback recommendations, troubleshooting, and resolving plan review comments.			
42697 - 21/22	PUBLIC UTILITIES COMMISSION	\$1,500,000.00	The purpose of this contract is to provide Preventive Maintenance, Inspection and As-Needed Repair Services of multiple Standby Generators throughout the City and County of San Francisco Public Utilities Commission, Water Supply and Treatment Division (SFPUC-WST) facilities. Work will entail replacing oil, oil filters, and coolant, troubleshooting, load testing, repairs of oil leaks, coolant leaks, exhaust leaks, tune ups, inspections, calibrations and emergency service.	January 18, 2022	January 17, 2027	REGULAR
47923 - 21/22	PUBLIC UTILITIES COMMISSION	\$989,600.00	<p>The State Endangered Species Act regulations require compensation for impacts to state listed endangered and threatened species and their habitat, either by the creation or enhancement of habitat. A mitigation or conservation bank permanently protects privately or publicly owned lands that are managed in perpetuity for endangered, threatened, and other at-risk species. Conservation banks are owned and managed by third parties who sell conservation credits to entities that must mitigate impacts as a condition of permits to construct projects.</p> <p>The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco (City), seeks to purchase California tiger salamander upland and aquatic conservation credits from the Piedra Azul Conservation Bank via Westervelt Ecological Services, LLC to satisfy mitigation requirements outlined in the Incidental Take Permit (permit) issued by the California Department of Fish and Wildlife for the San Joaquin Pipeline East Project. The Conservation Bank is in the process of obtaining final conservation bank approval from the CA Department of Fish and Wildlife to sell to compensation credits. Piedra Azul Conservation Bank would satisfy mitigation requirements of the San Joaquin Pipeline East Project and will be the only bank with available credits to satisfy the mitigation requirement once fully approved by CA Department of Fish and Wildlife.</p>	November 1, 2021	October 31, 2022	REGULAR

TOTAL AMOUNT \$67,399,600

Posting For

January 03, 2022

PROPOSED PERSONAL SERVICES CONTRACTS – Modifications

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
40737 - 20/21 - MODIFICATIONS	January 3, 2022	BOARD OF SUPERVISORS -- BOS	\$100,000	\$220,000	Board of Supervisors seeks to retain the services of a qualified consultant that has expertise in culturally and linguistically competent community outreach for the Redistricting Task Force. The community outreach includes informing and educating public of redistricting process, connecting with underserved communities and neighborhoods, and encouraging resident's participation in the redistricting process. Specifically, the consultant will produce contents in print and digital media, including but not limited to, newspaper advertisement, flyers, newsletters, email, website, and social media. Additionally, the outreach contents should be produced in multiple languages to disseminate information to the	11/30/2021	04/30/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>non-English speaking members of the public.</p> <p>Scope Change:</p> <p>In addition to the original scope of work, the Task Force is currently deliberating on including in-person events and public service announcements to engage hard-to-reach neighborhoods and communities.</p>			
49252 - 21/22 - MODIFICATIONS	January 3, 2022	HUMAN SERVICES - - DSS	\$550,000	\$1,026,131	<p>The scope of work shall include technical assistance and best practices in the implementation and evaluation of FFPSA prevention programs and services in the following areas: prevention program development and implementation that leverages a public and private partner network; determining funding sources for services; developing provider and SFHSA capacity and processes to capture services costs in alignment with FFPSA requirements and CDSS instructions for claiming;</p>	11/24/2021	10/31/2024	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					continuous quality improvement utilizing programmatic and data evaluation and findings; and related coaching, supervision, and capacity building. The expected outcome is development and implementation of an integrated citywide plan that increases economic stability, reduces child maltreatment, and improves child welfare permanency outcomes through coordinated prevention programs provided to children, youth and families of the City and County of San Francisco.			
45762 - 16/17 - MODIFICATIONS	January 3, 2022	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$4,800,000	\$6,000,000	Contractor will provide 24-hour, 7 days a week as-needed roadside assistance and/or towing services for SFMTA's rubber tire revenue vehicles, to include diesel, electric, and electric buses and trolleys.	02/01/2022	01/31/2027	REGULAR
42354 - 16/17 - MODIFICATIONS	January 3, 2022	PUBLIC UTILITIES COMMISSION -- PUC	\$2,000,000	\$25,890,000	As-needed services in the areas of: wastewater management and planning; stormwater management and planning; knowledge management; asset management;	11/01/2023	06/30/2026	ADMINISTRATIVE APPROVAL

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					environmental, hazardous materials, and regulatory compliance; and health and safety.			
44952 - 20/21 - MODIFICATIONS	January 3, 2022	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$2,500,000	\$4,000,000	The Office of the Chief Medical Examiner (OCME) seeks to contract with two California Licensed Funeral Establishments to retrieve, transport, cremate, and store of ashes at their facility. This will address the capacity strain at OCME and at hospitals as well as alleviate OCME staff time in facilitating indigent cases including removal, transportation, cremation, and storage. In addition, well over half of the PSR Amount would create a new "As Needed" capacity to respond to moderate to large Mass Fatality incidents of unpredictable size and duration. Currently the Medical Examiner lacks this ability to quickly add removal, transportation labor.	09/01/2021	08/31/2025	REGULAR

TOTAL AMOUNT \$9,950,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Solid Waste Management Services for the San Francisco International Airport

Funding Source: Airport Operating Funds

PSC Amount: \$30,000,000

PSC Est. Start Date: 03/01/2022

PSC Est. End Date: 06/30/2031

1. Description of Work

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

The contractor will provide solid waste collection, transport, sorting, recycling, composting, disposal, and other related services for San Francisco International Airport. The work includes the collection of solid wastes generated at the Airport on a regular basis, as well as perform emergency and unscheduled pick-ups at the Airport's request. In addition, the service provider will manually segregate recyclable materials from mixed wastes at its sorting facility and arrange for the sale of such materials. The contractor will also perform regular maintenance and housekeeping of compactors and containers. Lastly, the contractor shall submit quarterly waste stream reports to the Airport detailing tonnages by waste type, recycling rate, and landfilled load, and may provide operational advisory support services to assist the Airport in reducing waste generation to achieve it's zero waste goals.

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

Failure to collect refuse in a timely manner on a daily schedule 24 hours a day/ 7 days a week at the Airport and to dispose of it properly, could lead to conditions detrimental to people's health and the environment. This service is also necessary for the Airport to meet it's zero waste goal. Denial of this request would lead to irreparable disruptions in the normal operations at the Airport, could raise health and safety concerns, and increase the risk of levied fines.

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 previously provided most recently under PSC # 49939-15/16.

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.

The Airport seeks a long-term contract to encourage competitive pricing and to amortize the contractor's capital costs required for equipment and technology.

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:

The work to be performed requires capital-intensive facilities and equipment in order to meet the service needs of the Airport, which is a 24 hours/7 days a week operation. The vast amount of trash generated as well as the sorting that is required necessitates significant manpower, equipment and large facilities which the City does not possess, hence the need to outsource the work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills include the ability to manage and coordinate a large-scale waste collection operation, capital-intensive facilities and equipment in order to meet the service needs at the Airport, knowledge in proper handling and disposal of trash and possessing the required environmental permits. The

work also requires truck drivers with a license to operate garbage collection trucks, and staff to operate solid waste sorting facilities.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1804, Statistician; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 7355, Truck Driver; 7514, General Laborer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide numerous collection trucks, solid waste processing equipment and facilities, sorting facilities, landfill facilities, and a composting plant.

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

Due to the limit in resources for integrative, specialized, and capital-intensive facilities and equipment, such as collection trucks, solid waste processing equipment and facilities, sorting facilities, landfill facilities, and a composting plant, that would be required in order to meet the Airport's service needs, there are no available resources within the City to obtain these services.

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

- A. Explain why civil service classes are not applicable.
Truck Driver (7355) and General Laborer (7514) could perform some of the work such as; hauling and the collection of solid wastes generated at the Airport. However, in order for the City to perform the work in-house, the Airport would need to have solid waste processing facilities, sorting facilities, landfill facilities, a composting plant, and the equipment needed to handle the quantity of waste generated on-site. The 1804 (Statistician), 1823 (Senior Administrative Analyst), and 1824 (Principal Administrative Analyst) could perform some of the analytical work, but none of these classifications specialize in the operations of waste management facilities or large-scale waste collection operations.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work because the Airport does not have the infrastructure to provide these services. The Airport would have to invest significant capital funds to set up a major processing facility.

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 11/08/2021, the Department notified the following employee organizations of this PSC/RFP request:

Bldg Mtl & Constr Teamsters, L 853; Laborers, Local 261; Prof & Tech Eng, Local 21

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

Name: 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# 43636 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/03/2022

Receipt of Union Notification(s)

From: [Janelle Dung-Sapantay \(AIR\)](#)
To: [dhart@teamsters853.org](#); [dharrington@teamsters853.org](#); [Ikuhjis@teamsters853.org](#)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 43636 - 21/22
Date: Monday, November 8, 2021 5:19:00 PM

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of cynthia.avakian@flysfo.com
Sent: Monday, November 8, 2021 4:34 PM
To: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; WendyWong26@yahoo.com;
wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org;
amakayan@ifpte21.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; Janelle Dung-Sapantay (AIR)
<janelle.dung-sapantay@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 43636 - 21/22

RECEIPT for Union Notification for PSC 43636 - 21/22 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 43636 - 21/22 for \$30,000,000 for Initial Request services for the period 03/01/2022 – 06/30/2031. 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/17489> 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: AIRPORT COMMISSIONDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # 49939 - 15/16)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: San Francisco Airport Solid Waste Management ServicesFunding Source: Airport Operating FundsPSC Original Approved Amount: \$9,900,000 PSC Original Approved Duration: 05/01/16 - 06/30/21 (5 years 8 weeks)PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 07/01/21-12/31/22 (1 year 26 weeks)PSC Cumulative Amount Proposed: \$9,900,000 PSC Cumulative Duration Proposed: 6 years 35 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide solid waste collection, transport, sorting, composting, disposal, and analytical services for San Francisco International Airport (SFO). The work includes the collection of solid wastes generated at SFO on a regular basis as well as perform emergency and unscheduled pick-ups at the Airport's request. In addition, the service provider shall manually segregate recyclable materials from mixed wastes at its sorting facility and arrange for the sale of such materials. The contractor shall also perform regular maintenance and housekeeping of compactors and their appurtenances. Lastly, the contractor shall submit quarterly waste stream report to SFO detailing tonnages by waste type, recycling rate, and landfilled loads.

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

This service is necessary because it relates to health and safety and it contributes to the Airport goal of zero waste. Failure to collect refuse in a timely manner and to dispose of it properly could lead to conditions detrimental to people's health and the environment. SFO could not provide these services using in-house staff efficiently and effectively. Denial of this request would lead to irreparable disruptions in the normal operations at SFO.

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, by this existing PSC 49939-15/16

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:

To continue solid waste collection, transport, sorting, composting, disposal, and analytical services for the San Francisco International Airport (SFO).

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:

SFO currently generates almost 11,000 tons of waste annually or an average of about 30 tons a day. Of that amount 70% has to go through a sorting process to separate recyclables from trash. The vast amount of trash generated as well as the sorting that is required necessitates significant manpower, equipment and large facilities which the City does not possess, hence the need to outsource the work.

B. Reason for the request for modification:

This modification increases the duration to continue solid waste collection, transport, sorting, composting, disposal, and analytical services for the San Francisco International Airport (SFO).

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills include the ability to manage and coordinate a large scale waste collection operation, knowledge in the proper handling and disposal of trash and possessing the required environmental permits. The Work also requires truck drivers with license to operate garbage collection trucks, and staff to operate solid waste sorting facilities.

B. Which, if any, civil service class(es) normally perform(s) this work? 1404, Clerk; 1804, Statistician; 7355, Truck Driver; 7514, General Laborer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide numerous collection trucks, solid waste processing facilities, landfill facilities, and a composting plant.

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.

Truck Driver (7355) and General Laborer (7514) could perform this work. However, in order for the City to perform the work in-house, SFO would need have solid waste processing facilities, landfill facilities, and a composting plant to handle the quantity of waste generated on-site.

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

to provide these services. The Airport would have to invest significant capital funds to set up a major processing facility.

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 being 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 04/22/21, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; Prof & Tech Eng, Local 21; Laborers, Local 261; Bldg Mtl & Constr Teamsters, L 853;

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

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

Address: PO Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49939 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/01/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION -- ART

Dept. Code: ART

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

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

Type of Service: Strategic Planning - Department Mission and Vision

Funding Source: General Fund and Self Supporting

PSC Amount: \$250,000

PSC Est. Start Date: 11/01/2021

PSC Est. End Date 10/31/2024

1. Description of Work

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

Strategic Planning to revisit and refresh the San Francisco Arts Commission's(SFAC) mission and vision. This strategic plan will require extensive community engagement and cultural planning development. The scope will include external outreach to other City agencies, artists, and arts organizations to develop shared goals with equity and inclusion as the centerpiece. The SFAC's current strategic plan was published in early 2014.

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

This service is necessary to replace the existing/previous strategic plan with a current, relevant plan. Consequences of denial will lead the department to operate in a manner inconsistent with the City's current administration. The SFAC must adapt with the rapidly changing social environment to incorporate the current best practices in serving the local arts community with equity and dignity. The SFAC's current strategic plan was published in early 2014.

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 provided by a 3rd party facilitator.

D. Will the contract(s) be renewed?

No. The department does not intend to renew this contract within the next 5 years of this contracting period.

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 diverse skills, expertise and knowledge. The SF Arts Commission's existing strategic plan was published in early 2014. The SF Arts Commission will be looking for consultants with diverse skills, expertise and knowledge including facilitation, outreach and development for an arts-specific strategic plan.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Skills and expertise include facilitation and development of an arts-specific strategic plan.

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

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

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

The department is not aware of any services or resources within the City that provide this expertise in facilitation and

strategic planning.

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

A. Explain why civil service classes are not applicable.

The department is not currently aware of any civil service classes that 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 not intended to be an ongoing or recurring project over the next 5 years, so service/expertise is not needed in an ongoing basis.

6. Additional Information

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

No.

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

No. This service will not result in the need for 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 09/24/2021, 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: Kevin R. Quan Phone: 415-252-2230 Email: Kevin.r.quan@sfgov.org

Address: 401 Van Ness Avenue, Suite 325 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45828 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/03/2022

Receipt of Union Notification(s)

Quan, Kevin (ART)

From: dhr-psccordinator@sfgov.org on behalf of Kevin.r.quan@sfgov.org
Sent: Friday, September 24, 2021 5:04 PM
To: Quan, Kevin (ART); 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@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Quan, Kevin (ART); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45828 - 21/22

RECEIPT for Union Notification for PSC 45828 - 21/22 more than \$100k

The ARTS COMMISSION -- ART has submitted a request for a Personal Services Contract (PSC) 45828 - 21/22 for \$250,000 for Initial Request services for the period 11/01/2021 – 10/31/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17334> 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)



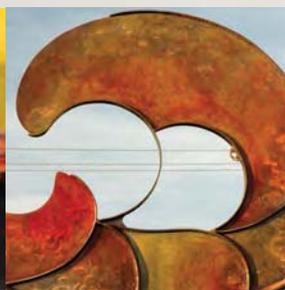
San Francisco Arts Commission Strategic Plan

2014-2019

FEBRUARY 2014

PREPARED BY
MIG, INC. AND
MUSEUM MANAGEMENT CONSULTANTS, INC.

WITH
SFAC COMMISSIONERS
AND STAFF



CONTENTS

1	Introduction
4	Assessment Key Findings
10	Vision, Mission and Values
13	Goals and Objectives
13	<i>Goal 1: Invest in a vibrant arts community</i>
19	<i>Goal 2: Enliven the urban environment</i>
23	<i>Goal 3: Shape innovative cultural policy</i>
26	<i>Goal 4: Build public awareness of the value and benefits of the arts</i>
30	<i>Goal 5: Improve operations to better serve the San Francisco arts ecosystem</i>
33	Acknowledgments

Appendices

introduction

ABOUT THE SFAC STRATEGIC PLAN

It is our great pleasure to share with you our 2014-2019 Strategic Plan—the most thorough and comprehensive plan that the San Francisco Arts Commission (SFAC) has undertaken in its eighty-year history.

The agency began 2012 with new leadership at both the staff and Commission levels. The Commission hired a new Director of Cultural Affairs, Tom DeCaigny, and elected a new President, JD Beltran. As a new leadership team, we recognized an opportunity to assess and reexamine the SFAC's vision, mission and values as well as to establish shared goals that will guide the agency over the next five years. In examining deeply and critically how the SFAC serves the City and County of San Francisco, the year-long process involved: (1) choosing the most qualified team to assist the agency in authoring the plan; (2) conducting a comparative benchmark study of other major U.S. cities' municipal arts agencies; (3) soliciting extensive input, discussion, and dialogue from SFAC



Bryan Tedrick, Pacific Breath, 2012. Commissioned for the Recreation & Park Department's Sunset Playground by the San Francisco Arts Commission.

stakeholders including grantees, artists, arts educators, peer City agencies, staff and Commissioners; and (4) engaging the general public through two community town halls and a broad community survey in order to provide multiple opportunities for those we serve to contribute their feedback.

The SFAC plays an important role in the San Francisco arts ecosystem, as the key municipal agency responsible for establishing cultural policy and making high quality art and cultural experiences accessible to the general public. Thanks to the participation of a great many who took the time to share their valuable insights, we are confident that the goals and policy priorities outlined in this plan fulfill the public need and desires appropriate to our unique role. We believe that this plan sets the right course for the important work ahead.

This is a critical time for the arts in San Francisco. With the cost of living and real estate steadily on the rise, many in our arts and culture community are facing difficult choices about long-term sustainability in this city. During these dynamic times, it is important for us to work together towards common goals. With this new strategic plan, the SFAC will do its part by focusing on providing resources where they are needed most. But we cannot do this work alone and we look to you, as stewards of this important arts ecosystem, to stay engaged with us. Together we can ensure that San Francisco continues to be a vibrant place where the arts and culture flourish.

JD BELTRAN, PRESIDENT,
SAN FRANCISCO ARTS COMMISSION

TOM DECAIGNY, DIRECTOR OF CULTURAL AFFAIRS,
CITY AND COUNTY OF SAN FRANCISCO



chapter one

ASSESSMENT KEY FINDINGS

The first phase of the SFAC strategic planning process was an in-depth assessment conducted by the MIG/MMC consulting team. This section of the Strategic Plan summarizes the key findings from the assessment, which in turn form the basis for the ideas laid out in the goals and objectives in the pages that follow.

METHODOLOGY

The MIG/MMC team commenced the assessment with a review of organizational documents, such as annual reports, previous strategic plans, legislative mandates, issue briefs and consultant reports. In order to better understand the operations and programmatic offerings of other municipal arts agencies, the MIG/MMC team conducted a benchmark study of five local arts agencies. The benchmark study findings were presented to the Commission and SFAC staff in May 2013 and can be reviewed under separate cover.

Charter Mandate for the San Francisco Arts Commission

As stated in Section 5.103 of the City’s Charter, “The Arts Commission shall consist of fifteen members appointed by the Mayor. Eleven members shall be practicing arts professionals and four members shall be lay members. The Commission shall appoint and may remove a director of the department. The Commission shall encourage artistic awareness, participation and expression; education in the arts; assist independent local groups with the development of their own programs; promote the employment of artists and those skilled in crafts, in the public and private sectors; provide liaison with state and federal agencies to ensure increased funding for the arts from these agencies as well as represent arts issues and policy in the respective governmental bodies; promote the continued availability of living and working space for artists within the City and County; and enlist the aid of all City and County governmental units in the task of ensuring the fullest expression of artistic potential by and among the residents of San Francisco. In addition the Arts Commission will: approve the designs for all public structures; approve the design and location of all works of art before they are acquired, transferred or sold by the City and County; promote a neighborhood arts program to encourage and support an active interest in the arts on a local and neighborhood level; and supervise and control the expenditure of all appropriations made by the Board of Supervisors for the advancement of the visual, performing or literary arts.”

One-on-one interviews were conducted with 51 SFAC stakeholders, including Commissioners, senior staff, the Board of Supervisors, City department representatives, peer grantmakers, arts organizations and arts education partners. In addition, four focus groups were held with a total of 31 participants, including three focus groups with SFAC’s Cultural Equity Grants recipients and one focus group with leaders of the six neighborhood Cultural Centers that receive funding from the SFAC. The MIG/MMC team also conducted separate online surveys of the Commissioners and SFAC staff, in order to gather baseline information from those who are closest to the organization.

Topics discussed with interviewees and focus group participants included the strengths of the SFAC, areas in need of improvement, critical issues facing the agency, future vision, leadership and community perceptions.

FINDINGS

Strengths

The current SFAC leadership and staff were identified by the vast majority of interviewees as key strengths of the SFAC today. The leadership and communication skills of the Director of Cultural Affairs were identified as a key strength. SFAC staff were described as being very knowledgeable on arts issues and were a valuable resource when sharing their expertise.

Critical Issues

Interviewees expressed consensus about the key issues facing the SFAC. Those issues include the lack of a unifying vision to guide the agency’s work; the need for more resources to support the breadth of programs at the SFAC; the relevancy of the agency’s programs, which have expanded over time in response to legislative mandates; a lack of clear goals



3rd on Third, a monthly community arts celebration in the Bayview. Photo: Cole Anetsberger.

and related accountability in the programs provided; proper care for the Civic Art Collection; and low visibility and awareness of the SFAC with the general public. These issues were touched upon by the majority of interviewees, across all stakeholder groups. In addition, there were issues particular to each stakeholder group; those issues are detailed below.

Commissioners

Based on the online survey of Commissioners and in-person interviews, the Commissioners' comments coalesced around three core issues specific to their work. First, they noted a lack of clarity about their roles and responsibilities as members of the SFAC's governing body. Second, the Commissioners said they work effectively in committees, but the full meetings of the Commission are procedural and serve as a "rubber stamp" on the work done in committee. And third, the majority of Commissioners voiced frustration that full Commission meetings focus too heavily on

operational issues and they expressed a desire to spend more time focusing on the SFAC's vision and mission, as well as policy and legislative issues that are responsive to community need.

Staff

By surveying all SFAC staff and conducting one-on-one interviews with senior staff, the MIG/MMC team was able to glean a breadth of information from staff about the perceived areas of strength and challenge. In addition to the strengths identified by all interviewees, the staff pointed to strengths in the diversity and breadth of SFAC programming, the agency's ability to bridge sectors and partner effectively, the ability to direct grants and funding, the agency's support of artists through grants and programs, the expertise and dedication of Commissioners, and the role the agency's legislative mandates have played in initiating programs.

Staff identified several challenges beyond those mentioned across all interviewees. Those issues include the lack of data-driven decision-making within the SFAC, the agency's tendency to be reactive to opportunities and political decisions, a lack of strong communication across programs, limited visibility of the SFAC within City government, and a lack of SFAC champions.

External Stakeholders

External stakeholders interviewed included leaders within San Francisco arts organizations, peer grantmakers, Supervisors and City Department representatives. Key issues identified by this group of interviewees focused on perceived "mission creep" at SFAC, meaning that the agency had strayed from its mission with the addition of myriad programs over time. At the same time, this group pointed to the changing demographics of San Francisco and the need to constantly evaluate program relevancy.

Within the SFAC, they felt that programs were siloed, operating much like individual nonprofit entities, instead of one organization with an overarching vision and mission. They also pointed to a fundamental tension between the SFAC's dual roles as programmer and funder, which often puts the agency in direct competition with its grantees. Finally, a number of City department representatives voiced frustration with the Civic Design review process, which is sometimes seen as causing time delays and budget overruns rather than improving the quality of public infrastructure design as it is intended.

Cultural Equity and Cultural Center Grantees

The MIG/MMC team spoke with SFAC grantees in focus groups that revealed a high level of respect for the Cultural Equity Grants (CEG) program as a national model with an effective panel review process and grants to individual artists, which are a rarity in grantmaking today. Key issues identified by the focus group participants included tensions between the SFAC's conflicting roles as funder and landlord (in the case of the Cultural Centers), and funder and program provider. A number of grantees noted their experiences applying for funding outside of the SFAC, only to find they were in competition for the grant with the SFAC itself. Representatives of the Cultural Centers said the lack of long-term leases for their facilities, which are owned by the City, poses challenges for their organizations as they try to fundraise for capital improvements from other entities. CEG grantees spoke of an overly complex application process for the size of grants awarded, while the Cultural Centers spoke of overly complex and often changing reporting requirements for their grants. Some CEG grantees worried that grant opportunities are not widely promoted, resulting in a small pool of applicants relative to the need within

the arts community. Participants in all of the groups raised concerns about changing demographics and rises in the cost of living in San Francisco that push artists out of the city. Finally, a number of interviewees outside of the focus groups said a key issue in the SFAC's grantmaking process is that grants to the Cultural Centers are non-competitive and lack an appropriate accountability structure.

