



London Breed  
Mayor

Carol Isen  
Human Resources Director

Date: February 18, 2022

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Cynthia Avakian, AIR  
Joan Lubamersky / Lynn Khaw, ADM  
Fisher Zhu, REG  
Shawndrea Hale / Daniel Kwon, PUC  
Kelly Hiramoto, DPH  
Jenny Collins, ECN  
Marcus Lange, LIB  
Henry Gong, SHF  
Alexander Burns, DPW  
Genie Wong, POL

Subject: **Personal Services Contracts Approval Request**

This report contains twenty (20) 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
\$55,979,755	\$186,413,096	\$1,656,914,322

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# POSTING FOR

March 07, 2022

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
41697 - 21/22	AIRPORT COMMISSION	\$1,700,000.00	The San Francisco International Airport ("Airport") requires maintenance services and as-needed repairs on Automated Security Lanes ("ASLs") that are currently installed at the security checkpoints in Harvey Milk Terminal 1. The Contractor is required to perform preventive maintenance services, including repairing and replacing mechanical and electrical components on an as-needed basis, document system conditions, and provide system health monitoring reports.	April 1, 2022	March 31, 2025	REGULAR
46141 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$4,000,000.00	Outreach and education to San Francisco's low-wage, immigrant, and precariously-employed workers regarding their rights at work. Outreach and education will focus on San Francisco's local labor laws, including the Minimum Wage, Paid Sick Leave, Health Care Security, Family Friendly Workplace, Fair Chance, and Formula Retail Employee Rights Ordinances and additional laws passed during the contracting period. Services to be provided include participation in public events, classes and other activities, holding workshops, conducting one-on-one consultations, identifying potential wage theft violations, and referring or resolving labor law complaints.	July 1, 2022	June 30, 2027	REGULAR
45225 - 21/22	ELECTIONS	\$154,455.00	The Department of Elections currently owns 9 units of OPEX Model 72 letter extractors and 9 units of OPEX letter joggers. These equipment are critical to processing vote-by-mail envelopes received during elections. These equipment need routine service to function normally. The Department is looking to negotiate a five year equipment maintenance contract with OPEX to perform this routine standard service.	July 1, 2022	June 30, 2027	REGULAR
40826 - 21/22	PUBLIC UTILITIES COMMISSION	\$450,000.00	Maintenance and testing of existing Automatic Transfer Switches (ATS) and Manual Transfer Switches (MTS) at various East Bay and West Bay Water Supply and Treatment Facilities. This contract is for maintenance	July 1, 2022	June 30, 2024	REGULAR