FUTURE VISION

With this understanding of the key issues facing the SFAC, interviewees were asked to articulate their vision for the future of the agency. Common themes included making the SFAC more of a "player" in the city's education sector, economy, and government. Many envisioned a future in which the SFAC breaks its programmatic silos by creating an overarching focus on its roles as a grantmaker, capacity-builder, and resource within San Francisco's arts ecosystem. In that role as resource and convener, many interviewees saw an opportunity for the SFAC to reach out to demographic groups who are new to the city and do not currently have ties to the arts community. In order to be effective in this new role, interviewees proposed that the SFAC strengthen its relationships with City departments, policymakers, and other community stakeholders to build its political capital. Interviewees also pointed to a desire for greater efficiency in carrying out the work of the SFAC, bringing a greater sense of focus to their work, securing a funding base, enhancing awareness of the SFAC through marketing and public relations efforts, and highlighting the work of grantees and local artists.

Barriers to achieving this future vision include bureaucracy, resource constraints, a lack of a cohesive vision and clear goals, political realities and the challenges associated with creative risk-taking within the government context.



Students perform at the annual Youth Arts Summit, an afternoon of visual art, performance and workshops from various organizations in the Bay Area. Photo: J. Astra Brinkmann.

Ultimately, interviewees felt that the right leadership is in place and the timing is right to embrace an ambitious vision for the future that will bring greater clarity to the work of the SFAC. The goals and objectives detailed in this Strategic Plan articulate the SFAC's vision for the next five years as derived from these assessment findings and discussed with stakeholders through the strategic planning process.



chapter two

VISION, MISSION AND VALUES

VISION

The San Francisco Arts Commission envisions a San Francisco where the transformative power of art is critical to strengthening neighborhoods, building infrastructure and fostering positive social change. We believe the arts create inspiring personal experiences, illuminate the human condition and offer meaningful ways to engage with each other and the world around us. We imagine a vibrant San Francisco where creativity, prosperity and progress go hand in hand. We advance artists' ideas to improve the quality of life for everyone through a united cultural sector whose contributions are vital and valued.

MISSION

The San Francisco Arts Commission is the City agency that champions the arts as essential to daily life by investing in a vibrant arts community, enlivening the urban environment and shaping innovative cultural policy.

VALUES

We value:

- Cultural equity and access to high quality arts experience for all
- The arts as a vehicle for positive social change and prosperity
- Artists as integral to making San Francisco a city where people want to live, work and play
- The arts as critical to a healthy democracy and innovative government
- Responsiveness to community needs
- Collaboration and partnerships
- Accountability and data-driven decision-making



Afrolicious performs at 3rd on Third, a community arts celebration in the Bayview. Photo: J. Astra Brinkmann.



chapter three

GOALS AND OBJECTIVES

Goal 1:

Invest in a vibrant arts community

With an annual grantmaking budget of over \$4 million, the SFAC makes substantial resource investments in the arts community through grant funding and technical expertise to local artists and arts organizations. SFAC's Cultural Equity Grants program awards \$1.8 million each year to artists and arts organizations working within the City and County of San Francisco. The SFAC also provides \$2.2 million in non-competitive operating grants to the City's six Cultural Centers, two of which are virtual, and provides support to an array of programs within the Community Arts and Education program. SFAC resources are distributed in a manner that achieves both depth and breadth of support to the arts sector. The total grant dollars and staff hours do not tell the full story of the impact of SFAC investments in San Francisco, and while studies have quantified the economic impact of the arts in San Francisco, staff, stakeholders and Commissioners agree that more work needs to be done to communicate the impact and benefits of these community investments to policymakers and the general public.

The SFAC's capital assets include the four City-owned facilities operated by nonprofit Cultural Centers. Each of the Cultural Centers has an annual one-dollar lease for its facility in addition to the non-competitive general operating grant from the SFAC. A key priority for the Cultural Centers will include ongoing facility improvements and securing the related funding, as well as creating a separation between facility management and grant management.

In 2015, the SFAC is slated to move into the Veterans War Memorial building, greatly enhancing the agency's visibility and accessibility. Given the decreasing availability of affordable space for non-profit arts organizations in the city, the larger space will provide the SFAC with a new resource with which to respond to the growing affordability crisis the arts community faces. A key priority over the next year will be to determine the future role for the Galleries program to ensure that the SFAC's expanded programming space is utilized in full alignment with the goals and priorities of a municipal department and in partnership with the community.

In addition to its grantmaking and capital facility investments, the SFAC has an opportunity to re-envision its investment in the community through arts education. Today, the SFAC focuses on its role as a resource for the arts education community through partnerships with the San Francisco Unified School District, the Arts Providers Alliance of San Francisco and the Department of Public Works, including management of the Department of Public Works-funded StreetSmARTS and Where Art Lives programs. In addition, the SFAC manages the WritersCorps program, one of its only direct service programs. With changes in SFAC leadership, the upcoming renewal of the Public Education and Enrichment Fund, which supports implementation of the Arts Education Master Plan, and new opportunities on the horizon, there is a strong commitment to continue supporting arts education. The next five years provides the right timing to reassess and redefine the SFAC's role in arts education.

Key priorities will include aligning the Cultural Equity Grants and Community Arts and Education program activities; establishing a consistent, ongoing evaluation program to monitor SFAC grantmaking to ensure its flexibility and relevancy; working with private philanthropic partners, the Office of Economic and Workforce Development and Grants for the Arts to continually re-evaluate SFAC's place within the funding ecosystem; revising funding strategies over time to remain accountable to shifting needs in the arts sector; investing in opportunities for artists to make a living in San Francisco through Individual Artist Commissions and Street Artist licensing; and establishing arts education policy leadership as a priority within the agency to better invest in the future.

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
1.1 Review and evaluate SFAC grantmaking strategy on an annual basis to determine:					
<ul style="list-style-type: none"> Alignment with SFAC vision, values and mission 	Existing/ACLS Fellow	Director of Cultural Equity Grants	Quarter 4 FY 13/14	Ongoing	
<ul style="list-style-type: none"> Efficiency and effectiveness of application, selection and reporting processes 	Existing/ACLS Fellow	Director of Cultural Equity Grants	Quarter 4 FY 13/14	Ongoing	
<ul style="list-style-type: none"> Technical assistance needs and best mechanisms for offering technical assistance 	Existing/ACLS Fellow	Director of Cultural Equity Grants	Quarter 4 FY 13/14	Ongoing	
<ul style="list-style-type: none"> Achievement of grant outcomes and appropriate accountability 	Existing/ACLS Fellow	Director of Cultural Equity Grants	Quarter 4 FY 13/14	Ongoing	
<ul style="list-style-type: none"> Demographic profile of artists and organizations reached 	Existing/ACLS Fellow	Director of Cultural Equity Grants	Quarter 4 FY 13/14	Ongoing	
<ul style="list-style-type: none"> Impact of general operating support compared to capacity-building or project/program support 	Existing/ACLS Fellow	Director of Cultural Equity Grants	Quarter 4 FY 13/14	Ongoing	

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
<p>1.2 Facilitate improved interactions between other City agencies (e.g., Grants for the Arts, Office of Economic and Workforce Development, etc.), private philanthropy and corporate sponsors to ensure coordination of investments within the arts community</p>	<p>Existing</p>	<p>Director of Cultural Affairs</p>	<p>Ongoing</p>	<p>Ongoing</p>	
<p>1.3 Continue to build strategic partnerships with the San Francisco Unified School District (SFUSD) and arts providers to identify gaps in arts education service delivery, renew the Public Education and Enrichment Fund, support development of the next phase of an SFUSD Arts Education Master Plan and connect arts education resources</p>	<p>Filling vacant position/hiring new Arts Education Program Manager/ Youth Arts funding</p>	<p>Director of Community Arts and Education</p>	<p>Quarter 4 FY 13/14</p>	<p>Ongoing</p>	

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
1.4 Provide leadership to develop projects and initiatives that are competitive for large-scale grants from state and national funders for high-impact projects that benefit the San Francisco arts community	Existing	Development Director	Ongoing	Ongoing	
1.5 Work with Cultural Centers to identify indicators of quality (e.g., quality-of-life benefits, economic impact, community-building outcomes, youth development) to better convey the impact of the Centers to the public, policymakers and sub-tenants	Existing/ACLS Fellow	Director of Community Arts and Education	Quarter 1 FY 14/15	Quarter 4 FY 15/16	
1.6 Review lease structure for Cultural Centers and explore possibilities for separating SFAC's grantmaking and landlord functions; determine staffing needs for managing facilities	Existing	Director of Community Arts and Education	Quarter 3 FY 13/14	Quarter 1 FY 14/15	

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
1.7 Maximize potential for the new expanded programming and exhibition space in the Veterans War Memorial building to meet community need	Existing	Director of SFAC Galleries	Quarter 3 FY 13/14	Ongoing	

Goal 2:

Enliven the urban environment

The SFAC enlivens San Francisco's public spaces and integrates artwork into the fabric of daily life through its visual arts and design programs, including Civic Design Review, Public Art and the Civic Art Collection. A key priority in the years ahead will be to align these three programs so they work more seamlessly with one another and with other City departments. It will also be important that the SFAC illuminate the value these programs add to ensuring a high-quality, innovative built environment that balances quality and user experience with cost-effectiveness and timeliness.

The SFAC is charged with preservation of the Civic Art Collection, although no dedicated funding stream is identified in the City Charter for this purpose. Toward that end, the Public Art ordinance was amended to provide 5% for maintenance funds, and more recently, the Public Art Trust enacted in 2012 will provide some funds for maintenance, but these changes will not cover the conservation needs of historical monuments and gifts to the City acquired prior to the 2%-for-Art Ordinance. The SFAC is allocated maintenance funding in its annual budget, but the Civic Art Collection and the four facilities housing the Cultural Centers compete for the same pool of capital funds, leaving too little funding to adequately pay for maintenance. It will be essential to determine a plan for the proper care and maintenance of the Collection in a way that does not compete with the nonprofit organizations the SFAC serves.

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
2.1 Implement process improvements for the Civic Design Review, Public Art and Civic Art Collection programs that address structural challenges, promote alignment and provide improved service to City agencies	Existing	Director of Cultural Affairs	Ongoing	Ongoing	
2.2 Create an interdepartmental working group to promote coordination between Public Art, Civic Design, and capital planning	Existing	Deputy Director	Quarter 1 FY 14/15	Ongoing	
2.3 Explore additional partnership agreements with City departments to maintain the Civic Art Collection	Existing	Senior Registrar	Quarter 1 FY 14/15	Ongoing	

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
2.4 Complete Civic Art Collection inventory, evaluate significance and condition of Collection and apply appropriate collections management strategies and procedures in accordance with established SFAC collections policies and promising practices	Existing/Temporary Registrar	Senior Registrar	Ongoing	Quarter 2 FY 14/15	
2.5 Complete a five-year plan for the care of the Civic Art Collection, including projected cost estimates and potential revenue sources	FY 14/15 Capital funding to hire assessment expertise related to needs of the collection	Senior Registrar	Quarter 1 FY 14/15	Quarter 4 FY 14/15	
2.6 In partnership with other City agencies and elected officials, seek stronger enforcement of existing laws for public art vandalism abatement	Existing	Public Art Program Director	Quarter 1 FY 15/16	Ongoing	

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
2.7 Raise awareness of the historic significance and quality of the Civic Art Collection through exhibits, programs, and educational resources that make the work more accessible to the public	Existing	Communications Director	Ongoing	Ongoing	
2.8 Ensure safe and secure storage space of the Civic Art Collection in the Veterans War Memorial Building	Pending NEH grant request and FY 14/15 FFE budget proposal	Senior Registrar	Ongoing	Quarter 1 FY 15/16	
2.9 Maximize and refine Public Art Trust legislation to better enliven the urban environment.	Trust contributions	Public Art Trust and Special Projects Director	Ongoing	Ongoing	

Goal 3:

Shape innovative cultural policy

The value and benefits of the arts and their positive impact on community and economic development are understood and well-documented within the arts community. Along with the tangible, measurable impacts they provide (e.g., tourism dollars that support the City's general fund, arts education programs for schoolchildren, employment for artists and indirect spending at restaurants, parking garages, etc.), the intrinsic value of the arts is critical to the human experience (e.g., compassion, cross-cultural understanding and appreciation), yet these qualities are less understood and valued outside the arts sector. Arts and culture-inspired tourism contributes \$1.7 billion to the local economy, and non-profit arts and culture organizations support approximately 19,744 full-time equivalent jobs and \$508.9 million in household income to local residents.¹

At the same time, San Francisco's rich and diverse arts resources are essential to the City's identity and economy, but are often taken for granted or undervalued for their problem-solving potential. It is important that policymakers and the public understand the critical role the arts play in creating an engaged, informed, and creative democracy. SFAC can provide leadership and serve in the role of convener on topics such as maintaining affordable space and housing for artists, the role of the arts in education and the contribution of the arts to our economy to make the agency a contributor to better City government.

¹ Sources: Research prepared for the San Francisco Travel Association by Destination Analysts, Inc. and 2012 Arts & Economic Prosperity Report.

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
3.1 Work with elected officials and their staff to better understand the needs of each district and how the SFAC can play a role in meeting those needs	Existing	Director of Cultural Affairs	Ongoing	Ongoing	
3.2 Establish an annual Commission policy agenda and dedicate meeting time to address topics of relevance to the arts community	Existing	Director of Cultural Affairs	Quarter 1 FY 14/15	Annual	
3.3 Provide the Mayor and the Board of Supervisors with information on issues facing the arts community, and with policy proposals to address those issues	Existing	Director of Cultural Affairs	Ongoing	Ongoing	
3.4 Act as a liaison between the arts community and policymakers, in order to forge an understanding of, and appreciation for, the way in which artists can contribute to creative problem-solving and new ways of thinking	Existing	Director of Cultural Affairs	Ongoing	Ongoing	

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
3.5 Partner with thought leaders to strengthen SFAC's ability to educate decision-makers and the public about the significant contribution the arts make to San Francisco	Existing	Director of Cultural Affairs	Ongoing	Ongoing	
3.6 Improve SFAC's ability to capture, analyze and use data to effectively inform policy development	ACLS Fellow; GSPP APA project	Deputy Director	Quarter 3 FY 13/14	Ongoing	
3.7 Establish a shared arts and culture policy agenda with other City arts agencies to strengthen and align the City's investment in the arts	Existing	Director of Cultural Affairs	Ongoing	Ongoing	

Goal 4:

Build public awareness of the value and benefits of the arts

The SFAC is well positioned to lead the effort to increase awareness of the importance of the arts by gathering, interpreting and communicating information about the significance of the arts. These efforts will also raise the visibility of SFAC activities, attracting new audiences and helping San Francisco residents and visitors access and enjoy resources that are readily available throughout the city.

While enhancing the SFAC's role in communicating the value of the arts to the public, it is equally important to effectively communicate with the public about the SFAC as a whole agency instead of focusing on program-specific messaging. Considering these challenges, key priorities will include implementing a five-year marketing and communications plan to coordinate SFAC messaging; identifying partnerships to advance the arts in City activities, policy and legislation; and maximizing extant efforts to map arts and cultural assets in San Francisco to better demonstrate the presence of the arts in our city.

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
4.1 Define decision-making framework and guidelines for assessing strategic partnerships with:					
<ul style="list-style-type: none"> • City agencies and organizations 	Existing	Director of Cultural Affairs	Quarter 3 FY 14/15	Ongoing	
<ul style="list-style-type: none"> • Arts funders 	Existing	Director of Cultural Affairs	Quarter 3 FY 14/15	Ongoing	
<ul style="list-style-type: none"> • Community groups (e.g., merchants associations, artist collectives, CBDs and other neighborhood interest groups) 	Existing	Director of Cultural Affairs	Quarter 3 FY 14/15	Ongoing	
<ul style="list-style-type: none"> • Cultural and social services organizations that serve historically underserved communities 	Existing	Director of Cultural Affairs	Quarter 3 FY 14/15	Ongoing	
<ul style="list-style-type: none"> • Local universities and nonprofit organizations 	Existing	Director of Cultural Affairs	Quarter 3 FY 14/15	Ongoing	

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
4.2 Increase awareness of SFAC programs and activities through marketing and communications activities that include:					
<ul style="list-style-type: none"> A cohesive communications and media strategy to increase the public's general awareness of SFAC 	Existing	Director of Communications	Quarter 3 FY 13/14	Ongoing	
<ul style="list-style-type: none"> Annual convening of grantees, arts funders and other members of the arts community 	Existing	Director of Communications	Quarter 1 FY 14/15	Annual	
<ul style="list-style-type: none"> Overhauling the SFAC website to service as a portal for information about SFAC programs 	Funding requested in FY15 budget proposal	Director of Communications	Quarter 2 FY 14/15	Quarter 2 FY 15/16	
<ul style="list-style-type: none"> Increased engagement with the arts community including: artists, arts organizations and funders and the general public 	Existing	Director of Communications	Ongoing	Ongoing	

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
4.3 Use evaluation findings and artist case studies to communicate the value and impact of SFAC grant investments to policymakers and the general public	Existing	Director of Communications	Quarter 4 FY 14/15	Ongoing	

Goal 5:

Improve operations to better serve the San Francisco arts ecosystem

This Strategic Plan articulates a new focus around the SFAC's roles as resource and convener and presents an updated mission and goals and vision for the future. Through the strategic planning process, SFAC has received valuable input regarding ways to provide leadership and be more responsive to the needs of the arts community, its peer agencies and the general public. SFAC has already begun assessing its programs and is committed to improving its internal operations. To accomplish the goals in this Strategic Plan, some reorganization of the SFAC infrastructure will be required to reflect these changes.

In addition, the Arts Commissioners are eager to improve their ability to be engaged and govern effectively to achieve the goals in this plan. It should be noted the Commission's role is unique amongst arts commissions in large urban centers (e.g., Chicago, Los Angeles, New York, Philadelphia, Seattle), whose boards serve in an advisory capacity only. Each Commissioner sits on at least one committee each year and Commissioners have expressed a desire to increase discussions around policy issues and solutions to City challenges in full Commission meetings.

Since the appointment of a new Director of Cultural Affairs in 2012, the SFAC has made substantial improvements in its financial operations and brought improved accuracy and accountability to its financial management. Through this Strategic Plan, the SFAC now seeks to improve work practices and better align its programs and operations to achieve plan goals and advance a clear, long-term vision for the arts in San Francisco.

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
5.1 Assess programs to determine alignment with SFAC vision, mission and goals	Existing	Director of Cultural Affairs	Quarter 3 FY 13/14	Quarter 2 FY 16/17	
5.2 Establish performance measures for all SFAC programs to better determine relevancy and impact	GSPP APA Project	Deputy Director	Quarter 3 FY 13/14	Quarter 1 FY 14/15	
5.3 Align organizational chart with Strategic Plan goals and priorities	Existing	Director of Cultural Affairs	Quarter 3 FY 13/14	Annual	
5.4 Establish the Commission's oversight of the Strategic Plan and related benchmarks	Existing	Director of Cultural Affairs	Quarter 4 FY 13/14	Quarter 1 FY 14/15	
5.5 Strengthen Commissioners' orientation to include a meeting with the chair(s) of each member's assigned committee(s)	Existing	Director of Cultural Affairs/ Commission President	Quarter 3 FY 13/14	Annual	

OBJECTIVE	RESOURCES	ACCOUNTABILITY	START	FINISH	STATUS
5.6 Provide Commissioners with support and messaging that enhances their ability to serve as ambassadors for the SFAC with the public and City government	Existing	Communications Director	Quarter 4 FY 13/14	Ongoing	
5.7 Set the Commission's annual policy agenda in partnership with the Director of Cultural Affairs and in alignment with the Strategic Plan, and integrate that policy agenda into the work of committees	Existing	Commission President	Quarter 1 FY 14/15	Annual	

acknowledgments

LIST OF STRATEGIC PLANNING PARTICIPANTS

The SFAC Strategic Plan was funded with support from the William & Flora Hewlett Foundation and the National Endowment for the Arts (NEA).

SFAC Commissioners

- JD Beltran, President
- Abby Sadin Schnair, Vice President
- Gregory Chew
- Leo Chow
- Charles Collins
- Simon Frankel
- Dorka Kehn
- Sherene Melania
- Roberto Ordeñana
- Marcus Shelby
- Janine Shiota
- Jessica Silverman
- Barbara Sklar
- Cass Calder Smith
- Kimberlee Stryker
- Gwyneth Borden, ex officio

SFAC Staff

- Tom DeCaigny, Director of Cultural Affairs
- Rachelle Axel, Development Director
- Michelle Chang, Finance Analyst
- Mary Chou, Project Manager, Civic Art Collection & Public Art Program
- Jennifer Doyle Crane, Program Associate, Civic Art Collection & Public Art Program
- Allison Cummings, Senior Registrar, Civic Art Collection & Public Art Program
- Carol Marie Daniels, Project Manager, Civic Art Collection & Public Art Program
- Marcus Davies, Project Manager, Civic Art Collection & Public Art Program
- Minna Dubin, Program Associate, WritersCorps, Community Arts & Education Program
- Tyra Fennell, Program Manager, Community Arts & Education Program
- Cristal Fiel, Program Associate, Community Arts & Education Program

SFAC Staff, continued

- Melissa Hung, Program Manager, WritersCorps, Community Arts & Education Program
- Esther Ip, Accountant
- Rebekah Krell, Deputy Director
- Howard Lazar, Program Director, Street Artists Program
- Anne Marie Purkey Levine, Registrar, Civic Art Collection & Public Art Program
- Alyssa Licouris, Program Associate, Street Artists Program
- Lucy Seena K. Lin, Interim Program Director, Cultural Equity Grants
- Jennifer Lovvorn, Project Manager, Civic Art Collection & Public Art Program
- Jill Manton, Public Art Trust & Special Projects Director
- Marissa Mossberg, Arts Education Associate, Community Arts & Education Program
- Judy Nemzoff, Program Director, Community Arts & Education Program
- Kate Patterson, Director of Communications
- Susan Pontious, Program Director, Civic Art Collection & Public Art Program
- Kevin R. Quan, Finance & Accounting Manager
- Sharon Page Ritchie, Commission Secretary
- Ellen Schumer, City Hall Docent
- Meg Shiffler, Galleries Director
- Robynn Takayama, Program Manager, Community Arts & Education Program
- Zoë Taleporos, Program Associate, Civic Art Collection & Public Art Program
- Weston Teruya, Program Associate, Cultural Equity Grants
- Béatrice Thomas, Program Associate, Cultural Equity Grants
- Justine Topfer, Project Manager, Civic Art Collection and Public Art Program
- Victoria Tran, Accountant
- Anne Trickey, Office Manager
- Tyese Wortham, Program Associate, Cultural Equity Grants

Other Participants

- Idris Ackamoor, Founder and Co-Artistic Director, Cultural Odyssey
- Dave Archuletta, Executive Director, Joe Goode Performance Group
- Renee Baldocchi, Director of Public Programs, de Young Museum
- David Beaupre, Senior Waterfront Planner, Port of San Francisco
- Debra Bok, Fiscal Sponsorship and Administrative Office Manager, SOMArts
- Jack Boulware, Co-Founder, Litquake
- London Breed, SF Board of Supervisors
- Anthony Brown, Artistic Director, Fifth Stream Music
- John Calloway, former SFAC Commissioner
- Richard Carranza, Superintendent, San Francisco Unified School District
- David Chiu, President, SF Board of Supervisors
- Amy Chuang, former SFAC Commissioner
- Amy Cohen, Director of Neighborhood Business Development, Office of Economic and Workforce Development
- Francee Covington, San Francisco Fire Commission; Former Interim Director, African American Art & Culture Complex
- Deborah Cullinan, Executive Director, Yerba Buena Center for the Arts
- Sergio de la Torre, Artist
- Sean Dorsey, Artist

Other Participants, continued

- Amy Elliot, Architect
- Juliet Ellis, Deputy for External Affairs, San Francisco Public Utilities Commission
- Kim Epifano, Artistic Director, Epiphany Productions
- Brad Erickson, Executive Director, Theatre Bay Area
- Courtney Fink, Executive Director, Southern Exposure
- Adam Fong, Director, Emerging Arts Professionals/San Francisco Bay Area
- Deborah Freiden, Consultant
- Phil Ginsburg, General Manager, San Francisco Recreation and Parks Department
- Lisa Hasenbalg, Director of Arts and Cultural Marketing, San Francisco Travel Association
- Kimberly Hayes, Executive Director, African American Art & Culture Complex
- Wayne Hazzard, Executive Director and Co-Founder, Dancers' Group
- Dr. Sandra Hernández, former Chief Executive Officer, San Francisco Foundation
- Cristina Ibarra, Program Manager, Youth & Adult Education & Community Partnerships, ArtSpan
- PJ Johnston, former SFAC President
- Dawn Kamalanathan, Planning Director, San Francisco Recreation and Parks Department
- Krissy Keefer, Artistic Director, Dance Brigade
- Nan Keeton, Director of External Affairs, San Francisco Symphony
- Lily Kharrazi, Program Manager, Alliance for California Traditional Arts
- Jane Kim, SF Board of Supervisors
- Vicky Knoop, former Program Manager, Civic Design, SFAC
- Julia Laue, Principal Architect and Manager at Building, Design & Construction, Department of Public Works
- Aimee Le Duc, former Galleries Manager, SFAC
- Lex Leifheit, Executive Director, SOMArts
- Rudy Lemcke, Artist
- Ali Liebegott, Artist
- Madeleine Lim, Executive Director, Queer Women of Color Media Arts Project
- Jessica Robinson Love, Executive and Artistic Director, CounterPULSE
- Michelle Mansour, Executive Director, Root Division
- John McGuirk, Program Director, Performing Arts, The William and Flora Hewlett Foundation
- Jessica Mele, Executive Director, Performing Arts Workshop
- Beth Murray, Managing Director, War Memorial and Performing Arts Center
- Ruth Nott, Director of Education, San Francisco Opera
- Mohammed Nuru, Director, San Francisco Department of Public Works
- Barbara Ockel, Executive Director, Bayview Opera House
- Emiko Ono, Program Officer, The William and Flora Hewlett Foundation
- Vinay Patel, Executive Director, Asian Pacific Islander Cultural Center
- Pamela Peniston, Artistic Director, Queer Cultural Center
- Frances Phillips, Program Director, Arts and The Creative Work Fund, Walter & Elise Haas Fund
- John Rahaim, Director of Planning, San Francisco Planning Department

Other Participants, continued

- Ed Reiskin, Director of Transportation, San Francisco Municipal Transportation Agency
- Byron Rhett, Deputy Director of Planning & Development, Port of San Francisco
- Ellen Richard, Executive Director, American Conservatory Theater
- Peter Richards, Public Artists (formerly with the Exploratorium)
- Jennie Emire Rodriguez, Executive Director, Mission Cultural Center
- Tere Romo, Program Officer for Arts and Culture, San Francisco Foundation
- Ron Rowell, Trustee and Retired CEO, Common Counsel Foundation
- Kary Schulman, Director, Grants for the Arts
- Kevin Seaman, General Manager, Queer Cultural Center
- Ellen Shershow-Peña, Former Chair, SFAC Gallery Advisory Board
- Thomas Simpson, Artistic Director, Afro Solo
- Darryl Smith, Co-Founder, Director, and Curator, Luggage Store
- Valerie Soe, Artist
- Susan Stauter, Artistic Director, San Francisco Unified School District
- Maria Su, Director, Department of Children, Youth, and Their Families
- Michelle Tea, Founder and Artistic Director, RADAR Productions
- Mabel Teng, Executive Director, Chinese Culture Center of San Francisco
- Joaquin Torres, Deputy Director, Office of Economic and Workforce Development
- Antigone Trimis, Arts Education Master Plan Implementation Manager, San Francisco Unified School District
- John Updike, Director, City and County of San Francisco Real Estate Division
- Adine Varah, Deputy City Attorney, City of San Francisco
- Heather Holt Villyard, Executive Director, ArtSpan
- Shamsheer Virk, Communications and Engagement Director, CounterPULSE
- Scott Wiener, SF Board of Supervisors
- Alexandra Wilder, Former Program Associate, WritersCorps, Community Arts & Education Program
- Khan Wong, Senior Program Manager, Grants for the Arts
- Jess Young, Director of Communications and Community Engagement, SOMArts

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 23, 2012

DEPARTMENT NAME: Arts Commission

DEPARTMENT NUMBER 28

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

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Cultural Ecosystem Assessment and Strategic Planning for Arts Commission

FUNDING SOURCE: William and Flora Hewlett Foundation, General Fund

PSC AMOUNT: \$200,000 PSC DURATION: 10/1/2012 - 12/31/15

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

A local consulting team with significant experience in arts community outreach and cultural planning development and implementation will be contracted by the Arts Commission.

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

This is a specialized service only available from a qualified cultural planning firm.

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

Not applicable. This is a one-time-only specialized service.

D. Will the contract(s) be renewed:

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows for Local 1021 and Local 21.

RFP sent to N/A, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4045-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved LW 10/19/12

CIVIL SERVICE COMMISSION ACTION:

Axel, Rachelle

From: Axel, Rachelle
Sent: Wednesday, August 22, 2012 5:52 PM
To: 'L21PSCReview@ifpte21.org'; 'ed.warshauer@seiu1021.org';
'Brook.Demmerle@seiu1021.org'; 'pattie.tamura@seiu1021.org'; 'rebecca@sfmea.com'
Subject: Arts Commission Personal Services Contract Summary Form
Attachments: SFAC Personal Services Contract Summary for 1021 and 21 approval.pdf

Dear All,

Attached please find the Arts Commission's PSC for your review.

Please contact me with any questions.

Thank you.
Rachelle Axel

Rachelle Axel
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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 Graffiti Abatement Services

Funding Source: General Fund or from Property Owners

PSC Amount: \$910,000

PSC Est. Start Date: 03/01/2022

PSC Est. End Date 02/28/2025

1. Description of Work

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

Contractor shall provide as-needed graffiti abatement services for private properties located in San Francisco Districts 1-11. The services involve multi-surface graffiti removal processes including sanding, scraping, priming, power washing, color matching, painting and the application of environmentally safe chemical removers and cleaning agents. These services are for private properties and include sidewalks, facades, masonite, pull-down grates, granite, brick, concrete, retaining walls, rooftops, iron gates, street level building areas, and all painted surfaces. The San Francisco Public Works' (SFPW) 7514 General Laborer staff perform this work on City-owned/public properties, but for private properties and/or when SFPW's staff are not available, then Contractor is used.

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

Explain why this service is necessary and the consequences of denial: In adopting the Graffiti Abatement and Removal Ordinance (San Francisco Public Works Code Article 23), the Board of Supervisors (BOS) found and declared that: (a) Graffiti is detrimental to the health, safety, and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect for the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities, and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property. (b) Graffiti results in visual pollution and is hereby deemed a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and its residents, and to prevent the further spread of graffiti. (c) Graffiti is increasingly used by gangs to frighten residents of neighborhoods and instigate and escalate disputes with opposing gangs. Therefore, gang graffiti, in particular, exacerbates the degradation of San Francisco's quality of life. In order to alleviate this fear caused by gang graffiti, and to assist the partnership between the City and the neighborhoods in their mutual efforts to make streets safe, gang graffiti must be abated as quickly as possible. (d) Graffiti also is used in guerilla marketing campaigns to promote or publicize, for commercial or non-commercial purposes, goods, products, and services in lieu of or to supplement conventional advertising techniques. This type of graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and its residents, and to prevent the further spread of graffiti. (Section 2301, items (a)-(d)) Denial of these services would result in not supporting the City's policy of health, safety and welfare of the community in addition to promoting nuisance crimes that will increase in magnitude with all the issues declared by the BOS above. It would also result in a negative aesthetic impact to private properties.

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

The SFPW's 7514 General Laborer staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case by case basis to abate graffiti containing profanity, racial or hated speech/slur. However, for private properties and/or when SFPW's staff are not available, then Contractor is used.

D. Will the contract(s) be renewed?

Yes

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The SFPW's 7514 General Laborer staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case by case basis to abate graffiti containing profanity, racial or hated speech/slur. However, for private properties and/or when SFPW staff are not available, then Contractor is used.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have at least 5 years of experience in specialized painting work. It must perform preparation and cleaning procedures in accordance with paint manufacturer's instructions for each particular substrate condition and perform surface preparation, cleaning, and finishing for surfaces including cementitious materials, wood surfaces with paint and/or stain finish, ferrous materials, galvanized surfaces, aluminum surfaces, gypsum board surfaces, etc. All work, material, procedures and practices must conform with requirements of the California Air Resources Board (CARB).

B. Which, if any, civil service class(es) normally perform(s) this work? 7215, General Laborer Supervisor 1; 7281, Street Environ Svcs Oprs Supv; 7514, General Laborer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor provides its own graffiti abatement tools and equipment.

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

The SFPW's 7514 General Laborer staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case by case basis to abate graffiti containing profanity, racial or hated speech/slur. However, for private properties and/or when SFPW staff are not available, then Contractor is used.

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

A. Explain why civil service classes are not applicable.

The SFPW's 7514 General Laborer staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case by case basis to abate graffiti containing profanity, racial or hated speech/slur. However, for private properties and/or when SFPW staff are not available, then Contractor is 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. No. Job Classes 7514, 7215, and 7281 perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case by case basis to abate graffiti containing profanity, racial or hated speech/slur. However, for private properties and/or when SFPW staff are not available, then Contractor is used.

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 SFPW's staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case by case basis to abate graffiti containing profanity, racial or hated speech/slur. However, for private properties and/or when SFPW staff are not available, then Contractor is used.

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

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

include an excerpt or copy of any such applicable requirement.

No.

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

No.

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

No.

7. **Union Notification:** On 11/08/2021, the Department notified the following employee organizations of this PSC/RFP request:

Laborers, Local 261

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, Room 430, 1 Dr. Carlton B. Goodlett Pl. San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43184 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/03/2022

Receipt of Union Notification(s)

Khaw, Lynn (ADM)

From: dhr-psccordinator@sfgov.org on behalf of lynn.khaw@sfgov.org
Sent: Monday, November 8, 2021 4:04 PM
To: Khaw, Lynn (ADM); laborers261@gmail.com; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43184 - 21/22

RECEIPT for Union Notification for PSC 43184 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 43184 - 21/22 for \$910,000 for Initial Request services for the period 03/01/2022 – 02/28/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17472> 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

Khaw, Lynn (ADM)

From: Khaw, Lynn (ADM)
Sent: Monday, December 13, 2021 3:52 PM
To: Theresa Foglio
Cc: Cheng, Paul (ADM); DHR-PSCCoordinator, DHR (HRD); vcourtney@ncdcl.org
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43184 - 21/22

Hi Theresa: Thank you for your approval!

And Happy Holidays to **all!!!**

Stay safe and well,
Lynn

From: Theresa Foglio <laborers261@gmail.com>
Sent: Monday, December 13, 2021 3:45 PM
To: Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>
Cc: Cheng, Paul (ADM) <paul.cheng@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; vcourtney@ncdcl.org
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 43184 - 21/22

Season's Greetings,
Thank you so much for your time, consideration, and edits on PSC#43184 for as-needed graffiti abatement services. We understand the necessity and approve the revised proposed service contract.

On Wed, Dec 8, 2021 at 4:04 PM Khaw, Lynn (ADM) <lynn.khaw@sfgov.org> wrote:

Hi Theresa,

I have revised the language on the PSC# 43184, for As-Needed Graffiti Abatement Services, per our meeting's discussion on Thursday, December 2. Please review the attached document.

Please let me know if you approve this PSC or want me to do further edits.

Sorry for getting this back to you this late, but I hope you can review it by the end of this week so that we can calendar it for the meeting on January 3, 2022.

Thank you,

Lynn

Lynn Khaw, CPPO, CPPB, C.P.M.

Office of Contract Administration

City and County of San Francisco

*Working remotely from 8:00 AM – 5:00 PM, Mon-Fri
(415) 554-6296 – Calls will be forwarded to mobile phone*

lynn.khaw@sfgov.org

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



***If you signed up but are not receiving updates, please first check your spam folder before re-registering!**

From: Theresa Foglio <laborers261@gmail.com>

Sent: Friday, November 19, 2021 9:46 AM

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

Cc: Cheng, Paul (ADM) <paul.cheng@sfgov.org>; Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>; Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; vcourtney@ncdcl.org

Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 43184 - 21/22

Greetings,

The issues we would like to discuss in PSC #43184-21/22 is the inaccuracy of the following statement used throughout the PSC: "However, when a higher level of expertise and technique is required to properly remove graffiti from private property, such as surface preparation and finishing, sanding and priming,....". This statement is used nine times throughout the document and is inaccurate and quite frankly insulting. The 7514 General Laborer classification has an even higher level of expertise than the very basic tasks listed of "preparing and finishing surfaces, sanding, and priming". This work has been performed by the 7514 general laborer classification for years. Our current availability to meet is as follows: December 1, 2021 9:00 AM - 4:00 PM and December 2, 2021 1:00 PM - 4:00 PM. Please note that our calendar fills up fast. Please let us know if you need additional dates for the following week.

On Tue, Nov 16, 2021 at 1:23 PM Moayed, Taraneh (ADM) <taraneh.moayed@sfgov.org> wrote:

Hello Theresa-

I am following guy on my email from 11/9/21. Please provide some dates and times that work for you so that we can arrange for a meeting between Local 261, the Office of Contract Administration (OCA) and the Department of Public Works (DPW).

Regards,

Taraneh Moayed

City and County of San Francisco

Office of Contract Administration

Tel: 415-554-6212

Cell: 917-882-8983

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



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

From: Moayed, Taraneh (ADM)

Sent: Tuesday, November 9, 2021 3:41 PM

To: laborers261@gmail.com

Cc: Cheng, Paul (ADM) <paul.Cheng@sfgov.org>; Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>; Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; vcourtney@ncdcl.org

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43184 - 21/22

Hello Theresa-

Thank you for your email. Kindly provide some dates and times that work for you so that we can arrange for a meeting between Local 261, the Office of Contract Administration (OCA) and the Department of Public Works (DPW).

Regards,

Taraneh Moayed

City and County of San Francisco

Office of Contract Administration

Tel: 415-554-6212

Cell: 917-882-8983

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

From: Theresa Foglio <laborers261@gmail.com>
Sent: Monday, November 8, 2021 8:08 PM
To: Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-pscordinator@sfgov.org>; Vince Courtney <vcourtney@ncdcl.org>
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 43184 - 21/22

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

Greetings,

The Union requests to meet and discuss this proposed contract.

On Mon, Nov 8, 2021 at 4:09 PM <lynn.khaw@sfgov.org> wrote:

RECEIPT for Union Notification for PSC 43184 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 43184 - 21/22 for \$910,000 for Initial Request services for the period 03/01/2022 – 02/28/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17472> 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

--

Be Well and Stay Safe!

Theresa Foglio-Ramirez
Public Sector Business Agent
LiUNA!, Local 261
3271 18th Street
San Francisco, CA 94110

(415) 823-7566 cell
(415) 826-4550 office
(415) 826-1948 fax
<http://twitter.com/theresafoglio>

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Be Well and Stay Safe!

Theresa Foglio-Ramirez

Public Sector Business Agent

LiUNA!, Local 261

3271 18th Street

San Francisco, CA 94110

(415) 823-7566 cell

(415) 826-4550 office

(415) 826-1948 fax

<http://twitter.com/theresafoglio>

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Be Well and Stay Safe!

Theresa Foglio-Ramirez

Public Sector Business Agent

LiUNA!, Local 261

3271 18th Street

San Francisco, CA 94110

(415) 823-7566 cell

(415) 826-4550 office

(415) 826-1948 fax

<http://twitter.com/theresafoglio>

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: Shuttle Bus Service

Funding Source: General Fund

PSC Amount: \$7,500,000

PSC Est. Start Date: 01/01/2022

PSC Est. End Date 12/31/2027

1. Description of Work

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

Contractor shall provide shuttle bus services for members of the public and various City departments including the District Attorney's Office (DA), Department of Public Health (DPH), and Recreation and Park Department (RPD). The shuttle buses must be available on a scheduled-time basis and on as-needed basis, particularly where the use of public transportation is not a viable option such as during peak commute, early morning and late evening hours when the use of public transportation can be challenging. Additionally, Shuttle bus drivers must be able to assist passengers with boarding and offboarding, as well as the loading of any personal items with which they require assistance.

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

City departments have varying needs for shuttle buses. For example, the DA uses shuttle services as a secure means by which to transport highly confidential court documents that could be potentially lost or stolen using public transportation. DPH uses shuttle services to safely transport employees to the Bart station, particularly during early morning and late evening hours. Lastly, RPD uses shuttle services to safely transport members of the public across Golden Gate Park. In each use case, the shuttle services provide safety, convenience, and comfort to riders, particularly those with physical limitations. They also reduce travel time and wait time. If denied, City staff and members of the public must resort to other modes of transportation, including private vehicles, City vehicles and private ride-shares, all of which will result in additional traffic congestions and an increased carbon footprint. Those who are able to use public transportation as an alternative to shuttle buses will face longer travel time.

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.

Shuttle services are currently provided under PSC #42662-18/19 and PSC #30645-20/21. The Office of Contract Administration (OCA) is combining needs of all City departments into a single solicitation which shall result in multiple contracts.

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).

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

B. Explain the qualifying circumstances:

Although Civil Service Class 9163 Transit Operators operate large vehicles, they do not operate shuttle buses and do not assist in loading and unloading of items. In fact, the Municipal Transit Authority, for whom Civil Service Class 9163 work, contracts out its own shuttle services. Additionally, the City doesn't have a fleet of shuttle buses with which to provide shuttle services. Lastly, it would be challenging to require Transit Operators to offer such services on an as-needed basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Shuttle drivers must possess a license issued by the California Public Utilities Commission as a Passenger Stage Corporation. Also, all van drivers must possess a valid California Commercial Driver's License with a passenger vehicle endorsement with a Class A or B status. All drivers must have minimum 3 years' experience driving a shuttle bus. Drivers must be able to assist passengers in loading and unloading boxes and personal/work materials.

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 will provide ADA accessible shuttle buses in clean and operable condition.

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

Although Civil Service Class 9163 Transit Operators operate large vehicles, they do not operate shuttle buses and do not assist in loading and unloading of items. In fact, the Municipal Transit Authority, for whom Civil Service Class 9163 work, contracts out its own shuttle services. Additionally, the City doesn't have a fleet of shuttle buses with which to provide shuttle services. Lastly, it would be challenging to require Transit Operators to offer such services on an as-needed basis.

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

A. Explain why civil service classes are not applicable.

Although Civil Service Class 9163 Transit Operators operate large vehicles, they do not operate shuttle buses and do not assist in loading and unloading of items. In fact, the Municipal Transit Authority, for whom Civil Service Class 9163 work, contracts out its own shuttle services. Additionally, the City doesn't have a fleet of shuttle buses with which to provide shuttle services. Lastly, it would be challenging to require Transit Operators to offer such services 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. Although Civil Service Class 9163 Transit Operators operate large vehicles, they do not operate shuttle buses and do not assist in loading and unloading of items. In fact, the Municipal Transit Authority, for whom Civil Service Class 9163 work, contracts out its own shuttle services. Additionally, the City doesn't have a fleet of shuttle buses with which to provide shuttle services. Lastly, it would be challenging to require Transit Operators to offer such services on an as-needed basis.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. 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 11/08/2021, 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: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43325 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/03/2022

Receipt of Union Notification(s)

Khaw, Lynn (ADM)

From: Khaw, Lynn (ADM)
Sent: Monday, November 8, 2021 5:48 PM
To: rmarenc@twusf.org
Cc: DHR-PSCCoordinator, DHR (HRD); Khaw, Lynn (ADM)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 43325 - 21/22
Attachments: Memo to TWU 250A, Re PSC 43325 - 21-22, w Attmts 11-8-21.pdf

Hi Roger,

Attached, please see the Office of Contract Administration's PSC notification with a memo.

Sincerely,
Lynn

Lynn Khaw, CPPO, CPPB, C.P.M.
Office of Contract Administration
City and County of San Francisco
Working remotely from 8:00 AM – 5:00 PM, Mon-Fri
(415) 554-6296 – Calls will be forwarded to mobile phone lynn.khaw@sfgov.org <https://sfgov.org/oca/>

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of lynn.khaw@sfgov.org
Sent: Monday, November 8, 2021 5:07 PM
To: Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>; Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 43325 - 21/22

RECEIPT for Union Notification for PSC 43325 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 43325 - 21/22 for \$7,500,000 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/17437> 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



MEMORANDUM

DATE: November 8, 2021

TO: Roger Marengo, President
TWU Local 250A

FROM: Lynn Khaw, Contract Coordinator
Office of the Contract Administrator

SUBJ: Proposed contract for shuttle bus service
Personal Services Contract (PSC) Number 43325- 21/22

The Office of Contract Administration of the City and County of San Francisco proposes to do a Personal Services Contract (PSC) to provide a shuttle bus services for City departments.

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 shuttle driver. 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 has not registered to be notified via the online system, I am reaching out to you directly to advise you of this PSC request. The request is for \$7,500,000 for 5 years. 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 #43325 – 21/22
Notice to employee organizations

From: dhr-psccordinator@sfgov.org on behalf of lynn.khaw@sfgov.org
To: [Khaw, Lynn \(ADM\)](#); [Khaw, Lynn \(ADM\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43325 - 21/22
Date: Monday, November 8, 2021 5:12:04 PM

RECEIPT for Union Notification for PSC 43325 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 43325 - 21/22 for \$7,500,000 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/17437> 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: Shuttle Bus ServicesFunding Source: General FundPSC Duration: 4 yearsPSC Amount: \$1,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Vendor will provide shuttle buses, clean and in good condition, and an appropriately licensed driver, to shuttle City employees on an as-needed or scheduled basis. Shuttle drivers may assist riders in loading and unloading personal and work related items.

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

City departments may have varying needs for shuttle services between City building locations. If this request is denied, City staff would not have shuttle services available for travel. Though riders may take public transit when available, many may drive and therefore cause additional traffic congestion.

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

These services are currently provided for 1650 and 1660 Mission Street

D. Will the contract(s) be renewed?

Unknown

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

not applicable

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

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

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

REASON FOR CHECKING OTHER:

There are no City classifications that perform this work

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Shuttle drivers must possess a license issued by the California Public Utilities Commission as a Passenger Stage Corporation. Also, all van drivers must possess a valid California Commercial Driver's License with a passenger vehicle endorsement with a Class A or B status. All van drivers must have minimum 3 years experience driving a shuttle bus. Drivers must be able to assist passengers in loading and unloading boxes and personal/work materials.
- 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. The contractor will provide shuttle buses.

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

City employees do not operate shuttle buses.

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

- A. Explain why civil service classes are not applicable.
The only civil service class that drives buses is Class 9163 Transit Operator. However, they operate large vehicles, not shuttle buses, and do not assist in loading and unloading items.
- 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 contract will largely be used for as needed and intermittent services to transport City employees to and from work locations in the City.

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 12/10/2018, the Department notified the following employee organizations of this PSC/RFP request:
Transport Workers Union, L 200**

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# 42662 - 18/19

DHR Analysis/Recommendation:

action date: 02/04/2019

Commission Approval Required

Approved by Civil Service Commission

02/04/2019 DHR Approved for 02/04/2019

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: Shuttle bus transportation

Funding Source: General Fund

PSC Duration: 30 weeks 4 days

PSC Amount: \$100,000

1. Description of Work

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

Vendor will provide 20-seat shuttle style buses with drivers. Buses shall be equipped with ADA accessibility (with at least one wheelchair space) and at least one (1) bike rack.

Shuttle service for the public is to be provided on all Saturdays and Sundays, and include all legal holidays, from 9 am to 6pm. A total of two buses will make the circuit from McLaren Lodge to Murphy Windmill. There are 14 stops total and stop frequency is every 15-20 minutes continuously throughout the day.

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

The public has varying needs for shuttle services between within the Golden Gate Park area. If this request is denied, the public would not have shuttle services available for travel. Though riders may take public transit when available, many may drive and therefore cause additional traffic congestion.

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 shuttle services are currently provided. Services were procured by other City methods. We were advised a Personal Services Contract (PSC) is necessary.

D. Will the contract(s) be renewed?

Unknown. We are planning to issue a Request for Proposals for a longer term arrangement.

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:

No. There are no City positions for the shuttle bus services. The City doesn't have the shuttle buses required.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Shuttle drivers must possess a license issued by the California Public Utilities Commission as a Passenger Stage Corporation. Also, all van drivers must possess a valid California Commercial Driver's License with a passenger vehicle endorsement with a Class A or B status. All van drivers must have minimum 5 years experience driving a shuttle bus.

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. The contractor will provide shuttle buses for the public that are clean and in sufficient numbers to cover all runs.

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 department. City employees do not operate shuttle buses.

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

A. Explain why civil service classes are not applicable.

The only civil service class that drives buses is Class 9163 Transit Operator. However, they operate large vehicles, not shuttle buses.

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 contract will largely be used for intermittent services to transport the public to and from locations in the Golden Gate Park area.

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 06/24/2021, 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 B. Goodlett Place Rm 362 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30645 - 20/21

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/08/2021

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: Standard Hardware and Software Support for Proprietary Networking Hardware and Software

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$11,700,000

1. Description of Work

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

The Office of Contract Administration (OCA) is entering into three 5-year contracts with resellers of networking hardware and software manufactured by Juniper Networks Inc. (Juniper), Hewlett Packard Enterprise (HPE) Company and Aruba Networks (Aruba). As part of each contract, the manufacturers shall provide standard software and hardware support by which to ensure the operability of their proprietary hardware and software. The combined value of these three contracts is \$58.5 Million dollars, 80% or more of which will be for the proprietary hardware and software manufactured by each manufacturer. In the event City expends the full contract amounts, OCA estimate that approximately 20% of such total spend (or \$11,700,000) will be for the standard support offered by each manufacturer to ensure the operability of their proprietary hardware and software. The hardware and software is proprietary to each manufacturer and only they can access their intellectual property and code required to support them.

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

These contracts are critical for satisfying City departments' needs for essential networking equipment and software manufactured by Juniper, HPE and Aruba at significant cost savings to City departments. Additionally, because the City currently has a contract for the purchase of similar offerings from Cisco Systems Inc., these three additional contracts will ensure adequate competition between all major manufacturers of networking equipment. Greater competition, in turn, will ensure City is able to obtain more competitive pricing when purchasing products offered by all four manufacturers. Equally important, these agreements will ensure all network equipment purchased by City will be subject to the same City terms and conditions, regardless of the manufacturer and reseller. Finally, these agreements will allow City departments to procure network equipment in a streamlined, cost-efficient and reportable manner, something City cannot do right now because such purchases are made through multiple resellers on an ad-hoc, decentralized basis.