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
			and testing of sixty-four (64) ATS and MTS for two (2) years with an estimated cost of \$450,000.			
44403 - 21/22	PUBLIC UTILITIES COMMISSION	\$1,000,000.00	The San Francisco Public Utilities Commission (SFPUC) seeks a qualified communications consultant to assist with several critical community outreach campaigns that will bring important information to the public. Those campaigns will include outreach for the Community First Bill Relief program, the grand opening of a new Southeast Community Center, the water conservation campaign, and clean energy customer programs. Services are being sought to assist the Communications Department with peak workloads during multiple, overlapping campaigns, and also to assist with advertising placement where up front payment and/or credit card payment is needed. All SFPUC outreach projects will have a special focus on reaching at risk and underserved communities and will require tactics and strategies which are culturally competent and prioritize equitable communications. The consultant will assist the SFPUC with placement of ads as well as with strategy and design services as needed.	January 1, 2022	January 1, 2026	REGULAR
48473 - 21/22	PUBLIC UTILITIES COMMISSION	\$8,000,000.00	4 Contracts at \$2,000,000 each. The San Francisco Public Utilities Commission (SFPUC), Power Enterprise, seeks a professional services consultant to assist with power operations support on an as-needed basis. Tasks will include assisting in the development of an Integrated Resources Plan (IRP) and the design and implementation of ongoing IRP review. The consultant will also provide support in risk management, settlements, power scheduling, and trading. The SFPUC would also like to utilize the consultant's expertise in business and strategic planning for both the publicly-owned utility (POU) functions and community choice aggregation (CCA) processes.	July 1, 2022	June 30, 2027	REGULAR
48034 - 21/22	PUBLIC HEALTH	\$5,000,000.00	The contractor(s) will provide encoder software for use in the San Francisco Department of Public Health Epic electronic health record and standalone use. The contractor will perform Health Information Management (HIM) coding of inpatient and outpatient procedural coding including, Medicare Severity-Diagnosis Related Groups (MS-DRG) and All Patients Refined-Diagnosis Related Groups (APR -DRG) reimbursement formulary, Ambulatory Payment Classification (APC) core grouping calculations and other payer formulary calculations, and clinical documentation integrity (CDI). The software also supports standard and customer user defined reporting. The value of this request covers	March 1, 2022	December 31, 2028	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			estimated costs for licensing, maintenance, and related professional services such as training and consultation.			
49676 - 21/22	PUBLIC HEALTH	\$250,000.00	<p>The vendor will provide Specialty Pharmacy administration services. The vendor will handle the end-to-end administrative efforts around pharmacy network contracting, implementation, limited distribution drug access, replenishment, claim qualification, reporting, accounting, and continued network optimization. The covered entities include one disproportionate share hospital and several Department of Public Health community health centers with contract pharmacy arrangements.</p> <p>The vendor will:</p> <ul style="list-style-type: none"> <li>-Administer coverage for all 340B specialty prescriptions written for SFDPH patients seen by SFDPH medical, dental and behavioral health care providers.</li> <li>-Implement and place into production a 340b specialty pharmacy network that addresses all required interfaces.</li> <li>-Possess the ability to verify 340B patient eligibility for each submitted claim, utilizing HRSA patient definition requirements.</li> <li>-Screen for appropriate patients using an electronic system per HRSA 340B patient definition and provide processes to place Wholesaler order(s), track receipt, and monitor for compliance to 340B requirements.</li> <li>-Complete replenishment reconciliation within 90 to 120 days of the date when a claim was qualified.</li> <li>-Provide reports and tools to assist covered entity with audits, financial performance, and identify optimization opportunities of the program.</li> <li>-Develop a Comprehensive Specialty Pharmacy Network which includes major and independent Specialty Pharmaceutical providers.</li> <li>-Add local specialty pharmacies.</li> <li>-Ensure pharmacies within the network comply with Federal and State laws.</li> <li>-340B Compliant claims qualification process: will utilize logic to check data for 340B patient, provider, and claims eligibility, accumulate quantities dispensed to full package sizes according to covered entity, provide an interface for pharmacy orders, track purchase history to ensure an audit trail, provide reporting tools for 340B optimization, capture of high-value prescriptions, auditing, and investigations.</li> <li>-Support with continuous collaborations with the wholesaler to expand access to limited distribution drugs.</li> <li>-Support with continuous monitoring of specialty pharmaceuticals price</li> </ul>	February 1, 2022	January 31, 2031	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>catalogue to ensure 340B pricing is assigned to all products.</p> <p>-Program administration: implementation, replenishment, auditing, accounting, compliance, prescriber optimization, network optimization, and financial performance via quarterly business reviews.</p> <p>-Provide step by step qualifications logic to account for encounters by SFDPH patients-of-record presenting SFDPH provider generated prescriptions.</p> <p>The requested dollar amount of this PSC is an estimate based on the currently known fixed program costs and an estimated allowance for processed claims. If the program is successful, it is anticipated that the proceeds generated from the service will fund this contract either through contractual offsets and credits, or revenue generated for the Pharmacy department.</p>			