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

No.

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
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 contracts are primarily for hardware and software. The standard support offered by each manufacturer ensures the operability of their proprietary hardware and software. The hardware and software is proprietary to each manufacturer and only they can access their intellectual property and code required to support them.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: These contracts are primarily for hardware and software. The standard support offered by each manufacturer ensures the operability of their proprietary hardware and software. The hardware and software is proprietary to each manufacturer and only they can access their intellectual property and code required to support 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:
No

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

These contracts are primarily for hardware and software. The standard support offered by each manufacturer ensures the operability of their proprietary hardware and software. The hardware and software is proprietary to each manufacturer and only they can access their intellectual property and code required to support them.

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

- A. Explain why civil service classes are not applicable.
These contracts are primarily for hardware and software. The standard support offered by each manufacturer ensures the operability of their proprietary hardware and software. The hardware and software is proprietary to each manufacturer and only they can access their intellectual property and code required to support them.
- 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 contracts are primarily for hardware and software. The standard support offered by each manufacturer ensures the operability of their proprietary hardware and software. The hardware and software is proprietary to each manufacturer and only they can access their intellectual property and code required to support them.

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 11/08/2021, 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# 49811 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/03/2022

Receipt of Union Notification(s)

From: dhr-psccoordinator@sfgov.org on behalf of lynn.khaw@sfgov.org
To: [RECEIPT for Union Notification for PSC 49811 - 21/22 more than \\$100k](mailto:Khaw, Lynn (ADM); snarano@cirseiu.org; mdennis@twusf.org; roger.marenco; 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; Basconillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@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; iduritz@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 # 49811 - 21/22
Date: Monday, November 8, 2021 8:46:20 PM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49811 - 21/22 for \$11,700,000 for Initial Request services for the period 02/01/2022 – 01/31/2027. 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/17508> 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: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Regional Catastrophic Training and Exercise Services

Funding Source: Federal Homeland Security Grant

PSC Duration: 5 years

PSC Amount: \$6,000,000

1. Description of Work

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

Contractor will provide training and exercise services throughout the Bay Area Urban Area Security Initiatives (UASI) region. The Bay Area UASI region is comprised of twelve counties and three core cities of San Francisco, Oakland, and San Jose. A major goal of the Bay Area UASI is to develop and enhance regional training and exercise efforts in order to prevent, respond to, and recover from terrorist incidents and related catastrophic disasters.

Services will include developing training and exercise curriculums, facilitating and conducting trainings, table-top/full scale exercises, creating classroom-based, computer-based, and field-based trainings and exercises, ensuring compliance to the Homeland Security Exercise Evaluation Program (HSEEP) requirements, developing and improving systems, policies, procedures, and processes related to training and exercise, coordinating with federal and state partners on training and exercise design, and engaging with regional stakeholders to address gaps and needs that will inform the future growth of regional training and exercise efforts.

Each year the Department of Homeland Security adjusts its national priorities and focus areas, and have been releasing more specialized grants which makes it hard to predict which types of exact services and expertise is needed in the future. However, previous and anticipated examples of training topics can include emergency operation center management, mass prophylaxis preparedness, preventative radiological and nuclear detection, community mass care and emergency assistance, unified response to school/workplace/community violence, situational awareness and common operating picture, essentials of emergency management, community emergency response and preparedness, critical incident response, dark web and cybersecurity, all hazards preparation, terrorism preparedness, incident command systems, hazardous materials, tactical lifesaver, and rescue system training.

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

The UASI Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. The Bay Area's Homeland Security Strategy supports training and exercise opportunities for emergency responders throughout the Bay Area UASI Region. Denial of this request will hinder the Bay Area UASI Region's ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural catastrophes in the Bay Area. Further this will limit the Bay Area UASI region's ability develop future funding requests and secure increased funding for San Francisco and all of the Bay Area cities and counties. The impact on future funding opportunities will have a direct impact on all first responders in the Bay Area UASI region.

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

This services was previously provided under PSC 41046-18/19, which expired in March 2021.

D. Will the contract(s) be renewed?

Based on need, performance, and available Department of Homeland Security grant funding.

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

B. Explain the qualifying circumstances:

This work is preformed under federal grants and is difficult to predict due to the Department of Homeland Security adjusting their national priorities, areas of focus, and expertise needed under the grants on an annual basis. The funding amount is not guaranteed and can fluctuate dramatically from year to year.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The services requested require extensive knowledge and expertise in regional catastrophic training and exercise. Specific skills and expertise is challenging to identify for future trainings because the Department of Homeland Security adjusts their priorities and grant requirements each year. Based on previous experience, the contractor must have experience in how to prevent, respond to, and recover from acts of terrorism or man-made and natural disasters at a regional level. The program is a regional endeavor which includes participation from law enforcement, fire departments, emergency medical services, emergency management, and community public health. The provider must have a thorough understanding of how the unique characteristics of each member county impacts the Bay Area UASI region as a whole during disaster preparedness and recovery.

B. Which, if any, civil service class(es) normally perform(s) this work? 0931, Manager III; 0932, Manager IV;

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

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

This project is funded by a Homeland Security Grant which has a personnel cap limit, is subject to change in amount, expertise, and focus area from year to year. With the personnel cap limit reached, the only option is to use contractors to provide these services. Existing staff expertise may not align with the needs of the grants from year to year.

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

A. Explain why civil service classes are not applicable.

The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state or other counties. Because this service spans across twelve counties it is important that the provider be a neutral entity not associated with any of the counties. Separately, we cannot predict the expertise needed under the available grants from year to year as the Department of Homeland Security priorities change. Also, we have reached the personnel cap limit on this time limited grant.

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, with the Department of Homeland Security adjusting tc, it makes it difficult to predict what is needed moving forward. Additionally, the regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state or other counties. Because this service spans across twelve counties it is important that the provider be a neutral entity not associated with any of the counties.

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. Trainings will be provided to and available for all emergency service workers, first responders, and public safety

personnel within the Bay Area UASI region (12 counties, including the City and County of San Francisco).

- 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 10/25/2021, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association

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

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

Address: 1011 Turk Street San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40700 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/03/2022

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org
Sent: Monday, October 25, 2021 10:11 AM
To: Lee, William (DEM); Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; Kaplan, Scott (DEM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40700 - 21/22

RECEIPT for Union Notification for PSC 40700 - 21/22 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 40700 - 21/22 for \$6,000,000 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/17470> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

Subpart D—Post Federal Award Requirements

Procurement Standards

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

§200.317 Procurements by states.

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

[↑ Back to Top](#)

§200.318 General procurement standards.

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

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

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

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

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

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

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

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

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

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

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

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

(i) The actual cost of materials; and

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

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

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

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

[↑ Back to Top](#)

§200.319 Competition.

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

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

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

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

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

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

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

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

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

[↑ Back to Top](#)

§200.320 Methods of procurement to be followed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

(2) The item is available only from a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;

(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or

(5) After solicitation of a number of sources, competition is determined inadequate.

[↑ Back to Top](#)

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

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

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

[↑ Back to Top](#)

§200.322 Domestic preferences for procurements.

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

(b) For purposes of this section:

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

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

[↑ Back to Top](#)

§200.323 Procurement of recovered materials.

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

[↑ Back to Top](#)

§200.324 Contract cost and price.

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

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

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

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

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

[↑ Back to Top](#)

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

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

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

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

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

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

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

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

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

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

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

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

[↑ Back to Top](#)

§200.326 Bonding requirements.

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

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

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

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

[↑ Back to Top](#)

§200.327 Contract provisions.

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

[↑ Back to Top](#)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENTDept. Code: ECDType of Request: Initial Modification of an existing PSC (PSC # 41046 - 18/19)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Regional Catastrophic Training and Exercise ServicesFunding Source: Federal Homeland Security GrantPSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 04/01/19 - 03/31/21 (2 years)PSC Mod#1 Amount: \$2,500,000 PSC Mod#1 Duration: 04/01/21-03/31/22 (1 year)PSC Cumulative Amount Proposed: \$7,500,000 PSC Cumulative Duration Proposed: 3 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide training and exercise services to the Bay Area Urban Areas Security Initiative (UASI) region. The Bay Area UASI Region is comprised of twelve counties and the three core cities of San Francisco, Oakland and San Jose. A major goal of the Bay Area UASI is to develop and enhance regional training and exercise efforts in order to prevent, respond to, and recover from terrorist incidents and related catastrophic disasters.

Services will include developing training and exercise curriculums; facilitating and conducting trainings and table-top/full-scale exercises; creating classroom based, computer based, or field based trainings and exercises; ensuring compliance to Homeland Security Exercise Evaluation Program (HSEEP) requirements; developing and improving systems, policies, procedures, and processes related to training and exercise; coordinating with federal and state partners on training and exercise design; engaging with regional stakeholders to address gaps and needs that will inform the future growth of regional training and exercise efforts.

Examples of training topics can include: emergency operations center management and planning, mass prophylaxis preparedness and planning, preventive radiological and nuclear detection, community mass care and emergency assistance, unified response to school/workplace/community violence, situational awareness and the common operating picture, essentials of emergency management, community emergency response and preparedness, critical incident response, dark web and cybersecurity, all hazards preparation, terrorism preparedness, incident command systems, hazardous materials, tactical lifesaver and rescue systems.

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

The UASI Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. The Bay Area's Homeland Security Strategy supports training and exercise opportunities for emergency responders. Denial of this request will hinder the Bay Area UASI Region's ability to

develop future funding requests and secure increased funding for SF and all of the Bay Area cities and counties. This in turn can jeopardize the Bay Area UASI Region's ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural catastrophes in the Bay Area.

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 41046 - 18/19

D. Will the contract(s) be renewed?

Based on need, performance and funding availability.

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

2. **Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:

The contract will be funded by a time limited grant from the federal government.

B. Reason for the request for modification:

To increase the amount and extend the duration.

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

A. Specify required skills and/or expertise: The service requires extensive knowledge and expertise in regional catastrophic planning, training and exercise. The contractor must have experience in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the regional level. The program is a regional endeavor which includes participation from law enforcement, fire, emergency medical services, emergency management, and community public health. The provider must have a thorough understanding of how the unique characteristics of each member county impacts, not only the county, but the entire Bay Area region during disaster preparedness and recovery.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 0931, Manager III; 0932, Manager IV;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state or other counties. Because this service spans across twelve counties it is important that the provider be a neutral entity not associated with any of the counties. Also, we have reached the personnel cap limit on this time limited grant.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as stated above: The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state or other counties. Because this service spans across twelve counties it is important that the provider be a neutral entity not associated with any of the counties. Also, we have reached the personnel cap limit on this time limited grant. The service is unique and requires subject matter expertise not found in civil service classes.

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 open to all emergency services workers, first responders, and public safety personnel within the UASI region (12 Bay Area counties), including the City and County of San Francisco.

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 06/03/20, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, 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: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41046 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/08/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD Dept. Code: ECD

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

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

Type of Service: Regional Catastrophic Training and Exercise Services

Funding Source: Federal Homeland Security Grant PSC Duration: 2 years
PSC Amount: \$5,000,000 PSC Est. Start Date: 04/01/2019 PSC Est. End Date: 03/31/2021

1. Description of Work

A. Scope of Work:

Contractor will provide training and exercise services to the Bay Area Urban Areas Security Initiative (UASI) region. The Bay Area UASI Region is comprised of twelve counties and the three core cities of San Francisco, Oakland and San Jose. A major goal of the Bay Area UASI is to develop and enhance regional training and exercise efforts in order to prevent, respond to, and recover from terrorist incidents and related catastrophic disasters. Services will include developing training and exercise curriculums; facilitating and conducting trainings and table-top/full-scale exercises; creating classroom based, computer based, or field based trainings and exercises; ensuring compliance to Homeland Security Exercise Evaluation Program (HSEEP) requirements; developing and improving systems, policies, procedures, and processes related to training and exercise; coordinating with federal and state partners on training and exercise design; engaging with regional stakeholders to address gaps and needs that will inform the future growth of regional training and exercise efforts. Examples of training topics can include: emergency operations center management and planning, mass prophylaxis preparedness and planning, preventive radiological and nuclear detection, community mass care and emergency assistance, unified response to school/workplace/community violence, situational awareness and the common operating picture. essentials of emergency management. community emergency response and

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

The UASI Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. The Bay Area's Homeland Security Strategy supports training and exercise opportunities for emergency responders. Denial of this request will hinder the Bay Area UASI Region's ability to develop future funding requests and secure increased funding for SF and all of the Bay Area cities and counties. This in turn can jeopardize the Bay Area UASI Region's ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural catastrophes in the Bay Area.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. Services were provided through Alameda County's Regional Training and Exercise Program.

D. Will the contract(s) be renewed? Based on need, performance and funding availability.

2. Union Notification: On 01/11/2019, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Professional & Tech Engrs, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41046 - 18/19

DHR Analysis/Recommendation: 04/01/2019

Commission Approval Required

DHR Approved for 04/01/2019

Approved by Civil Service Commission

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The service requires extensive knowledge and expertise in regional catastrophic planning, training and exercise. The contractor must have experience in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the regional level. The program is a regional endeavor which includes participation from law enforcement, fire, emergency medical services, emergency management, and community public health. The provider must have a thorough understanding of how the unique characteristics of each member county

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

1232,0931,0932,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state or other counties. Because this service spans across twelve counties it is important that the provider be a neutral entity not associated with any of the counties. Also, we have reached the personnel cap limit on this time limited grant.

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

No, as stated above: The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state or other counties. Because this service spans across twelve counties it is important that the provider be a neutral entity

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

YES NO

- | | | |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?
Training is open to all emergency services workers, first responders, and p | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of
contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective
way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC
contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 02/25/2019 BY:

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

Address: 1011 Turk Street San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Professional Services

Funding Source: General Fund

PSC Duration: 7 years 9 weeks

PSC Amount: \$350,000

1. Description of Work

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

The selected vendor shall conduct pre-employment evaluation services of final entry Public Safety Communications Dispatcher candidates with the Department of Emergency Management. The selected vendor will work closely with DEM in conducting pre-employment psychological evaluations for 9-1-1 dispatcher candidates, and prepare and submit to the Department detailed written reports regarding the written testing data, personal history information, and clinical interview data.

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

As required by law, the permanent civil service selection process for certain positions include a requirement that candidate submit to and successfully complete a psychological examination prior to employment. The consequences of denial would prevent the department from hiring Department of Emergency Management's Division of Emergency Communications (DEC) candidates.

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 41436-14_15. RFP was conducted around September 2014.

D. Will the contract(s) be renewed?

DEM would like to include two 2 year extension options in this agreement. But whether department would execute the option will be based on the vendor's quality of work. Therefore, it is unknown at this time if the contract will 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 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:

Psychological examiners, pursuant to section 1031 (f) of the California Code of Regulations, are required to have a Ph.D. in Psychology with at least five years of post graduate experience in diagnosis and treatment of emotional and mental disorders. The selected vendor will conduct as-needed pre-employment evaluation services of final entry Public Safety Communications Dispatcher candidates.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Psychological examiners, pursuant to section 1031 (f) of the California Code of Regulations, are required to have a Ph.D. in Psychology with at least five years of post graduate experience in diagnosis and treatment of emotional and mental disorders.

- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the vendor would utilize proprietary software to track and assess all candidates.

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

Although there are classifications such as class 2574 Clinical Psychologist & 2576 Supervising Clinical Psychologist may perform psychological examinations, those classes do not fulfill the requirements of Section 1031 (f) of the California Code of Regulations.

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

- A. Explain why civil service classes are not applicable.
Although there are classifications such as class 2574 Clinical Psychologist & 2576 Supervising Clinical Psychologist may perform psychological examinations, those classes do not fulfill the requirements of Section 1031 (f) of the California Code of Regulations.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Due to the restrictive skills and experience requirements of the California Code of Regulations, and the as needed – on demand nature of the work, it is impractical to adopt a new civil service class to perform the 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 trainings will be provided to internal staff. Due to the restrictive skills and experience requirements of the California Code of Regulations, and the as needed – on demand nature of the work, the selected vendor will perform the work independently.
- 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 11/04/2021, 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: Thomas Chen Phone: 4152696562 Email: Thomas.Chen@sfgov.org

Address: 1011 Turk Street San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44018 - 21/22

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 01/03/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

Chen, Thomas (DEM)

From: dhr-psccordinator@sfgov.org on behalf of Thomas.Chen@sfgov.org
Sent: Thursday, November 4, 2021 9:54 AM
To: Chen, Thomas (DEM); 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@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Chen, Thomas (DEM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44018 - 21/22

RECEIPT for Union Notification for PSC 44018 - 21/22 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 44018 - 21/22 for \$350,000 for Initial Request services for the period 05/01/2022 – 07/01/2029. 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:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F17484&data=04%7C01%7CThomas.Chen%40sfgov.org%7C1a62df059e874e891a7008d99fb448cc%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C637716419023752875%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikh1aWwiLCJXVCI6Mn0%3D%7C1000&reserved=0> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENTDept. Code: ECDType of Request: Initial Modification of an existing PSC (PSC # 41436 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Pre-Employment Psychological Evaluation ServicesFunding Source: general fundPSC Original Approved Amount: \$250,000 PSC Original Approved Duration: 01/01/15 - 06/30/20 (5 years 25 weeks)PSC Mod#1 Amount: \$120,000 PSC Mod#1 Duration: 07/01/20-06/30/22 (2 years)PSC Cumulative Amount Proposed: \$370,000 PSC Cumulative Duration Proposed: 7 years 25 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The selected vendor will perform required psychological evaluations and provide written summary and assessment reports for all selected candidates as part of their final selection process for hiring positions in the Department of Emergency Management's Division of Emergency Communications (DEC).

Scope Change

No.

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

As required by law, the permanent civil service selection process for certain positions include a requirement that candidates submit to and successfully complete a psychological examination prior to employment. The consequences of denial would prevent the department from hiring DEC candidates.

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 41436 - 14/15

D. Will the contract(s) be renewed?

no.

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

This service is part of the department's 5-year hiring plan. To ensure the department recruits new dispatchers in a timely manner and to be consistent with CA POST requirements, the

department wishes pre-employment psychological evaluation services to be performed by the same contractor.

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 contract is for as-needed services related to pre-employment psychological evaluations for DEC operations personnel. Hiring is contingent on funding approval as part of the department's annual budget request.

B. Reason for the request for modification:

To increase the Personal Service Contract (PSC) amount to \$370,000 and to extend the end date to 6-30-2022.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Psychological examiners, pursuant to section 1031 (f) of the California Code of Regulations, are required to have a Ph.D. in Psychology with at least five years of post graduate experience in diagnosis and treatment of emotional and mental disorders.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2574, Clinical Psychologist; 2576, Sprv Clinclal Psychologist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the vendor would utilize proprietary software to track and assess all candidates.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Due to the restrictive skills and experience requirements of the California Code of Regulations, and the as needed – on demand nature of the work, it is impractical to utilize a civil service class to perform the 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, because this service is utilized on an as-needed, on demand basis.

6. Additional Information

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

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

NO

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

No.

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

NO

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

NO

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

Yes. Vendor will perform required psychological evaluations

7. **Union Notification:** On 05/22/20, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

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

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

Address: 1011 Turk Street, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41436 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 05/22/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HEALTH SERVICE SYSTEM -- HSS

Dept. Code: HSS

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

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

Type of Service: Salesforce Software Development and Maintenance

Funding Source: Trust

PSC Amount: \$200,000

PSC Est. Start Date: 01/03/2022

PSC Est. End Date 12/31/2022

1. Description of Work

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

The San Francisco Health Service System ("SFHSS") is requesting for software development services to customize SFHSS' Salesforce org to: build a branded, secure self-service experience cloud site with self-registration using Customer Community Login licenses and file upload, create custom content types using Salesforce content management system (CMS) for videos, images, help articles and news, create custom objects, fields and workflows with relationships to existing standard objects, create time and action based email alerts, create an automated process to import and export files to and from the Salesforce org, create custom reports and dashboards, create written documentation on the customizations for future modifications and use, and training SFHSS staff how to use the new features.

SFHSS currently uses its Salesforce org to case manage healthcare eligibility and enrollments for the employees of the City & County of San Francisco, San Francisco Unified School District, City College of San Francisco, and various retirees.

The purpose of this project is to help SFHSS facilitate a dependent eligibility audit using its existing Salesforce org by requesting its Audit Participants to securely upload supporting documentation to prove their health benefit enrolled dependents are eligible for health coverage under SFHSS Member Rules (<https://sfhss.org/san-francisco-health-service-system-member-rules>). The Audit Participant facing experience cloud website will need to be designed to allow the Audit Participant to access the website easily and securely through any personal computer, smartphone, or tablet.

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

SFHSS has a duty audit and validate enrolled dependents which draw funding from the San Francisco Health Service System Trust Fund, to ensure they are truly eligible for health coverage, as per SFHSS Member Rules (<https://sfhss.org/san-francisco-health-service-system-member-rules>): E. MEMBER RESPONSIBILITY TO NOTIFY HEALTH SERVICE SYSTEM WHEN A DEPENDENT BECOMES INELIGIBLE "...Dependent eligibility may be audited by HSS at any time. Audits may require submission of documentation that substantiates and confirms that the dependent's relationship with the employee or retiree is current. Acceptable documentation may include, but is not limited to current federal tax returns and other documentation that demonstrates cohabitation or financial interdependency. Enrollment of a dependent who does not meet the plan's eligibility requirements as stated in Health Service System Rules and enrollment materials, or failure to disenroll when a dependent becomes ineligible, will be treated as an intentional misrepresentation of a material fact, or fraud." This software development will facilitate the continued insourcing of the audit of Dependent Eligibility Verification Audit, which allows City Employees to manage the workflows for future years. Without this software Development, the full management of the Dependent Eligibility Verification Audit would need to be outsourced when the City is fully capable to provide these services internally.

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

N/A

D. Will the contract(s) be renewed?

No

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

not applicable

2. Reason(s) for the Request

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Although there are some Civil Service Classes which could technically perform this work the department has not found any. Additionally, this is a short-term project (1 Year) and there is also a need to ensure that the appropriate certification is held, like that of mid-level Salesforce certifications based on their roles; Developers should have Platform Developer II level, and possession of certifications in community cloud, lightning, and service cloud, in addition to system architect and application architect certifications for integration work. These certifications are required to perform the software development activity within Salesforce.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Salesforce certifications based on their role. Preference is for mid-level certifications. Developers should have Platform Developer II level. Consultants should possess certifications in Salesforce community cloud, lightning, and service cloud. For integrations, system architect and application architect certifications preferred.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: no.

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

SFHSS Consulted with the San Francisco Department of Technology and currently there are no internal Salesforce Developers who can perform this work for SFHSS.

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

- A. Explain why civil service classes are not applicable.
Although Civil Service Classes 1062, 1063, and 1064 could technically perform this work, this is a short term project and there is also a need to ensure that the appropriate certification is held, like that of mid-level Salesforce certifications based on their roles; Developers should have Platform Developer II level, and possession of certifications in community cloud, lightning, and service cloud, in addition to system architect and application architect certifications for integration work. These certification are required to perform the software development activity within Salesforce.
- 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 new Civil Service Class would be needed, as 1062, 1063, and 1064 could technically perform this work if these classes also held the appropriate Salesforce certification. Additionally, this is a short term project, which the software will be turned over to the City after the project concludes.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. see attached
- 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 11/10/2021, 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: Lawrence Loo Phone: Phone: Email: lawrence.loo@sfgov.org

Address: 1145 Market Street, 3rd Floor San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46208 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/03/2022

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of lawrence.loo@sfgov.org
Sent: Wednesday, November 10, 2021 11:07 AM
To: Larry Loo (HSS); Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; William Kudenov (HSS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46208 - 21/22

RECEIPT for Union Notification for PSC 46208 - 21/22 more than \$100k

The HEALTH SERVICE SYSTEM -- HSS has submitted a request for a Personal Services Contract (PSC) 46208 - 21/22 for \$200,000 for Initial Request services for the period 01/03/2022 – 12/31/2022. 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/17510> 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)

Training for Salesforce™ Software Development Services for the San Francisco Health Service System Dependent Eligibility Verification Audit (Approx 8 hours)

1. Contractor will provide End User training (video conference) to a small [approximately five-person] supervisory group of SFHSS employees with a Q&A session immediately after Go-live.

a. Training will cover:

- i. how to use the solution experience cloud site
- ii. how to the solution custom object is used

Documentation for Salesforce™ Software Development Services for the San Francisco Health Service System Dependent Eligibility Verification Audit

1. Design Documentation a. Contractor will provide design documentation of the implemented solution, including but not limited to i. Design & configuration settings of the branded Salesforce experience site

ii. Custom Salesforce content types and configuration settings

iii. Custom object “Verification” and its custom fields, related fields, and configuration settings

iv. Custom Object “Verification” workflows and configuration settings

v. Custom report configuration settings

vi. Data import and data + file export workflows and configuration settings

2. Training Documentation and User Acceptance Test Plan a. Contractor will provide 2 (two) End User Training documents

i. End User Training document 1 will demonstrate the use of the Salesforce Experience cloud site for an Audit Participant, including but not limited to: 1. How to self-register an account

2. How to edit profile data

3. How to upload images and/or PDFs

4. How to label the images and/or PDFs using a custom multi-select picklist

5. How to navigate Salesforce experience cloud site

6. How to view dependent data

7. How to view help articles

8. How to view details of their “Verification Case”

9. How to comment on their “Verification Case” by using a free form text box/field

ii. End User Training document 2 will demonstrate the use of the new Salesforce Custom Object (Verification) & workflow, including but not limited to: 1. How to view the custom object in Salesforce org

2. How to change the status of the custom object in the Salesforce org
 3. How to view the images and/or PDFs uploaded by Audit Participants
 4. How to change the ownership of the custom object from 1 employee to another
 5. How to add additional information or comment on a "Verification Case" by using a free form text box/field or use of chatter feed
 6. How to use a custom checkbox field to designate the Audit Participant's uploaded images and/or PDFs as acceptable or incomplete
- b. User Acceptance Test Plan
- i. Contractor shall provide a User Acceptance Test (UAT) Test Plan, in advance of implementation of the solution.



SAN FRANCISCO HEALTH SERVICE SYSTEM

Affordable, Quality Benefits & Well-Being

REQUEST FOR PROPOSALS FOR Salesforce™ Software Development Services for the San Francisco Health Service System Dependent Eligibility Verification Audit

[Micro LBE Set-Aside]

RFPQ#HSS2021.E8

CONTACT: Michael Visconti, michael.visconti@sfgov.org

Background:

The San Francisco Health Service System (SFHSS) intends to administer its dependent eligibility verification audit (DEVA) in-house by leveraging our Salesforce™ org service cloud CRM beginning April of 2022. SFHSS has previously contracted with external partners to conduct and administer a dependent eligibility audit with the last DEVA in 2018.

Estimated Contract Term: Eighteen (18) Months with an option to renew for up to one (1) year.

Budget: The anticipated budget for this project is between \$150,000 and \$200,000. In no case shall the expenses for this project exceed \$200,000.

Intent of this Request for Proposals (RFP):

The San Francisco Health Service System (SFHSS) is issuing this Request for Proposal (RFP) to enter into an agreement with a highly qualified Salesforce™ developer capable of meeting the proposed schedule for implementation and go-live of all services as described in this RFP.

Micro-LBE Set-Aside/LBE Subcontracting:

There will be no subcontracting or sub-consulting requirement for this RFP. This procurement will be reserved for Local Business Enterprises (LBEs) certified by the Contract Monitoring Division of the City and County of San Francisco (CMD) [<https://sfgov.org/cmd/>] as Micro-LBE firms.

RFP Questions and Communications:

To ensure fair and equal access to information about this RFP, any and all communications must be directed to michael.visconti@sfgov.org. Unauthorized communications may be cause for disqualification and rejection of Proposal(s). Questions must be in writing and received by the Deadline for RFP Questions. No questions will be accepted after this time, except with respect to any questions regarding Approved Supplier status with the City and County of San Francisco or CMD.

Schedule:

RFP Issued:	10/21/2021
Deadline for Questions:	11/1/2021, 12 PM (PT)
Answers Posted:	11/1/2021 – 11/5/2021
Deadline for Proposals:	11/10/2021, 12 PM (PT)
Evaluation Panel Review:	11/11/2021 – 11/24/2021
Notification of Ranking:	By or before 12/3/2021
Finalize Agreement:	12/8/2021 – 12/29/2021
Implementation:	1/3/2022 – 4/1/2022
Go-Live	4/4/2022

1. Introduction

The City seeks to establish a partnership with an established salesforce developer to customize our Salesforce™ org service to facilitate administering dependent eligibility verification audits.

The San Francisco Health Service System ("SFHSS") is requesting that a Contractor customize SFHSS' Salesforce org to: build a branded, secure self-service experience cloud site with self-registration using Customer Community Login licenses and file upload, create custom content types using Salesforce content management system (CMS) for videos, images, help articles and news, create custom objects, fields and workflows with relationships to existing standard objects, create time and action based email alerts, create an automated process to import and export files to and from the Salesforce org, create custom reports and dashboards, create written documentation on the customizations for future modifications and use, and training SFHSS staff how to use the new features.

SFHSS currently uses its Salesforce org to case manage healthcare eligibility and enrollments for the employees of the City & County of San Francisco, San Francisco Unified School District, City College of San Francisco, and various retirees.

The purpose of this project is to help SFHSS facilitate a dependent eligibility audit (new custom object) using its existing Salesforce org by requesting its Audit Participants (Standard Object Account) to securely upload supporting documentation to prove their health benefit enrolled dependents (existing custom Object Dependent) are eligible for health coverage under SFHSS Member Rules (<https://sfhss.org/san-francisco-health-service-system-member-rules>). The Audit Participant facing experience cloud website will need to be designed to allow the Audit Participant to access the website easily and securely through any personal computer, smartphone, or tablet.

SFHSS is expecting to use the solution annually to verify the eligibility of 5,000 to 9,000 Audit Participants.

1.1 San Francisco Health Service System

The San Francisco Health Service System (SFHSS) is dedicated to preserving and improving sustainable, quality health benefits and to enhancing the well-being of employees, retirees and their families (referred to collectively as "Members" by SFHSS). SFHSS serves employees and retirees from four participating employer groups, as well as their dependents: the City & County of San Francisco, the San Francisco Unified School District, City College and the San Francisco Superior Court. SFHSS executes all process phases related to benefit operations and administration of non-pension benefits (including health, dental and vision) and manages wellbeing services and outreach for approximately 47,000 employees, 36,000 retirees and 53,000 dependents (totaling over 136,000 covered Member lives) in accordance with The City and County of San Francisco Charter §§ 12.200-12.203 and A8.420-A8.432, and San Francisco Administrative Code §§ 16.700-16.703.

1.1.1 SFHSS Enterprise Systems and Analytics Division

The SFHSS Enterprise Systems & Analytics (ESA) Division supports all the technical infrastructure for SFHSS from information technology (IT) support to systems configuration and development, implementation of cybersecurity safeguards, and project management. This division annually configures all the system modifications required to administer benefits for the

plan year which includes the financial, benefit plan and enrollment components. ESA also provides production support for the benefits administration system and the eligibility and payment interfaces.

The Contractor selected as a result of this RFP will report directly to and work closely with the ESA Division and the ESA Director, Rin Coleridge.

1.1.2 Prior Dependent Eligibility Verification Audits

In 2018, the San Francisco Health Service System conducted a dependent eligibility verification audit (DEVA) by contracting with an external vendor to administer all facets of the audit. The vendor-provided services included:

- Verification document review
- Planning
- Employee Communication
- Verification status
- Data Capture System and custom-designed web portal
- Employer monitoring of the audit
- Call Center Support
- Custom Reports
- Document management

Going forward and in partnership with the selected RFP Respondent, SFHSS intends to administer the dependent audits in-house which will help achieve three (3) objectives:

1. Conduct annual audits more cost efficiently
2. Avoid confusion for SFHSS members
3. Ensure member information and interactions are on-shore and secure

SFHSS current internal competencies include call center support, document management, verification document review and employee communication. Existing gaps in required capabilities for conducting the audit include data capture system, custom reports, verification status and workflows.

SFHSS intends to leverage its Salesforce org to fill the gaps for administering a dependent eligibility verification audit routinely. This RFP is for the complete project sequence for discovery and design, development testing and launch.

1.1.3 Audit Participant Population

The San Francisco Health Service System provides health benefits for approximately 125,000 lives. SFHSS subscribers, also known as SFHSS Members, number approximately 70,805 individuals with 38% (26,906) of those covering adult dependents in SFHSS' plans (see <https://sfhss.org/resource/2021-sfhss-demographic-report>, Page17).

SFHSS intends to audit one-third (1/3) of this specific population each year which translates into almost 9,000 SFHSS members identified as Audit Participants on an annual basis.

2. Scope of Work

This scope of work will serve as a guide to the work SFHSS expects to be performed by the selected vendor. It is not a complete listing of all services that may be required as SFHSS expects to incorporate the selected respondent's proposal and best approach to the services, the City, SFHSS and the SFHSS Member population.

The selected vendor will work closely with the SFHSS Enterprise Systems and Analytics (ESA) and the SFHSS Operation divisions. This vendor will be managed directly by the SFHSS Enterprise Systems and Analytics Division.

Pursuant to Section 3 of the RFP, an evaluation panel will review and score timely submitted proposals that meet the minimum qualifications to bid. SFHSS will select the highest-rated qualified respondent.

2.1 Salesforce org Development Scope of Work

Contents

2.1.1 Project Description and Purpose	4
2.1.2 Goals, Objectives & Deliverables	5
2.1.2.1 Goals	5
2.1.2.2 Objectives	5
2.1.2.3 Deliverables	6
2.1.2.3.A Salesforce Experience Cloud Site	6
2.1.2.3.B Custom Object	7
2.1.2.3.C Custom Object Workflow	9
2.1.2.3.D Email Alerts	10
2.1.2.3.E Data Import and Export	11
2.1.2.3.F Reports and Dashboards	12
2.1.2.3.G Documentation	13
2.1.2.3.H Training	14
2.1.3 Administration	14
2.1.4 Timeline	15

2.1.1 Project Description and Purpose

The San Francisco Health Service System ("SFHSS") is requesting that a Contractor customize SFHSS' Salesforce org to: (i) build a branded, secure self-service experience cloud site with self-registration using Customer Community Login licenses and file upload, (ii) create custom content types using Salesforce CMS for videos, images, help articles and news, (iii) create custom objects, fields and workflows with relationships to existing standard objects, (iv) create time and action based email alerts, (v) create an automated process to import and export files to and from

the Salesforce org, (vi) create custom reports and dashboards, (vii) create written documentation on the customizations for future modifications and use, and (viii) train SFHSS staff how to use the new features.

2.1.2 Goals, Objectives & Deliverables

2.1.2.1 Goals

SFHSS currently uses its Salesforce org to case manage healthcare eligibility and enrollments for the employees of the City & County of San Francisco, San Francisco Unified School District, City College of San Francisco, and various retirees. The purpose of this project is to help SFHSS facilitate a dependent eligibility audit (new custom object) using its existing Salesforce org by requesting its Audit Participants (Standard Object Account) to securely upload supporting documentation to prove their health benefit enrolled dependents (existing custom Object Dependent) are eligible for health coverage under SFHSS Member Rules (available at <https://sfhss.org/san-francisco-health-service-system-member-rules>). The Audit Participant-facing experience cloud website will need to be designed to allow the Audit Participants to access the website easily and securely through any personal computer, smartphone, or tablet. SFHSS is expecting to use the solution annually to verify the eligibility of 5,000 to 9,000 Audit Participants.

2.1.2.2 Objectives

Specific deliverables and objectives are outlined below. However, SFHSS expects RFP Respondents to be able to propose solutions to meet the requirements of the dependent eligibility audit.

- a. Creation of a Salesforce experience cloud site
 - i. The site must be secure, allow the Audit Participant to self-register without assistance from SFHSS staff, be accessible through desktop computers, smartphones and tables, integrate with a new custom object "Verification," and allow Audit Participants to upload supporting documentation (images, PDF formats preferred).
 - ii. This objective would reduce workload on SFHSS to manually reach out to Audit Participants and request eligibility documents through email, phone, or fax.
- b. Creation of new Salesforce custom objects and workflows
 - i. The new custom object must function like the standard object case.
 - ii. This will allow SFHSS staff to easily locate and manage eligibility verifications while preventing daily interactions (cases) from mixing into this annual process
 - iii. The new custom workflow must have action & time-based custom field status changes, including workflow routing to "Verification Case" owners and queues.
 - iv. This will allow verifications to be organized and reduce downtime caused by a person manually changing field values and deciding who to route cases to.
- c. Creation of a data/file import/export process
 - i. The custom process needs to allow SFHSS to import or update thousands of records into the Salesforce org while also allowing SFHSS

- to export thousands of records or files to import into a secure content management system.
- ii. Automating this step is vital due to the volume of documents which make this prohibitive as a manual process. numerous records and files.
 1. The import/update will identify which participants have been selected for the audit. Selection criteria include:
 - a. Date of Hire
 - b. Dependents enrolled in coverage
 2. Export of supporting documentation uploaded into the salesforce org
 3. Import updates to fields to track supporting documentation received through channels outside of the salesforce org
- iii. Creation of custom reports
 1. Operational reports
 - a. Mail files for letters to be sent at various phases of the audit

2.1.2.3 Deliverables

2.1.2.3.A Salesforce Experience Cloud Site

1. CMS Workspace in Salesforce CMS
 - a. Contractor will use Salesforce CMS to create a new CMS Workspace within client's Salesforce org within all instances sandbox as well production
 - b. Contributors will be selected by the client during project build
2. Custom Content Types
 - a. Contractor will create custom CMS content types for the branded experience cloud site including, but not limited to:
 - i. Banner/hero image
 1. To display a large JPEG or PNG image on a standard or Salesforce CMS content page
 - ii. Image
 1. To display a JPEG or PNG image on a standard or Salesforce CMS content page
 - iii. Help article
 1. To display a large rich-text string on a standard or Salesforce CMS page
 - iv. Video
 1. To display an embedded video on a standard or Salesforce CMS page with a page editor defined height and width
 - v. PDF
 1. To display a link to a PDF that will allow the Audit Participant to download the document to their computer/device or view the document in a new browser tab
3. Experience (custom site)
 - a. Contractor will build a secure, self-service Salesforce Experience Cloud website
 - i. Administration

1. Respondent needs to propose solution to this area in proposal that will result in a secure, self-service style Salesforce Experience Cloud site
 - ii. Builder
 1. Respondent needs to propose solution to this area in proposal that will result in an accessible (desktop computing and mobile), intuitive self-service style Salesforce Experience Cloud site that works in conjunction with solution custom object "Verification."
4. Self-Registration
- a. Contractor will develop a secure method and process for the Audit Participant to self-register on the experience cloud site.
 - i. Audit Participants are currently in the Salesforce org as records in the standard object Account
 - ii. Audit Participants have a related standard object Contact record in Salesforce org with fields containing contact information such as address, phone, and email
 - iii. Audit Participants have a related custom object Dependent in Salesforce org where records contain the name of the health benefit enrolled family member whose eligibility is in question
 - iv. Audit Participant self-registered salesforce community login must be associated with the Audit Participant record in the Salesforce standard object Account

2.1.2.3.B Custom Object

1. New Custom Object "Verification"
 - a. Contractor will create a new Salesforce custom object named "Verification (singular label)" with reports, activities, searching, and field history tracking.
 - i. The Record name will be Verification Number
 - ii. Data Type will be Auto Number
 - iii. Display format will be DEVA# {000000000}
2. Fields & Relationships
 - a. Contractor will create the following custom fields for the solution custom object "Verification" which will include, but are not limited to
 - i. Case status = picklist [doc requested, doc not submitted, doc submitted, doc verification, doc incomplete, doc verified, closed]
 - ii. Employee ID = relationship standard object account custom field employee ID
 - iii. Member = relationship standard object account.name
 - iv. Document Type = multiple picklist [marriage certificate, domestic partner certification, tax document mortgage document, utility bill, bank document]
 - v. Dependent = relationship custom object dependent.name
 - vi. DEVA Year = picklist (default to the current year)
 - vii. DEVA Case Owner = system user
 - viii. DEVA Case Start = Date/time
 - ix. DEVA Case Close = Date/time

- x. Document Submitted = Checkbox
- xi. Date Doc Submission = Date/time
- xii. DEVA Verified = Checkbox
- xiii. Date Doc Verified = Date/time
- xiv. Doc Incomplete = Checkbox
- xv. Date Doc Incomplete = Date/time
- xvi. Initial Mailing = Date/Time
- xvii. 2nd Mailing = Date/Time
- xviii. 3rd Mailing = Date/Time
- xix. Doc Incomplete Mailing = Date/Time
- xx. Senior Analyst Reviewed = Checkbox
- xxi. Senior Analyst Reviewed = Date/Time
- xxii. Audit Participant comments = text area (long)

3. Layouts

- a. Contractor will create 2 (two) page layouts, 1 (one) for use by internal SFHSS staff and 1 (one) for use by the Audit Participant through the experience cloud site, using the following custom fields for the solution custom object "Verification" which will include, but are not limited to
- b. Internal SFHSS staff page layout
 - i. Base Case Information (section)
 - 1. Case status = picklist [doc requested, doc not submitted, doc submitted, doc verification, doc incomplete, doc verified, closed]
 - 2. Employee ID = relationship standard object account custom field employee ID
 - 3. Member = relationship standard object account.name
 - 4. Document Type = multiple picklist [marriage certificate, domestic partner certification, tax document mortgage document, utility bill, bank document]
 - 5. Dependent = relationship custom object dependent.name
 - 6. Audit Participant Comments = text area (long)
 - ii. DEVA Info (section)
 - 1. DEVA Year = picklist (default to the current year)
 - 2. DEVA Case Owner = system user
 - iii. Open/Close Date (section)
 - 1. DEVA Case Start = Date/time
 - 2. DEVA Case Close = Date/time
 - iv. Status Dates (section)
 - 1. Document Submitted = Checkbox
 - 2. Date Doc Submission = Date/time
 - 3. DEVA Verified = Checkbox
 - 4. Date Doc Verified = Date/time
 - 5. Doc Incomplete = Checkbox
 - 6. Date Doc Incomplete = Date/time
 - 7. Initial Mailing = Date/Time
 - 8. 2nd Mailing = Date/Time
 - 9. 3rd Mailing = Date/Time
 - 10. Doc Incomplete Mailing = Date/Time
 - v. Auditing (section)

1. Senior Analyst Reviewed = Checkbox
2. Senior Analyst Reviewed = Date/Time
- c. Audit Participant experience cloud site page layout
 - i. Base Case Information (section)
 1. Case status = picklist [doc requested, doc not submitted, doc submitted, doc verification, doc incomplete, doc verified, closed]
 2. Employee ID = relationship standard object account custom field employee ID
 3. Member = relationship standard object account.name
 4. Document Type = multiple picklist [marriage certificate, domestic partner certification, tax document mortgage document, utility bill, bank document]
 5. Dependent = relationship custom object dependent.name
 6. Audit Participant Comments = text area (long)
 - ii. DEVA Info (section)
 1. DEVA Year = picklist (default to the current year)
 2. DEVA Case Owner = system user
 - iii. Open/Close Date (section)
 1. DEVA Case Start = Date/time
 2. DEVA Case Close = Date/time
 - iv. Status Dates (section)
 1. Document Submitted = Checkbox
 2. Date Doc Submission = Date/time
 3. DEVA Verified = Checkbox
 4. Date Doc Verified = Date/time
 5. Doc Incomplete = Checkbox
 6. Date Doc Incomplete = Date/time
4. Permissions
 - a. Internal Staff Profiles
 - i. Default visibility for custom object is visible to all records
 - ii. Internal staff will have read & write access to solution custom object "Verification"
 - b. Audit Participant via Salesforce Customer Community Login User Profile
 - i. Default visibility for custom object is visible to records specifically related to the Audit Participant
 - ii. Audit Participant will have read & write access to solution custom object "Verification" for records specifically related to the Audit Participant
 - iii. Audit Participant will have read access to standard & custom objects related to the solution custom object "Verification" that specifically relates to the Audit Participant

2.1.2.3.C Custom Object Workflow

1. Action & Time-based field changes
 - a. Contractor will create action and time-based field changes for the solution custom object "Verification."
 - i. Action-based field changes will need to include, but are not limited to

1. Custom field "Status" to change whenever a "Verification Case" is updated by the Audit Participant or SFHSS staff
 2. Date/Time fields to document record changes upon field update
 3. Mailing of letter to audit participants (initial and reminders)
 - ii. Time-based field changes will need to include, but are not limited to
 1. Custom field "Status" to change whenever a "Verification Case" reaches a deadline, such as the file time to upload eligibility document as an image and/or PDF
 2. Date/Time fields to document record changes upon field update or deadline
 3. Mailing of letter to audit participants (initial and reminders)
2. Queues
- a. Contractor will create queues for the solution custom object "Verification"
 - i. Queues will be, but are not limited to
 1. Notified "Verification Cases"
 2. Escalated "Verification Cases"
 3. Quality Check "Verifications"
3. Routing
- a. Contractor will create routing rules of the solution custom object "Verification Case"
 - i. Routing rules will send "Verification Cases" with specific field criteria (TBD) to case owners (SFHSS staff by profile) to review the data entered by Audit Participant and to review uploaded images and/or PDFs. The assigned case owner can be random, sequential or by lowest number of cases owned where status is open.
 - b. Contractor will create an automated process where a small percentage of closed cases are routed to a queue for Quality assurance.
 - i. Queue access will be based on supervisor profile and above for quality check.

2.1.2.3.D Email Alerts

1. Contractor will create custom action and time-based email alerts that will send a custom communication template to the Audit Participant's email address (currently exists in Salesforce org)
 - a. Action-based email
 - b. Time-based email
 - i. Time-based emails will need to be automatically sent to the Audit Participant
 - c. Templates
 - i. The template text will be provided by the client
 - ii. The templates will need to allow html for any branding
 - iii. The templates will need to incorporate standard and custom fields relating to the Audit Participant (standard object Contact) and the solution Custom Object "Verification" including, but not limited to
 1. Name

2. "Verification Case" number
 3. "Verification" document type
 4. Date/time
- iv. Template Types
1. Welcome New Member
 2. Forgot Password
 3. Changed Password
 4. Lockout
 5. Old Email Address
 6. New Email Address
 7. Reminders
 8. Audit approval
 9. Audit incomplete
 10. Audit fail

2.1.2.3.E Data Import and Export

1. Supporting documentation provided by audit participants can be received by document upload, fax or mail. The solution must allow the participant to upload the documentation into the Salesforce org.
2. The documents uploaded into the salesforce org will need to be transferred to the Hyland Perceptive Content Document Management System (ECM) which is the system of record for member files, along with key data elements. At a minimum, solution should provide a daily batch job for this transfer. SFHSS welcomes solutions from contractor that can provide real-time transfer of the documentation. The key elements required to ensure the document is correctly catalogued are:
 - Drawer Name
 - Emplid (Employee ID)
 - Name
 - SSN
 - DOB
 - Document Type
 - Page count
 - File Path\File Name
3. In addition to transferring documents uploaded to the salesforce org, as described in Data Import Paragraph 2, updates will need to be made to the Audit Participant's Salesforce record:
 - a. Document Submitted = Y update in Salesforce (automate)
 - b. Date doc Submission – date/time of Submission = create date from ECM (automate)
4. Documents received by fax, will be processed as follows:
 - a. Received fax is routed into the Hyland Perceptive Content Management System (ECM)
 - b. Document is linked to the member (manual process)
 - c. Document type is selected in the ECM – A DEVA value will be defined for doc type (manual process)

- d. Document Submitted = Y update in Salesforce (automate) - Contractor must solution this automated workflow
 - e. Date doc Submission – date/time of Submission = create date from ECM (automate) – Contractor must solution this automated workflow
5. Document is received by mail
- a. Document is scanned on high-speed scanner (manual process)
 - b. Document is linked to the member (manual process)
 - c. Document type is selected – A DEVA value will be defined for doc type (manual process)
 - d. Document Submitted = Y update in Salesforce (automate) - Contractor must solution this automated workflow
 - e. Date doc Submission – date/time of Submission = create date from ECM (automate) – Contractor must solution this automated workflow
6. The contractor will identify required software and enable an API between Salesforce and ECM to be able to open the document based on the key information. SFHSS' has a limited budget and only requires this one API, therefore any software required for integration should be right-sized. The documents will be only stored within ECM. Hyland and Salesforce support API's however note that this is the Hyland Perceptive Content product and not Hyland Onbase. Documents uploaded to Salesforce will need to be deleted. Solution must provide a way to identify and delete documents which have been successfully transferred to the ECM.

2.1.2.3.F Reports and Dashboards

1. Reports
- a. Contractor will create custom reports, creating a new report type “Verification and Members (Standard Object Account) with Dependents (Custom Object Dependents).” These reports will need, but are not limited to, summaries of or detail the following objectives:
 - i. Mailing Address export files to be used for mail merge with letter templates
 - 1. Ability to provide criteria of who is included in the mailing such as those without a date doc verified populated or this with a Doc incomplete checkbox.
 - 2. Examples of corresponding status dates which must be updated for records identified for the mailing address file include:
 - a. Initial Mailing = Date/Time
 - b. 2nd Mailing = Date/Time
 - c. 3rd Mailing = Date/Time
 - d. Doc Incomplete Mailing = Date/Time
 - ii. Total “Verification Cases” with the status of Open, grouped and sorted by “Verification Case” owner
 - iii. List “Verification Cases” with the status of Open sorted by Audit Participant number
 - iv. Total “Verification Cases” with the status of Closed grouped by “Verification Case” owner
 - v. Total “Verification Cases” with the status of Incomplete grouped by “Verification Case” owner

- vi. List “Verification Cases” with the status of Incomplete grouped sorted by Audit Participant number
- vii. Summary report of “Verification Case” age, measured by days, and grouped by “Verification Case” status
- viii. Total “Verification Cases” without an attached image and/or PDF uploaded by the Audit Participant
- ix. Total “Verification Cases” with an attached image and/or PDF uploaded by the Audit Participant
- x. Total “Verification Cases” where the Audit Participant or SFHSS employee has designated Additional Review with a checkbox field
- xi. List “Verification Cases” where the Audit Participant or SFHSS employee has designated Additional Review with a checkbox field
- xii. All reports may, but are not limited to, contain the following fields
 - 1. Account
 - 2. Status
 - 3. Dependent
 - 4. Case Owner
 - 5. Date/Time open
 - 6. Date/Time close
 - 7. Document attached
 - 8. Attached document type
 - 9. Additional Review Requested
 - 10. Address
 - 11. City
 - 12. State
 - 13. Postal
- xiii. Summary reports need to include charts or graphs

2. Dashboards

- a. Contractor will create a custom internal dashboard of contractor created custom summary reports listed in the prior section using the charts or graphs

2.1.2.3.G Documentation

1. Design Documentation

- a. Contractor will provide design documentation of the implemented solution, including but not limited to
 - i. Design & configuration settings of the branded Salesforce experience site
 - ii. Custom Salesforce content types and configuration settings
 - iii. Custom object “Verification” and its custom fields, related fields, and configuration settings
 - iv. Custom Object “Verification” workflows and configuration settings
 - v. Custom report configuration settings
 - vi. Data import and data + file export workflows and configuration settings

2. Training Documentation and User Acceptance Test Plan

- a. Contractor will provide 2 (two) End User Training documents

- i. End User Training document 1 will demonstrate the use of the Salesforce Experience cloud site for an Audit Participant, including but not limited to:
 - 1. How to self-register an account
 - 2. How to edit profile data
 - 3. How to upload images and/or PDFs
 - 4. How to label the images and/or PDFs using a custom multi-select picklist
 - 5. How to navigate Salesforce experience cloud site
 - 6. How to view dependent data
 - 7. How to view help articles
 - 8. How to view details of their “Verification Case”
 - 9. How to comment on their “Verification Case” by using a free form text box/field
- ii. End User Training document 2 will demonstrate the use of the new Salesforce Custom Object (Verification) & workflow, including but not limited to:
 - 1. How to view the custom object in Salesforce org
 - 2. How to change the status of the custom object in the Salesforce org
 - 3. How to view the images and/or PDFs uploaded by Audit Participants
 - 4. How to change the ownership of the custom object from 1 employee to another
 - 5. How to add additional information or comment on a “Verification Case” by using a free form text box/field or use of chatter feed
 - 6. How to use a custom checkbox field to designate the Audit Participant’s uploaded images and/or PDFs as acceptable or incomplete
- b. User Acceptance Test Plan
 - i. Contractor shall provide a User Acceptance Test (UAT) Test Plan, in advance of implementation of the solution.

2.1.2.3.H Training

- 1. Contractor will provide End User training (video conference) to a small [approximately five-person] supervisory group of SFHSS employees with a Q&A session immediately after Go-live.
 - a. Training will cover:
 - i. how to use the solution experience cloud site
 - ii. how to the solution custom object is used

2.1.3 Administration

The San Francisco Health Service system will administer the Dependent Eligibility Verification Audit.

2.1.4 Timeline

January 3, 2022	Project Implementation/Kickoff meeting with contractor and stakeholders
January 3 – March 31, 2022 (weekly)	Meetings with contractor and client for status updates
January 14, 2022	Contractor creates custom object Verification with custom fields
January 21, 2022	Testing on data upload and data/file export begins
January 28, 2022	Client provides test images and text for email alerts
February 4, 2022	Contractor creates custom workflows and email alerts
February 11, 2022	Contractor creates test Salesforce experience cloud site with self-registration
February 25, 2022	Testing of site, objects and workflows
March 4, 2022	Client provides final site images, help text articles, email template text
March 11, 2022	Signoff by project sponsor on site, objects and workflows
March 18, 2022	Contractor delivers final reports and dashboards signed off by project sponsor
March 25, 2022	Contractor delivers final Salesforce experience cloud site, custom objects and workflows and documentation
March 28, 2022	Training of SFHSS staff
March 31, 2022	Project wrap
April 4, 2022	Go-Live (Solution Launch)

2.2 Reporting and Performance Measures

The selected respondent shall provide comprehensive weekly reports (or less frequently as determined by SFHSS) for all Services provided. These reports will detail the status of ongoing deliverables, upcoming milestones and deadlines, and any information necessary to ensuring the project meets the Timeline (2.1.4).

2.3 Project Management and Communications Services

2.3.1 Account Manager

The selected respondent will designate a single Account Manager to oversee all services. Upon reasonable notice, SFHSS may request a new Account Manager. The Account Manager shall have no less than three (3) years of professional experience in managing Salesforce development projects.

The Account Manager shall lead a series of on-boarding (orientation and implementation) meetings. Additionally, the Account Manager will schedule reoccurring meetings with SFHSS.

Frequency of meeting will be mutually agreed upon but occur no less than once every week during implementation. Implementation will occur between January 3 and April 1, 2022.

The Account Manager shall be responsible for receiving all communications, materials, requests, and data and shall be responsible for providing prompt service, responses and make themselves available by telephone and email to SFHSS during our normal business hours, 8 AM to 5 PM (Pacific Time), Monday through Friday, City and County of San Francisco Holidays (<https://sfgov.org/city-and-county-san-francisco-holidays>).

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Public outreach and engagement as-needed support for facility capital program

Funding Source: Local Funds

PSC Duration: 5 years

PSC Amount: \$5,000,000

1. Description of Work

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

The as-needed diverse pool of on-call consultants to assist in delivering public outreach and engagement for Building Progress Program projects as well as program-level communications to raise awareness of overall facilities needs and funding challenges and available pathways to generating new revenues, including potential ballot measures. Proposed work includes multi-faceted, multilingual, and comprehensive stakeholder engagement, assistance with soliciting and synthesizing public feedback, development of print, digital collateral, and multi-media advertising using specialized graphics and renderings, and conducting equity reviews of project scopes and impacts. A Request For Qualifications for this as-needed pool is currently being drafted.

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

The San Francisco Municipal Transportation Agency's Building Progress Program has significant public outreach needs that sometimes require specialized skill sets. The program is staffed mostly by SFMTA full-time staff, and periodic events and surges in the outreach schedule require assistance and expertise beyond SFMTA staff capacity. The as-needed pool will assist SFMTA staff in technical and design renderings, financial data graphics and presentation boards for both project and citywide outreach events, multi-media advertising and engagement programming, multilingual translation and interpretation, and design and implementation of virtual events and meetings. The SFMTA is committed to deeply engaging stakeholders on facility projects. The consequence of denial is that the overall Building Progress outreach program would be reduced in scale, with less resources for in-depth, multichannel outreach. SFMTA staff would not have the capacity to deliver periodic events or to maintain concentrated and effective stakeholder engagement strategies on facilities capital projects and citywide Building Progress Program engagement efforts. Additionally, the SFMTA would not have a mechanism to produce highly specialized graphics for facility and real estate projects and visualizations of complex financial data or to deploy innovative virtual tools or multi-media advertising campaigns to facilitate broader public engagement.

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.

Public engagement support for prior Building Progress projects (Potrero Yard Modernization Project) has been provided by PSC # Civil Service: 44360 - 16/17. This contract was competitively procured through a Request for Proposals (RFP No. SFMTA-2018-03). The public engagement funds in this contract have been exhausted, and the SFMTA has determined that a single consultant is not advantageous or sufficient for the Building Progress Program, and that a diverse pool with varied expertise would better serve the program and be more cost-efficient to the SFMTA. A diverse pool of qualified consultants allows the SFMTA to partner with a firm on specific and defined public engagement tools. The benefit of having a diverse pool of consultants, rather than a single consultant, is the ability to choose a firm that has verifiable and demonstrable expertise for each needed task. The fields of task range from: 1. Public Participation and Outreach/Engagement 2. Real Estate Development Process Mapping and Engagement 3. Equity Analysis and Review 4. Collateral, Digital Assets, Marketing and Promotions 5. Efficient synthesis and application of stakeholder feedback

D. Will the contract(s) be renewed?

No

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

The requested duration of 5 years is due to the extensive outreach effort of the Building Progress program, as explained in the Building Progress Comms As-Needed Request For Qualifications Document. Effective and consistent

outreach requires qualified consultants throughout the entire duration of the Program which will be 3 years with two 1-year options for extension.

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:

The Building Progress Program is a capital project implementation program with a specialized outreach program that varies by individual project site. The skillset required to produce real estate development graphics and visualizations of complex financial data is unique and specialized. Also, the workload associated with capital projects and communications about potential ballot measure options is intensive, yet periodic.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills and/or expertise includes: • Stakeholder engagement for urban land use development projects, including design drawings, site master planning, design renderings, and specific development-focused activities to enhance public engagement • Outreach/Engagement specific to public finance and local ballot initiatives • Facilitation of internal staff workshops and public stakeholder events and community working groups • Planning engagement for diverse, hard to reach, and multilingual populations • Measuring and balancing racial and economic equity in stakeholder engagement and project features • Design and layout of multilingual print and digital communications collateral • Promotions and Marketing, including unique and creative branded giveaways • Expertise in virtual, online, and phone-based engagement strategies • Efficient synthesizing and application of stakeholder feedback to inform project changes • Production and deployment of multi-media advertising and engagement, including print, radio, television, videos, online and social media
- B. Which, if any, civil service class(es) normally perform(s) this work? 1310, Public Relations Assistant; 1312, Public Information Officer; 1314, Public Relations Officer; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5320, Illustrator and Art Designer; 5322, Graphic Artist; 5408, Coord of Citizen Involvement;
- 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 Building Progress public outreach program is led by a 5408, Coordinator of Citizen Involvement, who is supported part-time by 1312, Public Information Officer; a 1314, Public Relations Officer; and a 5288, Transit Planner II. The proposed contracted services would augment that staffing for periodic surges in outreach efforts, such as event planning and advertising, marketing collateral design and distribution, and preparation of major project milestones. The SFMTA will be releasing a request for qualifications to seeks an as-needed pool of diverse and qualified private consultants to support the Agency’s work on capital projects, real estate development, and new revenue generation efforts through inclusive stakeholder engagement. Due to the specialized skill set required pertaining to real estate development outreach, as outlined in the request for qualification document, the city does not possess the expertise to do these tasks.

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

- A. Explain why civil service classes are not applicable.
The real estate development component of the scope is a highly specialized skill set most often found at private urban design, architecture, and engineering firms. Additionally, broadening the reach of public engagement by deploying multi-media advertising campaigns relies on a specialized skillset to segment, target, and coordinate ads across channels. The intermittent, yet intensive nature of the work makes this scope difficult to accomplish with full-time City staff. Also, staff may not have the required technical skills required to perform the scope.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This work is intermittent in nature and the purpose of this scope is to augment full-time staff with specialized, specific skill sets, such as real estate development renderings and supporting

documents, specialized collateral, and multi-media advertising.

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 scope is intended to augment staff skills and be directed by staff. The scope implements public outreach with strategic deliverables and specialized design collateral.
- 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. Unknown. The SFMTA has not yet completed the RFP process for this as-needed consultant list. The SFMTA has current personal services contracts with several firms who may respond to the RFQ.

7. Union Notification: On 11/12/2021, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; SEIU Local 1021

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49521 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/03/2022

Receipt of Union Notification(s)

Nuque, Amy

From: XiuMin Li <XiuMin.Li@seiu1021.org>
Sent: Friday, December 3, 2021 11:11 AM
To: Nuque, Amy
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 49521 - 21/22 (waive 60 day review period)

EXT

Hello Amy,

We just concluded our review process. The union is okay with this one time request for this duration.

Cheers,

XiuMin Li
Field Supervisor

<https://www.sffight.org/>

Sign up to become a Union Member! Together We Rise Up! <http://bit.ly/SFMembershipForm>

From: Nuque, Amy <Amy.Nuque@sfmta.com>
Sent: Thursday, December 2, 2021 12:31 PM
To: XiuMin Li <XiuMin.Li@seiu1021.org>
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 49521 - 21/22 (waive 60 day review period)

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

Hi Xiu: following up on this.

Thank you,
Amy Nuque

From: Nuque, Amy
Sent: Monday, November 29, 2021 10:56 AM
To: 'XiuMin Li' <XiuMin.Li@seiu1021.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 49521 - 21/22 (waive 60 day review period)
Importance: High

Hi Xiu: Please see attached "49521 21-22" information submitted in Drupal.

PSC 49521 21-22 is similar to PSC 44360 16-17.
09/02/21 Union Notification has wrong end date 09/02/21.
11/12/21 Union Notification we corrected the date from 09/02/21 to 01/14/2027.

Thank you,
Amy Nuque
415-646-2802

From: XiuMin Li <XiuMin.Li@seiu1021.org>
Sent: Tuesday, November 23, 2021 11:45 AM
To: Nuque, Amy <Amy.Nuque@sfmta.com>
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 49521 - 21/22 (waive 60 day review period)

EXT

Hi Amy,
can you send me the specifics of this PSC?

XiuMin Li
Field Supervisor

Find out what the Union is doing to protect members' rights during COVID19 and ensure public safety!
Info in English, Spanish and Chinese!
<https://www.seiu1021.org/post/seiu-1021-covid-19-response-updates>

Sign up to become a Union Member! Together We Rise Up! <http://bit.ly/SFMembershipForm>

From: Nuque, Amy <Amy.Nuque@sfmta.com>
Sent: Monday, November 15, 2021 8:12 AM
To: XiuMin Li <XiuMin.Li@seiu1021.org>
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 49521 - 21/22 (waive 60 day review period)

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

Hi Xiu Min: Following up on this, please waive 60 day union review. We would like this PSC included in the CSC 12/06/21 meeting. Today is the last day to submit for the 12/06/21 meeting.

Thank you,
Amy N.

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

From: Nuque, Amy
Sent: Friday, November 12, 2021 8:18 AM
To: XiuMin Li <XiuMin.Li@seiu1021.org>

Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 49521 - 21/22 (waive 60 day review period)
Importance: High

Hi Xiu Min: Please waive 60 days Union review period.

I corrected the wrong date from (1/15/22 to 09/02/21) to (1/15/22 to 01/14/2027).

Hoping for your kind consideration, we would like this PSC included in the CSC 12/06/21 meeting.

Thank you,

Amy Nuque
HR ELR - PSC Coordinator

Office 4115-646-2802

San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 6th floor
San Francisco, CA 94103

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

From: dhrr-psccordinator@sfgov.org <dhrr-psccordinator@sfgov.org> On Behalf Of amy.nuque@sfmta.com

Sent: Friday, November 12, 2021 7:57 AM

To: Nuque, Amy <Amy.Nuque@sfmta.com>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>;
sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC)
<kbasconcillo@sfgov.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net;
Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org;
davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org;
jtanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org;
kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy
<Amy.Nuque@sfmta.com>; dhrr-psccordinator@sfgov.org

Subject: Receipt of Notice for new PCS over \$100K PSC # 49521 - 21/22

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

RECEIPT for Union Notification for PSC 49521 - 21/22 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 49521 - 21/22 for \$5,000,000 for Initial Request services for the period 01/15/2022 – 01/14/2027. 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:

<https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F17282&data=04%7C01%7C%7C28013ec3ac8747ba9e2508d9a852c9ae%7Ce35c5b2684f74b9ba7c591278c732568%7C0%7C0%7C637725895810678646%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&data=rBVmdmFh8R9mlSYVXXQJWmiOv%2BRW0KxN281pQJq0jA%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

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This message is from outside of the SFMTA email system. Please review the email carefully before responding, clicking links, or opening attachments.

Union Receipt: 49521 - 21/22

Posted November 12, 2021 - 11:41 by [tmathews21](#)

30 Day waiver - PLEASE CHECK the box if you agree to waive your 30 day right: Yes, I waive my rights to the 30 day period

Union Contact (verify correct user name): [tmathews21](#)

Modified PSC Record:

Initial PSC Record: [49521 - 21/22](#)

Date Accessed: November 12, 2021

Nuque, Amy

From: Timothy Mathews <tmathews@ifpte21.org>
Sent: Friday, November 12, 2021 10:47 AM
To: Nuque, Amy
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 49521 - 21/22 (waive 30 day review period)
Attachments: Union Receipt_ 49521 - 21_22.pdf

EXT

Timothy Mathews
Pronouns: He/him/his
Research Specialist

IFPTE Local 21
1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: 415-914-7345

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

From: Nuque, Amy <Amy.Nuque@sfmta.com>
Sent: Friday, November 12, 2021 10:10 AM
To: Timothy Mathews <tmathews@ifpte21.org>
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 49521 - 21/22 (waive 30 day review period)
Importance: High

Hi Tim: Please waive 30 days Union review period.

I corrected the wrong date from (1/15/22 to 09/02/21) to (1/15/22 to 01/14/2027).

Hoping for your kind consideration, we would like this PSC included in the CSC 12/06/21 meeting.

Thank you,

Amy Nuque
HR ELR - PSC Coordinator

Office 4115-646-2802

San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 6th floor
San Francisco, CA 94103

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of amy.nuque@sfmta.com

Sent: Friday, November 12, 2021 7:57 AM

To: Nuque, Amy <Amy.Nuque@sfmta.com>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sflower.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy <Amy.Nuque@sfmta.com>; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 49521 - 21/22

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

RECEIPT for Union Notification for PSC 49521 - 21/22 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 49521 - 21/22 for \$5,000,000 for Initial Request services for the period 01/15/2022 – 01/14/2027. 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/17282> 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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # 44360 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Environmental Impact Review and Supporting Technical ReportsFunding Source: Operating funds (local)PSC Original Approved Amount: \$3,000,000PSC Original Approved Duration: 05/02/17 - 05/01/21 (4 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 01/17/18-01/16/21 (0 sec)PSC Cumulative Amount Proposed: \$3,000,000PSC Cumulative Duration Proposed: 3 years 37 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor to conduct comprehensive environmental review (EIR) and transportation impact study of the SFMTA's Facilities Framework (Framework), the guiding document for capital improvements to SFMTA operations, maintenance, and support facilities for meeting transit fleet growth and support functions through 2040. Contractor to prepare and publish findings as required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

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

Under CEQA and NEPA, an EIR is required before the SFMTA can begin Framework implementation. Denial of the request would indefinitely delay the Framework's implementation, resulting in failure of the SFMTA to complete required capital improvements in time to meet new fleet deliveries. This would have severe, adverse impacts on services throughout the transportation system.

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 44360 - 16/17

D. Will the contract(s) be renewed?

No, this is a one-time project.

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. 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:

State and federal law mandates environmental review to uncover and disclose potential adverse effects to the environment as a result of development. As stated, the services required are complex, intensive, and finite.

B. Reason for the request for modification:

The reason for the modification is to enable extension options, which may be necessary in the event that the environmental review takes longer than anticipated, or in the event that additional community outreach is needed beyond the initial term. The options would be exercisable only by the SFMTA, not the Consultant.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must possess environmental analysis expertise, including in greenhouse gas emissions and complex transit system components; transportation impact analysis expertise, including on transit facility expansion; expertise in analysis of multiple-land uses on a single development site; and environmental studies and report publications experience. Prior experience with San Francisco-specific environmental and transportation impact studies is desirable.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;
- 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.
Existing City staff cannot perform this work in a timely fashion with existing workloads, and may not have the required expertise (knowledge and specialization) in certain topic areas, particularly with respect to NEPA. Additionally, the Planning Department lacks infrastructure to produce voluminous documents such as environmental impact reviews and studies.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This work is not anticipated to be ongoing, and it is best delivered when provided by various specialized staff working in close coordination and on an as-needed basis. If individuals were hired fulltime to perform this work, they would not be productive the majority of the time due to the specific skillsets required and the sporadic nature of this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
None
- 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 12/26/17, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

Address: 1 S. Van Ness Avenue 6th Floor (6132), San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44360 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/10/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Professional Service: Technical Support Services for Private Developments

Funding Source: Bond Funding

PSC Duration: 5 years

PSC Amount: \$3,000,000

1. Description of Work

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

The selected consultant will provide multi-disciplinary engineering support services and related services on an as-needed basis. Generally, the services require facilitation of the review and implementation of various maps, infrastructure systems design, and coordination of various approval processes. The services are related to the development of two master planned Port projects at Pier 70 and Mission Rock.

More specifically, consultant will provide technical support to the Port consistent with Interagency Cooperation Agreements (ICA), entitlement documents and post-entitlement contract documents including but not limited to the: Final Environmental Impact Reports, Design for Development and Design Control documents, Project Infrastructure Plan and Supplements, Subdivision Code and Regulations, Streetscape Master Plan, Master Utility Plan, Disposition and Development Agreement. In addition, the selected consultant will facilitate the ICA process on behalf of the Port, review submissions with respect to the Port's proprietary role and authority for permitting, advising the Port on infrastructure issues, and providing constructive feedback recommendations, troubleshooting, and resolving plan review comments.

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

The horizontal components of Mission Rock and Pier 70 (streets, utilities, and public open spaces) are publicly funded. Over the life of these projects, the Port will issue hundreds of millions of dollars in bond financing to fund public infrastructure. Delays in construction result in cost overruns that will ultimately be borne by the public and result in loss of revenues to the City. The Developments at Mission Rock and Pier 70 are complex undertakings. Successful project implementation necessitates coordination between multiple stakeholders who in-turn represent a diverse spectrum of professional experts across various disciplines. Nimble project management and deep technical expertise are essential to these project's success. Staffing for Port oversight of Mission Rock and Pier 70 is challenging as both projects are highly sensitive to ebbs and flows of the local real estate market. This results in unpredictable workflows making it difficult for the Port to solely staff these projects internally. Limiting staffing for engineering oversight and technical expertise to full time City employees at Mission Rock and Pier 70, would likely result in layoffs when projects go dormant. The lack of these services would hinder the Port's ability to respond to issues in a timely manner resulting in cost overruns caused by delayed decision making. This PSC ensures that the Port can effectively triage issues as they arise and respond in an informed and timely manner minimizing risks of project delays, ensuring public funds are well managed.

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 (engineering support services at Mission Rock and Pier 70) closely mirrors a PSC previously approved by the Civil Service Commission in April of 2018. The original contract amount was for \$2,400,000 under a four-year contract with the option to extend the contract twice at 6-month intervals (5 years total).

D. Will the contract(s) be renewed?

The Port has no plans to renew the contract at this time. Should the Port wish to renew the contract, it will need to go through an extensive public process that includes hearings at both the Port and Civil Service Commissions. And any consultant hired through this contract will need successfully win a future competitive bidding process before they can be rehired at the end of the contract term. The new contract will mirror the previous contract of a four-year term with two optional 6-month extensions (five years total).

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

This PSC is for As-Needed services on two private development projects including the developments at Mission Rock and Pier 70. These developments are projects that will take decades to complete. However, the services are needed on an intermittent basis throughout the life of the project.

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:

The proposed services for this project are as needed, and specifically relate to the development projects located at Pier 70 and Mission Rock. The Port and the City do not possess the expertise necessary to provide as needed technical support services to review and implement various maps, infrastructure systems design, and facilitation and coordination of approval processes for the development projects located at Pier 70 and Mission Rock. Development projects like Mission Rock and Pier 70 require oversight by the City to ensure streets, buildings and public open spaces are built to high standards and comply with relevant codes and policies. Port oversight work generated by these developments is somewhat periodic in nature due to the projects' sensitivity to cycles in the local real estate market. For example, the past year, shifts in people's housing preferences, decreasing demand for office space, and logistical challenges in procuring construction materials caused by the Coronavirus pandemic have posed significant challenges to construction underway and, in the case of the Pier 70 project, affected its timeline moving forward. The cyclical nature of the work necessitates the Port contract with consultants to ensure work is performed in a timely manner, especially during periods of high activity.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The primary skills and expertise needed will be Civil Engineering and Project Management. To a lesser extent, the consultant will provide skills in related engineering disciplines (mechanical, structural, geotechnical, electrical, traffic); mapping; and construction management. Specific skills include knowledge of entitlement documents, planning of infrastructure systems, master utility planning, conditions of approval related to Final Maps, Parcel Maps, developing conceptual level planning for utility services, knowledge of land transfers, coordination of document transmittal for ICA approvals, knowledge of acquisition agreements and Disposition and Development Agreements, understanding of the reimbursement process as it applies to publicly financed projects.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5216, Chief Surveyor; 5241, Engineer; 5502, Project Manager 1; 5504, Project Manager 2; 6318, Construction Inspector;

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 Port has discussed these services with members of the Interagency Cooperation Agreement (ICA) which include the San Francisco Municipal Transportation Agency, San Francisco Public Works, San Francisco Public Utilities Commission, and the San Francisco Fire Department.

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

A. Explain why civil service classes are not applicable.

The services sought through this contract are unique, highly specialized and require skills the Port does not have in-house. Due to the unpredictable workflows generated by these projects for City staff and the City's long onboarding process for new hires, relying solely on civil services classes to provide project management and engineering support for Mission Rock and Pier 70 would likely result in periodic layoffs when projects go dormant (due to downcycles in the local real estate market) and cost overruns (due to staffing shortages when projects pick back up again).

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 consultant services partially not stems from a mismatch between desired expertise and existing civil service classes, but rather the unpredictable nature of workloads generated by developments at Mission Rock and Pier 70. Further, the services sought through this contract are unique, highly specialized, and short-term duration and relate specifically to two development projects located on Port property.

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 need to train employees. As stated above, the need for consultant services does not stem from a mismatch between desired expertise and existing civil service classes, but rather the unpredictable nature of workloads generated by developments at Mission Rock and Pier 70.
- 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 11/04/2021, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21

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

Name: Stephanie Tang Phone: 415-274-0483 Email: stephanie.tang@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41137 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/03/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of stephanie.tang@sfport.com
To: [Tang, Stephanie \(PRT\)](mailto:Tang.Stephanie@PRT); 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; [Tang, Stephanie \(PRT\)](mailto:Tang.Stephanie@PRT); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41137 - 21/22
Date: Thursday, November 4, 2021 2:57:13 PM

RECEIPT for Union Notification for PSC 41137 - 21/22 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 41137 - 21/22 for \$3,000,000 for Initial Request services for the period 07/01/2021 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17445> 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: PORT -- PRTDept. Code: PRTType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Technical Support Services - Pier 70 & Mission RockFunding Source: Port Operating BudgetPSC Duration: 4 yearsPSC Amount: \$2,100,000**1. Description of Work**

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

The Port of San Francisco is seeking technical support services on an as-needed basis in the review and implementation of various maps, infrastructure systems design, and facilitation and coordination of various approval processes. The services are related to the development of two master planned Port projects at Pier 70 and Mission Rock. Pier 70 is a 28 acre mixed use development along the San Francisco Central Waterfront, adjacent to the Dogpatch neighborhood. Mission Rock is a 20 acre mixed use, master planned development near Pier 58-50 in the City's Mission Bay Redevelopment project area. The selected consultant will provide technical support to the Port consistent with Interagency Cooperation Agreements (ICA) and entitlement documents including but not limited to the:

Final Environmental Impact Reports

Design for Development and Design Control documents

Project Infrastructure Plan and Supplements

Subdivision Code and Regulations

Streetscape Master Plan

Master Utility Plan

In addition, the selected consultant will facilitate the ICA process on behalf of the Port, review submissions with respect to the Port's proprietary role and authority for permitting, advising the Port on infrastructure issues, and providing constructive feedback recommendations, troubleshooting, and resolving plan review comments.

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

Port staff does not have the expertise or staffing capacity necessary to complete this work. If not contracted out, the permitting and approvals required by the Port through respective ICA for the developments at Pier 70 and Mission Rock could delay the projects creating a loss of revenue to the Port and City.

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?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The proposed services for this project are short-term, as-needed, and specifically relate to the development projects located at Pier 70 and Mission Rock. The Port and the City do not possess the expertise necessary to provide as needed technical support services to review and implement various maps, infrastructure systems design, and facilitation and coordination of approval processes for the development projects located at Pier 70 and Mission Rock.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specific skills include knowledge of entitlement documents, planning of infrastructure systems, master utility planning, conditions of approval related to Tentative Maps, Tentative Transfer Maps, Final Maps, Parcel Maps, developing conceptual level planning for utility services, knowledge of land transfers, coordination of document transmittal for ICA approvals, knowledge of acquisition agreements and Disposition and Development Agreements.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect; 5506, Project Manager 3; 6318, Construction Inspector;

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 Port has discussed these services with members of the Interagency Cooperation Agreement (ICA) which include the San Francisco Municipal Transportation Agency, San Francisco Public Works, San Francisco Public Utilities Commission, and the San Francisco Fire Department.

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

A. Explain why civil service classes are not applicable.

The services sought through this contract are unique, highly specialized, and short-term duration.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the services sought through this contract are unique, highly specialized, and short-term duration and relate specifically to two development projects located on Port property.

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. The contractor will not train employees. They will provide support and assistance with the development of permits and maps for approval processes related to mixed use projects at Pier 70 and Mission Rock.

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 01/10/2018, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45871 - 17/18

DHR Analysis/Recommendation:

action date: 04/02/2018

Commission Approval Required

Approved by Civil Service Commission

04/02/2018 DHR Approved for 04/02/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Standby Generator Maintenance

Funding Source: Operating Funds

PSC Duration: 5 years

PSC Amount: \$1,500,000

1. Description of Work

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

The purpose of this contract is to provide Preventive Maintenance, Inspection and As-Needed

Repair Services of multiple Standby Generators throughout the City and County of San Francisco Public Utilities Commission, Water Supply and Treatment Division (SFPUC-WST) facilities. Work will entail replacing oil, oil filters, and coolant, troubleshooting, load testing, repairs of oil leaks, coolant leaks, exhaust leaks, tune ups, inspections, calibrations and emergency service.

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

WSTD standby generators are critical in maintaining the operation of WSTD facilities in the event of a power outage. Consequences of denial include decreased reliability of the standby generators and potential interruption of customer water delivery or regulatory violations with respect to water quality due to power outages.

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

The service has been provided in the past via TC 70220, Contract ID 1000013528.

D. Will the contract(s) be renewed?

No

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

The PSC is for five years because the plan is to have a five-year as needed maintenance contract.

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:

WSTD standby generators are in need of periodic maintenance and servicing to maintain reliability in the event of a power disruption. These generators have proprietary controls in place which we do not have the staffing, tools or equipment needed to service or repair these units. Those aspects of service and maintenance that do not require proprietary-related knowledge will also be performed by the contractor, with the understanding that WSTD intends to hire staff to do this work within the next 5 years.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Service technicians and diesel engine mechanics must be highly skilled to maintain and diagnose 1000 + horsepower engines from various manufacturers. The majority of highly skilled mechanics employed by diesel service contractors maintain ASE certification. Contractors employ service workers that have received factory authorized training from the various engine manufacturers that provide engines for emergency power generation. Service mechanics have the skills and experience to perform factory required maintenance and perform repairs to starting, lubrication, cooling and fuel management systems. Specialized technicians diagnose and

optimize fuel systems to meet the stringent emissions standards.

- B. Which, if any, civil service class(es) normally perform(s) this work? 7313, Automotive Machinist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor must maintain technical and proprietary testing gear and equipment to perform diagnostic testing of various fuel injection control systems and emissions systems.

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

Within the next 5 years, WSTD plans to hire a permanent 7313, Automotive Machinist in order to perform all non-proprietary related maintenance work. In particular cases in which there are proprietary controls, contracting will always be necessary, albeit on a smaller scale. Therefore, once a 7313 is hired and fully trained, contracted work may be limited to a scope entailing only proprietary related maintenance.

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

- A. Explain why civil service classes are not applicable.
The standby generators have proprietary controls which the department does not have access to, also a lack of expertise on engines and electrical controls for most of these generators. In particular cases in which there are proprietary controls, contracting will always be necessary, albeit on a smaller 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. N/A

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The standby generators have proprietary controls which the department does not have access to, also a lack of expertise on engines and electrical controls for most of these generators.
- 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 11/09/2021, the Department notified the following employee organizations of this PSC/RFP request:
Automotive Machinists, Local 1414

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@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42697 - 21/22

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 01/03/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

From: [Kyger, Todd](#)
To: speedy4864@aol.com; agonzalez@iam1414.org
Cc: [Hale, Shawndrea M.](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Re: Receipt of Notification to Union for New PSC Request PSC # 42697 - 21/22
Date: Tuesday, November 9, 2021 3:08:34 PM
Attachments: [PSC 42697-2122.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

We are working with DHR to resolve a technical/network issue with the automated PSC database notification system. In the meantime, please see the attached PSC and notice below for your review.

“RECEIPT for Union Notification for PSC 42697 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42697 - 21/22 for \$1,500,000 for Initial Request services for the period 01/18/2022 – 01/17/2027. 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/17506/edit/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.”

Thank you,
t

Todd Kyger

Project Labor Agreement Administrator, Infrastructure

Workforce & Economic Program Services

Cell: 415-308-0839

Pronouns: he, him, his

sfpuc.org | tkyger@sfgov.org



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: Purchase of Conservation Bank Credits

Funding Source: COA: 10015335-0003-15600-232147-26230

PSC Duration: 52 weeks

PSC Amount: \$989,600

1. Description of Work

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

The State Endangered Species Act regulations require compensation for impacts to state listed endangered and threatened species and their habitat, either by the creation or enhancement of habitat. A mitigation or conservation bank permanently protects privately or publicly owned lands that are managed in perpetuity for endangered, threatened, and other at-risk species. Conservation banks are owned and managed by third parties who sell conservation credits to entities that must mitigate impacts as a condition of permits to construct projects.

The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco (City), seeks to purchase California tiger salamander upland and aquatic conservation credits from the Piedra Azul Conservation Bank via Westervelt Ecological Services, LLC to satisfy mitigation requirements outlined in the Incidental Take Permit (permit) issued by the California Department of Fish and Wildlife for the San Joaquin Pipeline East Project. The Conservation Bank is in the process of obtaining final conservation bank approval from the CA Department of Fish and Wildlife to sell to compensation credits. Piedra Azul Conservation Bank would satisfy mitigation requirements of the San Joaquin Pipeline East Project and will be the only bank with available credits to satisfy the mitigation requirement once fully approved by CA Department of Fish and Wildlife.

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

The SFPUC is required to fulfill mitigation requirements outlined in the CA Department of Fish and Wildlife Incidental Take Permit (permit) issued to the SFPUC to implement the San Joaquin Pipeline East infrastructure project. Failure to fulfill mitigation requirements could result in fine and/or additional mitigation 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.

PSC 43911-19/20 through a different bank

D. Will the contract(s) be renewed?

No

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

N/A

2. Reason(s) for the Request

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

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 CA Department of Fish and Wildlife Incidental Take Permit (Permit 2081-2011-061-03) issued for the San Joaquin Pipeline East Project in 2011 requires the purchase of credits from a conservation bank to satisfy impacts to state listed species.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: A conservation bank must have credits available with a service area that overlaps the impact area (i.e. where impacts to state listed species occurs due to infrastructure project) and must be approved by the CA Department of Fish and Wildlife. The Piedra Azul Conservation Bank, managed by Westervelt Ecological Services, LLC, will be the only CA Department of Fish and Wildlife approved conservation bank with a service area which overlaps the project impact area.
- 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: The contractor will provide the in-perpetuity maintenance of the mitigation bank credits purchased by the SFPUC. No facilities and/or equipment will be provided to the City.

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.
Civil service staff do not develop, manage or maintain conservation banks.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work. Establishing a conservation bank is specialized and requires the purchase and development of large areas of land. It is more cost effective for the SFPUC to purchase credits from a conservation bank, as needed, rather than establish a conservation bank on their own.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Civil service staff do not develop, manage or maintain conservation banks.
- 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 11/04/2021, 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@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47923 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/03/2022

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@sfflocal798.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 # 47923 - 21/22
Date: Thursday, November 4, 2021 3:01:17 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 47923 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47923 - 21/22 for \$989,600 for Initial Request services for the period 11/01/2021 – 10/31/2022. 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/17498> 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

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: BOARD OF SUPERVISORS

Dept. Code: BOS

Type of Request: Initial Modification of an existing PSC (PSC # 40737 - 20/21)

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

Type of Service: Redistricting Task Force Community Outreach

Funding Source: General Fund

PSC Original Approved Amount: \$120,000 PSC Original Approved Duration: 08/01/21 - 04/30/22 (38 weeks 6 days)

PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$220,000 PSC Cumulative Duration Proposed: 38 weeks 6 days

1. Description of Work

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

Board of Supervisors seeks to retain the services of a qualified consultant that has expertise in culturally and linguistically competent community outreach for the Redistricting Task Force. The community outreach includes informing and educating public of redistricting process, connecting with underserved communities and neighborhoods, and encouraging resident's participation in the redistricting process. Specifically, the consultant will produce contents in print and digital media, including but not limited to, newspaper advertisement, flyers, newsletters, email, website, and social media. Additionally, the outreach contents should be produced in multiple languages to disseminate information to the non-English speaking members of the public.

Scope Change

In addition to the original scope of work, the Task Force is currently deliberating on including in-person events and public service announcements to engage hard-to-reach neighborhoods and communities.

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

Every ten years, the Federal Government conducts a census to determine the number of individuals living in the United States. After the census is completed, the San Francisco Charter Sec. 13.110(d) requires the Director of Elections to determine whether the existing supervisorial districts meet the legal requirements established by federal, state, and local law. The Charter also requires the Board of Supervisors to convene a Redistricting Task Force. On May 25, 2021, the Board of Supervisors introduced an ordinance to convene a Redistricting Task Force. Community outreach is a major, critical component of the Task Force's work and the denial of this request would have a significant negative impact on the Task Force's ability to conduct their work as required by law.

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 40737 - 20/21

D. Will the contract(s) be renewed?

No.

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

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:

The Redistricting Task Force will be convened from August 2021 through April 2022. The services will be needed for the limited term only. Additionally, the Department currently does not have internal staff who has the expertise needed to perform this work.

B. Reason for the request for modification:

The Board of Supervisors is requesting additional funds for the outreach consultant contract for the Redistricting Task Force. Originally, the Department anticipated that the consultant's work would focus on the creation and dissemination of the redistricting information through email, newsletter, newspaper advertisement, and social media and would be conducted remotely due to the health emergency. Since the inaugural meeting in September, the Task Force has been deliberating on the format of the outreach work and exploring the possible inclusion of in-person events and public service announcements to engage hard-to-reach neighborhoods and communities. Due to the time constraints around the Task's Force's legally mandated deadline and the City's procurement process, the Department is modifying the original submission at this time to include additional funds in the event the Task Force decides to include the expanded work in their outreach plan.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: - Ability to design and produce outreach contents in multiple formats such as advertisements, flyers, newsletters, websites, and social media - Strong understanding of San Francisco's local communities and diverse neighborhoods - Experience with targeted outreach to underserved communities and neighborhoods - Expertise in developing and implementing plans and strategies that result in a greater level of public participation and information dissemination - Proficient in designing culturally sensitive and competent messaging - Ability to translate contents in multiple languages, at minimum Chinese, Spanish and Filipino

B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The Redistricting Task Force will be convened from August 2021 through April 2022. The services will be needed for the limited term only. Additionally, given that the nature of the work is specialized, it is not possible to fully meet the needs of the project without outside consulting 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: Adoption of a new civil service class is not necessary. The Redistricting Task Force will be convened from August 2021 through April 2022. The services will be needed for the limited term only.

6. Additional Information

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

No.

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

Training of employees are not needed for this service.

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.

7. Union Notification: On 11/30/21, 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: Junko Laxamana Phone: 415-554-7704 Email: junko.laxamana@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Pl, Room 244, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40737 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/03/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of junko.laxamana@sfgov.org
To: [Laxamana, Junko \(BOS\); Laxamana, Junko \(BOS\); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Laxamana, Junko (BOS); 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)@ifpte21.org)
Subject: Receipt of Modification Request to PSC # 40737 - 20/21 - MODIFICATIONS
Date: Tuesday, November 30, 2021 1:59:32 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The BOARD OF SUPERVISORS -- BOS has submitted a modification request for a Personal Services Contract (PSC) for \$100,000 for services for the period November 30, 2021 – April 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/17601>

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: BOARD OF SUPERVISORS -- BOSDept. Code: BOSType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Redistricting Task Force Community OutreachFunding Source: General FundPSC Amount: \$120,000PSC Est. Start Date: 08/01/2021PSC Est. End Date: 04/30/2022**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Board of Supervisors seeks to retain the services of a qualified consultant that has expertise in culturally and linguistically competent community outreach for the Redistricting Task Force. The community outreach includes informing and educating public of redistricting process, connecting with underserved communities and neighborhoods, and encouraging resident's participation in the redistricting process. Specifically, the consultant will produce contents in print and digital media, including but not limited to, newspaper advertisement, flyers, newsletters, email, website, and social media. Additionally, the outreach contents should be produced in multiple languages to disseminate information to the non-English speaking members of the public.

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

Every ten years, the Federal Government conducts a census to determine the number of individuals living in the United States. After the census is completed, the San Francisco Charter Sec. 13.110(d) requires the Director of Elections to determine whether the existing supervisorial districts meet the legal requirements established by federal, state, and local law. The Charter also requires the Board of Supervisors to convene a Redistricting Task Force. On May 25, 2021, the Board of Supervisors introduced an ordinance to convene a Redistricting Task Force. Community outreach is a major, critical component of the Task Force's work and the denial of this request would have a significant negative impact on the Task Force's ability to conduct their work as required by law.

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

This service hasn't been provided in the past by the Board of Supervisors. In 2011, the Department of Elections hired a consultant for the Redistricting Task Force.

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:

The Redistricting Task Force will be convened from August 2021 through April 2022. The services will be needed for the limited term only. Additionally, the Department currently does not have internal staff who has the expertise needed to perform this work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: - Ability to design and produce outreach contents in multiple formats such as advertisements, flyers, newsletters, websites, and social media - Strong understanding of San Francisco's local communities and diverse neighborhoods - Experience with targeted outreach to underserved communities and neighborhoods - Expertise in developing and implementing plans and strategies that result in a greater level of public participation and information dissemination - Proficient in designing culturally sensitive and competent messaging - Ability to translate contents in multiple languages, at minimum Chinese, Spanish and Filipino
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

The Department does not have internal staff who has the expertise needed to perform this work. The Department reached out to the Office of Civic Engagement and Immigrant Affairs (OCEIA) for translation of outreach materials; however, the OCEIA does not have the capacity at this time.

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

- A. Explain why civil service classes are not applicable.
The Redistricting Task Force will be convened from August 2021 through April 2022. The services will be needed for the limited term only. Additionally, given that the nature of the work is specialized, it is not possible to fully meet the needs of the project without outside consulting 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. Adoption of a new civil service class is not necessary. The Redistricting Task Force will be convened from August 2021 through April 2022. The services will be needed for the limited term only.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training of employees are not needed for this service.
- 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 06/17/2021, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

Name: Junko Laxamana Phone: 415-554-7704 Email: junko.laxamana@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Pl, Room 244 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40737 - 20/21

DHR Analysis/Recommendation:

action date: 08/16/2021

Commission Approval Required

Approved by Civil Service Commission

08/16/2021 DHR Approved for 08/16/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 49252 - 21/22)

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

Type of Service: Child Abuse Prevention Plan

Funding Source: Federal funds passed through State to HSA

PSC Original Approved Amount: \$476,131 PSC Original Approved Duration: 11/01/21 - 10/31/23 (1 year 52 weeks)

PSC Mod#1 Amount: \$550,000 PSC Mod#1 Duration: 11/24/21-10/31/24 (1 year 1 day)

PSC Cumulative Amount Proposed: \$1,026,131 PSC Cumulative Duration Proposed: 3 years

1. Description of Work

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

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

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

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

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

Services have been provided in the past through earlier PSC request. See 49252 - 21/22

D. Will the contract(s) be renewed?

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

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

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

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

B. Reason for the request for modification:

Adding another year of consulting services

3. Description of Required Skills/Expertise

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

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

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

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

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
no 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 12/03/21, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Management & Superv Local 21;

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

Name: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49252 - 21/22

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 01/03/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Gendelman, Johanna (HSA); 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 # 49252 - 21/22 - MODIFICATIONS
Date: Wednesday, November 24, 2021 11:08:16 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$550,000 for services for the period November 24, 2021 – October 31, 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/17582>

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: HUMAN SERVICES -- DSSDept. Code: DSSType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Child Abuse Prevention PlanFunding Source: Federal funds passed through State to HSAPSC Amount: \$476,131PSC Est. Start Date: 11/01/2021PSC Est. End Date: 10/31/2023**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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

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

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

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

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

D. Will the contract(s) be renewed?

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

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

N/A

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

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

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

B. Explain the qualifying circumstances:

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

3. Description of Required Skills/Expertise

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

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

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

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

6. Additional Information

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

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

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

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

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

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

7. **Union Notification:** On 08/19/2021, the Department notified the following employee organizations of this PSC/RFP request:
Management & Superv Local 21; Professional & Tech Engrs, Local 21

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

Name: johanna gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49252 - 21/22

DHR Analysis/Recommendation:

action date: 11/15/2021

Commission Approval Required

Approved by Civil Service Commission

11/15/2021 DHR Approved for 11/15/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 45762 - 16/17)

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

Type of Service: bus towing and roadside assistance

Funding Source: Operating Funds

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

PSC Original Approved Duration: 07/01/17 - 06/30/21 (4 years)

PSC Mod#1 Amount: \$200,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 02/01/19-01/31/23 (1 year 30 weeks)

PSC Mod#3 Amount: \$4,800,000

PSC Mod#3 Duration: 02/01/22-01/31/27 (4 years 1 day)

PSC Cumulative Amount Proposed: \$6,000,000

PSC Cumulative Duration Proposed: 9 years 30 weeks

1. Description of Work

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

Contractor will provide 24-hour, 7 days a week as-needed roadside assistance and/or towing services for SFMTA's rubber tire revenue vehicles, to include diesel, electric, and electric buses and trolleys.

Scope Change

No

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

The service is necessary because broken down buses and trolleys must be either promptly repaired or towed to SFMTA repair facilities. If this service is denied, the SFMTA will not be able to respond to disabled buses and trolleys that must be repaired or removed from the locations where they break down.

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, CSC approved 06/19/2017

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:

Yes, to get a contract that will allow for MTA buses, trolleys, and trains to be towed back to the shop for repairs.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Services required on as-needed bases, requiring specialized equipment that the SFMTA does not have.

B. Reason for the request for modification:

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The service provider must possess the ability to tow a bus or trolley using a Lowboy trailer and be able to provide year-round, 24-hour emergency roadside service (such as tire inflation in order to move a bus or trolley).
- B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The awarded contractor must have a tow truck with Lowboy trailer for towing a bus or trolley. The SFMTA does not have this specialized 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.
While civil service classes could perform the work, the work requires utilization of specialized equipment that the SFMTA does not have.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work requires that the SFMTA have specialized equipment used for towing buses and trolleys.

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 required, and no employees will require 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.
Yes, due to staffing shortage
- 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 11/29/21, the Department notified the following employee organizations of this PSC/RFP request:
TWU - Automotive Service Worker; Automotive Machinists, Local 1414;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45762 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/03/2022

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Monday, November 29, 2021 1:52 PM
To: Nuque, Amy; mdennis@twusf.org; roger marengo; Pete Wilson - Union 250A VP; Mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.com; dhr-psccordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 45762 - 16/17 - MODIFICATIONS

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PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$4,800,000 for services for the period February 1, 2022 – January 31, 2027. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/11947>

Email sent to the following addresses: speedy4864@aol.com agonzalez@iam1414.org Mjayne@iam1414.org pwilson@twusf.org rmarengo@twusf.org mdennis@twusf.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # 45762 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: bus towing and roadside assistanceFunding Source: Operating FundsPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 07/01/17 - 06/30/21 (4 years)PSC Mod#1 Amount: \$200,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 02/01/19-01/31/23 (1 year 30 weeks)PSC Cumulative Amount Proposed: \$1,200,000PSC Cumulative Duration Proposed: 5 years 30 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide 24-hour, 7 days a week as-needed roadside assistance and/or towing services for SFMTA's rubber tire revenue vehicles, to include diesel, electric, and electric buses and trolleys.

Scope Change

No

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

The service is necessary because broken down buses and trolleys must be either promptly repaired or towed to SFMTA repair facilities. If this service is denied, the SFMTA will not be able to respond to disabled buses and trolleys that must be repaired or removed from the locations where they break down.

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

yes PSC 45762 Mod 1 approved 09/24/18

D. Will the contract(s) be renewed?

Yes.

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

N/A

2. Reason(s) for the Request**A. Display all that apply**

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

Explain the qualifying circumstances:

Services required on as-needed bases, requiring specialized equipment that the SFMTA does not have.

B. Reason for the request for modification:

The contract term is 02/01/19 through 01/31/23

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The service provider must possess the ability to tow a bus or trolley using a Lowboy trailer and be able to provide year-round, 24-hour emergency roadside service (such as tire inflation in order to move a bus or trolley).
- B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The awarded contractor must have a tow truck with Lowboy trailer for towing a bus or trolley. The SFMTA does not have this specialized 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.
While civil service classes could perform the work, the work requires utilization of specialized equipment that the SFMTA does not have.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work requires that the SFMTA have specialized equipment used for towing buses and trolleys.

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 to be provided to SFMTA personnel as services provided by the contractor and its employees requires specialized equipment and skills set such as the use of a tow truck with a lowboy trailer and the removal of the rear axle without damaging the bus and or trolley.

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.

Auto Express Towing & Recovery 2594 Oakdale Ave SF415-846-2262

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

TWU - Automotive Service Worker; Automotive Machinists, Local 1414;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45762 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/03/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: bus towing and roadside assistanceFunding Source: Operating FundsPSC Duration: 4 yearsPSC Amount: \$1,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide 24-hour, 7 days a week as-needed roadside assistance and/or towing services for SFMTA's rubber tire revenue vehicles, to include diesel, electric, and electric buses and trolleys.

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

The service is necessary because broken down buses and trolleys must be either promptly repaired or towed to SFMTA repair facilities. If this service is denied, the SFMTA will not be able to respond to disabled buses and trolleys that must be repaired or removed from the locations where they break down.

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

This service has been provided in the past, as approved by the Civil Service Commission on December 3, 2014, in PSC # 41791-14/15. On April 11, 2017, the DHS administratively approved an additional amount to fund continuation of services after contract amount was almost expended.

D. Will the contract(s) be renewed?

Yes.

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

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 required on as-needed bases, requiring specialized equipment that the SFMTA does not have.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The service provider must possess the ability to tow a bus or trolley using a Lowboy trailer and be able to provide year-round, 24-hour emergency roadside service (such as tire inflation in order to move a bus or trolley).
- B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The awarded contractor must have a tow truck with Lowboy trailer for towing a bus or trolley. The SFMTA does not have this specialized equipment.

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

None. This work requires specialized equipment, to be used and operated when towing is needed.

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

- A. Explain why civil service classes are not applicable.
While civil service classes could perform the work, the work requires utilization of specialized equipment that the SFMTA does not have.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work requires that the SFMTA have specialized equipment used for towing buses and trolleys.

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

- 7. Union Notification:** On 04/14/2017, the Department notified the following employee organizations of this PSC/RFP request:
Automotive Machinists, Local 1414; TWU - Automotive Service Worker

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

Name: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45762 - 16/17

DHR Analysis/Recommendation:

action date: 06/19/2017

Commission Approval Required

Approved by Civil Service Commission

06/19/2017 DHR Approved for 06/19/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 42354 - 16/17)

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

Type of Service: Wastewater & Stormwater Services (PRO.0054;CS-203;CS-350)

Funding Source: WWE, Capital & Operating Budget

PSC Original Approved Amount: \$23,000,000

PSC Original Approved Duration: 01/01/17 - 12/31/21 (5 years)

PSC Mod#1 Amount: \$890,000

PSC Mod#1 Duration: 01/01/22-11/01/23 (1 year 43 weeks)

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

PSC Mod#2 Duration: 11/01/23-06/30/26 (2 years 34 weeks)

PSC Cumulative Amount Proposed: \$25,890,000

PSC Cumulative Duration Proposed: 9 years 25 weeks

1. Description of Work

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

As-needed services in the areas of: wastewater management and planning; stormwater management and planning; knowledge management; asset management; environmental, hazardous materials, and regulatory compliance; and health and safety.

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

Federal and State environmental and regulatory agencies require permits, compliance and reporting actions by Wastewater Enterprise for its operations and maintenance activities. Based on our experience with the current as-needed contracts, these services are necessary due to the aging the wastewater infrastructure and regulatory requirements. The as-needed work has reduced our contracts' capacity greatly in just four years. This new PSC request will allow the SFPUc issue a new request for proposal (RFP) to provide as-needed services that include, but are not limited to: environmental and regulatory compliance; wastewater and stormwater sampling; chronic toxicity testing and analyses; staff development, training and certification/licensing; knowledge management; facility useful life and life cycle assessment and analyses; and low impact design (LID) storm water project development & policy development. Denial of these proposed contract services may lead to unplanned shutdowns and fines from the regulatory agencies and other civil penalties.

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

Services have been provided in the past through earlier PSC request. See 42354 - 16/17

D. Will the contract(s) be renewed?

No.

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

The SFPUC requires the services of a the current consultant to provide equipment and software maintenance services to support the Living Machine wastewater treatment system installed at SFPUC headquarters at 525 Golden Gate Avenue. The current contractor was awarded the initial agreement because the design intent for 525 GG specifies an engineered tidal wetland for the treatment of blackwater. Contractor provides expertise and a proprietary system that satisfies the SFPUC’s design criteria, and is not available from any other source.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

SFPUC staff provides expertise for a portion of the proposed as-needed work for this contract, but cannot provide the highly specialized “state of the industry” expertise required in its entirety. For example, some tasks require very specific technical expertise (e.g. low impact design; modeling for storm water facilities; toxicity screening for effluent discharges; etc.) that City employees cannot provide; necessitating the use of contracted as-needed services.

B. Reason for the request for modification:

WWE has relied on Woodard and Curran to provide Health and Safety (H&S) services to our treatment plants as related to the competency based training component in the WWE’s business plan. COVID has made the H&S work a priority and there is need for the consultants continued H&S work under this contract. The other three as-needed firm’s current spending is within our annual projections and do not need additional funds to meet the WWE’s needs. This is due to the fact that when we asked all our as-needed firms (PRO.054.A-D) if they were interested in providing these H&S services, only Woodard and Curran wanted to pursue this work. Woodard and Curran’s H&S and competency based training work, have depleted the contract’s current budget capacity under 10%. The additional funds will all allow H&S competency based training services to continue especially during this pandemic. Woodard and Curran is nearing the third year of a five year contract and there will not be enough funds to continue or pursue additional work for the remaining contract term.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized and technical skills related to wastewater utility operations and management including specially licensed sanitary engineers, third party review regarding combined sewer systems management and planning expertise, hydrologic modeling, regulatory compliance, specialized laboratory services, external expertise in geotechnical analysis, water quality analyses, process optimization, and risk assessment. The SFPUC has utilized consultant expertise in the past for work like mitigating chronic erosion at Ocean Beach which was threatening critical wastewater infrastructure. The City is required to plan for and design sand nourishment activities based on current conditions and approved by the California Coastal Commission before work can be implemented. Consultants are providing beach nourishment design measures while SFPUC staff look for alternatives and design work for long

term planning. Also, please note that if there is hydraulic modeling work, the department will look in-house first and then to sister agencies, e.g., SFPW, prior to asking for As-Needed consultant services.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2484, Biologist III; 2485, Supv Biologist; 2488, Supv Chemist; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5602, Utility Specialist; 6138, Industrial Hygienist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The SFPUC is currently utilizing existing staff and civil service classes in other departments (e.g. – 5211, 5212, etc.) through work orders, when necessary. The SFPUC is currently providing training to City staff and will continue to do so in order to deliver some of these services. However, the work to be done under the PSC is required only on a short-term 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. It would not be practical to adopt a new civil service class to perform this work due to the highly specialized technical nature of the services that is often required on intermittent or periodic basis. Work like stormwater facilities modeling and toxicity screening require expertise beyond what is available among City staff; or at least in sufficient numbers to satisfy unanticipated spikes in workload. However, SFPUC will continue to evaluate possible training of City staff to provide these highly technical services and bring in new staff as was the case for the municipal separate storm sewer system (MS4) permitting.

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.
There is no formal training. However, SFPUC will continue to evaluate possible training of City staff to provide these highly technical services and bring in new staff as was the case for the municipal separate storm sewer system (MS4) permitting.
- 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 12/02/21, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: 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# 42354 - 16/17

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 01/03/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [Laxamana, Junko \(BOS\)](mailto:Laxamana,Junko); 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; [Irwin, William](mailto:Irwin,William); dhr-psccordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 42354 - 16/17 - MODIFICATIONS
Date: Thursday, December 2, 2021 12:50:06 PM

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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 \$2,000,000 for services for the period November 1, 2023 – 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/12670>

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 amakayan@ifpte21.org junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 42354 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Wastewater & Stormwater Services (PRO.0054;CS-203;CS-350)Funding Source: WWE, Capital & Operating BudgetPSC Original Approved Amount: \$23,000,000 PSC Original Approved Duration: 01/01/17 - 12/31/21 (5 years)PSC Mod#1 Amount: \$890,000 PSC Mod#1 Duration: 01/01/22-11/01/23 (1 year 43 weeks)PSC Cumulative Amount Proposed: \$23,890,000 PSC Cumulative Duration Proposed: 6 years 43 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

As-needed services in the areas of: wastewater management and planning; stormwater management and planning; knowledge management; asset management; environmental, hazardous materials, and regulatory compliance; and health and safety.

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

Federal and State environmental and regulatory agencies require permits, compliance and reporting actions by Wastewater Enterprise for its operations and maintenance activities. Based on our experience with the current as-needed contracts, these services are necessary due to the aging the wastewater infrastructure and regulatory requirements. The as-needed work has reduced our contracts' capacity greatly in just four years. This new PSC request will allow the SFPUC issue a new request for proposal (RFP) to provide as-needed services that include, but are not limited to: environmental and regulatory compliance; wastewater and stormwater sampling; chronic toxicity testing and analyses; staff development, training and certification/licensing; knowledge management; facility useful life and life cycle assessment and analyses; and low impact design (LID) storm water project development & policy development. Denial of these proposed contract services may lead to unplanned shutdowns and fines from the regulatory agencies and other civil penalties.

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

This service has been provided by PSC4017-09/10

D. Will the contract(s) be renewed?

No.

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

The SFPUC requires the services of a the current consultant to provide equipment and software

maintenance services to support the Living Machine wastewater treatment system installed at SFPUC headquarters at 525 Golden Gate Avenue. The current contractor was awarded the initial agreement because the design intent for 525 GG specifies an engineered tidal wetland for the treatment of blackwater. Contractor provides expertise and a proprietary system that satisfies the SFPUC's design criteria, and is not available from any other source.

2. Reason(s) for the Request

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

SFPUC staff provides expertise for a portion of the proposed as-needed work for this contract, but cannot provide the highly specialized "state of the industry" expertise required in its entirety. For example, some tasks require very specific technical expertise (e.g. low impact design; modeling for storm water facilities; toxicity screening for effluent discharges; etc.) that City employees cannot provide; necessitating the use of contracted as-needed services.

B. Reason for the request for modification:

Provide for Agreement No. CS-350, Living Machine – Equipment and Software Maintenance Agreement to continue provide equipment and software maintenance services for the Living Machine wastewater treatment system installed at the SFPUC headquarters at 525 Golden Gate Avenue. A delay or denial in amending this agreement could result in poor system performance by producing inadequately treated toilet flushing water, ultimately risking public health.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized and technical skills related to wastewater utility operations and management including specially licensed sanitary engineers, third party review regarding combined sewer systems management and planning expertise, hydrologic modeling, regulatory compliance, specialized laboratory services, external expertise in geotechnical analysis, water quality analyses, process optimization, and risk assessment. The SFPUC has utilized consultant expertise in the past for work like mitigating chronic erosion at Ocean Beach which was threatening critical wastewater infrastructure. The City is required to plan for and design sand nourishment activities based on current conditions and approved by the California Coastal Commission before work can be implemented. Consultants are providing beach nourishment design measures while SFPUC staff look for alternatives and design work for long term planning. Also, please note that if there is hydraulic modeling work, the department will look in-house first and then to sister agencies, e.g., SFPW, prior to asking for As-Needed consultant services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2484, Biologist III; 2485, Supv Biologist; 2488, Supv Chemist; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5602, Utility Specialist; 6138, Industrial Hygienist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The SFPUC is currently utilizing existing staff and civil service classes in other departments (e.g. – 5211, 5212, etc.) through work orders, when necessary. The SFPUC is currently providing training to City staff and will continue to do so in order to deliver some of these services. However, the work to be done under the PSC is required only on a short-term 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. It would not be practical to adopt a new civil service class to perform this work due to the highly specialized technical nature of the services that is often required on intermittent or periodic basis. Work like stormwater facilities modeling and toxicity screening require expertise beyond what is available among City staff; or at least in sufficient numbers to satisfy unanticipated spikes in workload. However, SFPUC will continue to evaluate possible training of City staff to provide these highly technical services and bring in new staff as was the case for the municipal separate storm sewer system (MS4) permitting.

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.

There is no formal training. However, SFPUC will continue to evaluate possible training of City staff to provide these highly technical services and bring in new staff as was the case for the municipal separate storm sewer system (MS4) permitting.

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 03/01/19, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42354 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/19/2019

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: Wastewater & Stormwater Services (PRO.0054;CS-203;CS-350)Funding Source: WWE, Capital & Operating BudgetPSC Duration: 5 yearsPSC Amount: \$23,000,000**1. Description of Work**

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

As-needed services in the areas of: wastewater management and planning; stormwater management and planning; knowledge management; asset management; environmental, hazardous materials, and regulatory compliance; and health and safety.

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

Federal and State environmental and regulatory agencies require permits, compliance and reporting actions by Wastewater Enterprise for its operations and maintenance activities. Based on our experience with the current as-needed contracts, these services are necessary due to the aging the wastewater infrastructure and regulatory requirements. The as-needed work has reduced our contracts' capacity greatly in just four years. This new PSC request will allow the SFPUC issue a new request for proposal (RFP) to provide as-needed services that include, but are not limited to: environmental and regulatory compliance; wastewater and stormwater sampling; chronic toxicity testing and analyses; staff development, training and certification/licensing; knowledge management; facility useful life and life cycle assessment and analyses; and low impact design (LID) storm water project development & policy development. Denial of these proposed contract services may lead to unplanned shutdowns and fines from the regulatory agencies and other civil penalties.

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

These as-needed services have been provided in the past by PSC No. 4017-09/10.

D. Will the contract(s) be renewed?

No.

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

The contracts' scope of work includes environmental and regulatory compliance as well as low impact design (LID) storm water project development & policy development. Due to the work's as-needed nature, consultants may need up to five years to complete the project in meeting various deadlines.

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:

SFPUC staff provides expertise for a portion of the proposed as-needed work for this contract, but cannot provide the highly specialized "state of the industry" expertise required in its entirety. For example, some tasks require very specific technical expertise (e.g. low impact design; modeling for storm water facilities; toxicity screening for effluent discharges; etc.) that City employees cannot provide; necessitating the use of contracted as-needed services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized and technical skills related to wastewater utility operations and management including specially licensed sanitary engineers, third party review regarding combined sewer systems management and planning expertise, hydrologic modeling, regulatory compliance, specialized laboratory services, external expertise in geotechnical analysis, water quality analyses, process optimization, and risk assessment. The SFPUC has utilized consultant expertise in the past for work like mitigating chronic erosion at Ocean Beach which was threatening critical wastewater infrastructure. The City is required to plan for and design sand nourishment activities based on current conditions and approved by the California Coastal Commission before work can be implemented. Consultants are providing beach nourishment design measures while SFPUC staff look for alternatives and design work for long term planning. Also, please note that if there is hydraulic modeling work, the department will look in-house first and then to sister agencies, e.g., SFPW, prior to asking for As-Needed consultant services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2484, Biologist III; 2485, Supv Biologist; 2488, Supv Chemist; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5602, Utility Specialist; 6138, Industrial Hygienist;
- 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?

Civil service classes are performing some of the applicable work as project managers. Where possible, staff has been hired to take over projects initiated by consultants. The permitting work for the municipal separate storm sewer system (MS4) that was developed by consultants resulted in the SFPUC hiring new City staff to maintain the on-going permitting and compliance process. However, since the contract is as-needed in nature, the work is often short term, technical, highly specialized, and may require a third party to maintain transparency with the public. For example, Green infrastructure maintenance planning and certification require consultants with extensive field knowledge of best practices used by other utilities throughout the country. This type of skill is often not available with City staff.

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

- A. Explain why civil service classes are not applicable.
The SFPUC is currently utilizing existing staff and civil service classes in other departments (e.g. – 5211, 5212, etc.) through work orders, when necessary. The SFPUC is currently providing training to City staff and will continue to do so in order to deliver some of these services. However, the work to be done under the PSC is required only on a short-term 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. It would not be practical to adopt a new civil service class to perform this work due to the highly specialized technical nature of the services that is often required on intermittent or periodic basis. Work like stormwater facilities modeling and toxicity screening require expertise beyond what is available among City staff; or at least in sufficient numbers to satisfy unanticipated spikes in workload. However, SFPUC will continue to evaluate possible training of City staff to provide these highly technical services and bring in new staff as was the case for the municipal separate storm sewer system (MS4) permitting.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. There is no formal training. However, SFPUC will continue to evaluate possible training of City staff to provide these highly technical services and bring in new staff as was the case for the municipal separate storm sewer system (MS4) permitting.
- 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 08/31/2016, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42354 - 16/17

DHR Analysis/Recommendation:

action date: 12/19/2016

Commission Approval Required

Approved by Civil Service Commission

12/19/2016 DHR Approved for 12/19/2016

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 # 44952 - 20/21)

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

Type of Service: OCME Decedent Removal, Transportation, Cremation, and As Needed Service- ADM

Funding Source: General Fund

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 09/01/21 - 08/31/25 (4 years)

PSC Mod#1 Amount: \$2,500,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$4,000,000 PSC Cumulative Duration Proposed: 4 years

1. Description of Work

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

The Office of the Chief Medical Examiner (OCME) seeks to contract with two California Licensed Funeral Establishments

to retrieve, transport, cremate, and store of ashes at their facility. This will address the capacity strain at OCME and at hospitals as well as alleviate OCME staff time in facilitating indigent cases including removal, transportation, cremation, and storage. In addition, well over half of the PSR Amount would create a new

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

This service is necessary to provide safe, reliable transportation, and respectful cremation of deceased persons under the jurisdiction or potential jurisdiction of the Medical Examiner. The typical recipients of this service will be persons who were medically, or financially indigent at death and have no next of kin or interested parties to carry out final arrangements. In the past the City has used its 2577 staff to transport indigent decedents to a crematorium. However, in the past two years the Medical Examiner caseload has almost doubled while at work staffing has slightly decreased. The new Medical Examiner Morgue has about 170-180% of its pre-2019 census and is slowly increasing as indigent cases continue to increase in the morgue due to lack of transportation ability. In addition, the OCME has assessed its disaster response capability and determined it lacks the capability to quickly response to even small mass fatality events. Denial of this service has two consequences- operational and failure to prepare for disaster. Firstly, for operational reasons without new contractors to remove decedents in a timely manner, hospital and OCME mortuaries will eventually fill up to or near capacity. Based on January 2021 Covid experience, this will affect hospitals weeks or months before the Medical Examiner morgue is completely full. Secondly, failure to create an "As Needed" services places the City at unnecessary risk of delays or inability to respond to future incidents. Based on the San Francisco Emergency Operations Center (EOC) earthquake planning, the OCME is not prepared to quickly transport or cremate even small fraction of the approximately 1500 casualties expected in a major earthquake (EOC Earthquake Scenario #3). Its current sole cremation contract is with a supplier requiring crossing a bay bridge. This agreement would allow OCME to at

least triple its capability. Denial would mean a minimum waiting period before State or Federal authorities could respond, assuming that the incident was only a City local event, not regional, State, or National. The "As Needed" portion of this contract would not displace new hires, nor incur costs if not used. Due to the current OCME emergency, OCME has sought an emergency short term contract to prevent running out of the capability to admit or release decedents due to lack of staffing until this PSR has been reviewed by the Civil Service Commission.

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 by this PSC 44873

D. Will the contract(s) be renewed?

The contracts may be renewed depending upon the contractor performance and the OCME assessment of future need.

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

2. **Reason(s) for the Request**

A. Display all that apply

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:

The immediately needed services for decedent transportation will be evaluated as part of OCME staffing level as compared to the current drug and secondary Covid-19 crisis. The "As-Needed" services represent a new contractual capability to respond to mass fatalities which OCME currently lacks. Finally the services which the City lacks specifically include cremation for which there is no facility and no trained staff as the City has no defined plans to begin that service.

B. Reason for the request for modification:

The original approved amount of 1,500,000 would be increased by a requested additional amount of 2,500 for a PSC cumulative amount proposed of 4,000,000. There are no changes in scope of this PSC. The short term experience from Spring of 2021 onwards is that the service volume continues to rise above historical norms. The existing PSC amount would not support further service needs during an additional mortuary disaster event.

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

A. Specify required skills and/or expertise: The contractors must possess a California State funeral establishment license and a crematory or contractual ability to cremate remains within 50 miles of San Francisco County. The supervising staff must hold a current valid Funeral Director or current valid embalmer's license issued by the California State Board of Funeral Directors or

Embalmers. The performing staff must remove and transport remains of the deceased under unpleasant conditions with possible exposure to toxic chemicals and other biohazards; interact courteously, and effectively with funeral home, health care personnel and OCME staff; perform strenuous physical activities including lifting and moving dead bodies; and operate a motor vehicle under a valid California license.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2577, Med Examiner's Investigator I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor provides California State licensed human cremation facilities; San Francisco does not possess this facility and has not plans to construct, license, or operate a crematory.

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 Civil Service class 2577 is applicable.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: There are at least three reasons why would not be practical to adopt a new civil service class for this proposed PSR: (1) San Francisco has no crematory to operate (2) The body removal and transportation duties are already outlined in the existing 2577 classification, and (3) a key component is the "As-Needed" aspect of flexing capability during a mass fatality incident.

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.
Contractor will provide suitable staff training to its own staff who will all be California licensed vehicle drivers. Contractor will not provide training to City employees.
- 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 10/08/21, 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: Room 362, 1 Dr. Carlton B Goodlett Place, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44952 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/03/2022

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Friday, October 8, 2021 2:52 PM
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; Miyashiro, Rand (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 44952 - 20/21 - MODIFICATIONS

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 \$2,500,000 for services for the period September 1, 2021 – August 31, 2025. 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/17418>

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: OCME Decedent Removal, Transportation, Cremation, and As Needed Service- ADMFunding Source: General FundPSC Duration: 4 yearsPSC Amount: \$1,500,000**1. Description of Work**

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

The Office of the Chief Medical Examiner (OCME) seeks to contract with two California Licensed Funeral Establishments to retrieve, transport, cremate, and store of ashes at their facility. This will address the capacity strain at OCME and at hospitals as well as alleviate OCME staff time in facilitating indigent cases including removal, transportation, cremation, and storage. In addition, well over half of the PSR Amount would create a new "As Needed" capacity to respond to moderate to large Mass Fatality incidents of unpredictable size and duration. Currently the Medical Examiner lacks this ability to quickly add removal, transportation labor.

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

This service is necessary to provide safe, reliable transportation, and respectful cremation of deceased persons under the jurisdiction or potential jurisdiction of the Medical Examiner. The typical recipients of this service will be persons who were medically, or financially indigent at death and have no next of kin or interested parties to carry out final arrangements. In the past the City has used its 2577 staff to transport indigent decedents to a crematorium. However, in the past two years the Medical Examiner caseload has almost doubled while at work staffing has slightly decreased. The new Medical Examiner Morgue has about 170-180% of its pre-2019 census and is slowly increasing as indigent cases continue to increase in the morgue due to lack of transportation ability. In addition, the OCME has assessed its disaster response capability and determined it lacks the capability to quickly response to even small mass fatality events. Denial of this service has two consequences- operational and failure to prepare for disaster. Firstly, for operational reasons without new contractors to remove decedents in a timely manner, hospital and OCME mortuaries will eventually fill up to or near capacity. Based on January 2021 Covid experience, this will affect hospitals weeks or months before the Medical Examiner morgue is completely full. Secondly, failure to create an "As Needed" services places the City at unnecessary risk of delays or inability to respond to future incidents. Based on the San Francisco Emergency Operations Center (EOC) earthquake planning, the OCME is not prepared to quickly transport or cremate even small fraction of the approximately 1500 casualties expected in a major earthquake (EOC Earthquake Scenario #3). Its current sole cremation contract is with a supplier requiring crossing a bay bridge. This agreement would allow OCME to at least triple its capability. Denial would mean a minimum waiting period before State or Federal authorities could respond, assuming that the incident was only a City local event, not regional, State, or National. The "As Needed" portion of this contract would not displace new hires, nor incur costs if not used. Due to the current OCME emergency, OCME has sought an emergency short term contract to prevent running out of the capability to admit or release decedents due to lack of staffing until this PSR has been reviewed by the Civil Service Commission.

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 previously approved service by the Civil Service Commission.

D. Will the contract(s) be renewed?

The contracts may be renewed depending upon the contractor performance and the OCME assessment of future need.

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

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

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:

The immediately needed services for decedent transportation will be evaluated as part of OCME staffing level as compared to the current drug and secondary Covid-19 crisis. The "As-Needed" services represent a new contractual capability to respond to mass fatalities which OCME currently lacks. Finally the services which the City lacks specifically include cremation for which there is no facility and no trained staff as the City has no defined plans to begin that service.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractors must possess a California State funeral establishment license and a crematory or contractual ability to cremate remains within 50 miles of San Francisco County. The supervising staff must hold a current valid Funeral Director or current valid embalmer's license issued by the California State Board of Funeral Directors or Embalmers. The performing staff must remove and transport remains of the deceased under unpleasant conditions with possible exposure to toxic chemicals and other biohazards; interact courteously, and effectively with funeral home, health care personnel and OCME staff; perform strenuous physical activities including lifting and moving dead bodies; and operate a motor vehicle under a valid California license.

B. Which, if any, civil service class(es) normally perform(s) this work? 2577, Med Examiner's Investigator I;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor provides California State licensed human cremation facilities; San Francisco does not possess this facility and has not plans to construct, license, or operate a crematory.

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

Since the current Covid-19 emergency declared in the Spring of 2020 through January 2021, OCME requested mortuary workers from the ADM, DPH, and CCC units via multiple 213 requests. No candidates for this work were identified.

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

A. Explain why civil service classes are not applicable.

The Civil Service class 2577 is applicable.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. There are at least three reasons why would not be practical to adopt a new civil service class for this proposed PSR: (1) San Francisco has no crematory to operate (2) The body removal and transportation duties are already outlined in the existing 2577 classification, and (3) a key component is the "As-Needed" aspect of flexing capability during a mass fatality incident.

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 provide suitable staff training to its own staff who will all be California licensed vehicle drivers.

Contractor will not provide training to City employees.

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 03/23/2021, 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: Room 362, 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44952 - 20/21

DHR Analysis/Recommendation:

action date: 08/02/2021

Commission Approval Required

Approved by Civil Service Commission

08/02/2021 DHR Approved for 08/02/2021