**TOTAL AMOUNT \$20,554,455**

# POSTING FOR

March 07, 2022

## PROPOSED PERSONAL SERVICES CONTRACTS – Modifications

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
41036 - 14/15 - MODIFICATIONS	March 7, 2022	AIRPORT COMMISSION -- AIR	\$30,000,000	\$67,500,000	The San Francisco International Airport (Airport) Finance Division has a need to set up reimbursement agreements with firms to provide credit and/or liquidity facilities to have access to financial institutions that will provide short term financial loans to the Airport Commission (AC). The financial loans are necessary to ensure that the Airport's variable rate bonds are issued at the lowest possible interest rate.	01/01/2025	12/31/2026	REGULAR
44655 - 13/14 - MODIFICATIONS	March 7, 2022	AIRPORT COMMISSION -- AIR	\$300,000	\$7,800,000	Contractor will provide engineering support services for airfield projects at San Francisco International Airport (SFO), including, but not limited to: special design services, studies, surveys and reports for projects in the planning and design development phases. Anticipated tasks include general, civil, electrical, mechanical, and utility engineering as related to airfield design.	04/15/2023	06/30/2025	REGULAR



PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					Engineering support for airfield improvement projects are required for runway, taxiway, apron, infield, and roadway pavements; underground infrastructure; industrial waste, sewer, and drainage pump stations; and telecommunication and high voltage infrastructure.			
42510 - 18/19 - MODIFICATIONS	March 7, 2022	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$166,000	\$300,000	SF311 is the central point of intake for requests from the public. Over 60% of the requests are submitted directly through web or mobile applications. These self-service requests have a higher error rate than those created through phone calls to SF311 Customer Service Representatives. However, the public's use of automated processes is continuing to increase. Vendor will provide a Request Routing and Categorization Service to improve the accuracy of requests routed to departments for resolution. The vendor will create an analysis service that will compare new requests to years of historical requests to validate the service type and correct work queue based on historical trends. The Service will receive	03/01/2019	12/31/2025	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					information from SF311 and respond, in real time, with suggested routing and categorization of the request.			
43482 - 19/20 - MODIFICATIONS	March 7, 2022	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$2,000,000	\$4,000,000	Parking garage operation and management, maintenance of facility, valet parking and collection of parking fees at five parking garages and lots owned by the Real Estate Division. The locations consist of transient and monthly parking for vehicles. The locations are used by the public and City staff.	06/01/2020	05/31/2027	REGULAR
49312 - 15/16 - MODIFICATIONS	March 7, 2022	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$1,330,000	\$4,000,000	The contractor will provide consulting services for the modification and customization of Customer Relationship Management (CRM) proprietary software used to manage the City's service requests. When required, vendor services assist City staff extend the functionality of the application while training staff to make additional improvements.	06/01/2016	12/31/2025	REGULAR
32756 - 17/18 - MODIFICATIONS	March 7, 2022	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$450,000	\$770,000	The Office of Economic and Workforce Development (OEWD) is seeking nonprofit organizational development consultants to support the City's	07/01/2022	06/30/2026	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>Nonprofit Capacity Building program. The selected consultants will guide organizational diagnostic assessments, provide business counseling and identify capacity-building resources including service providers and/or training services. Specifically, OEWD is seeking consultants with expertise in one or more of the following areas, as they relate to nonprofit capacity building:</p> <ul style="list-style-type: none"> <li>a. Organizational needs assessment &amp; market analysis</li> <li>b. Strategy, vision &amp; impact</li> <li>c. Leadership coaching</li> <li>d. Fund development &amp; resource generation</li> <li>e. Board development</li> <li>f. Equity, diversity &amp; cultural competence</li> <li>g. Staff recruiting, development and retention</li> <li>h. Financial planning, budgeting, oversight &amp; operations</li> <li>i. Succession planning</li> <li>j. Risk assessment</li> <li>k. Organizational design &amp; change management</li> <li>l. Mergers and strategic restructuring</li> <li>m. Evaluation and infrastructure for ongoing program &amp; organizational assessment</li> <li>n. Volunteer management</li> <li>o. Technological infrastructure</li> <li>p. Nonprofit establishment and formation</li> <li>q. Industry specific</li> </ul>			

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					expertise (i.e. economic development, workforce, arts, education, etc.)			
4056-13/14 - MODIFICATIONS	March 7, 2022	PUBLIC LIBRARY -- LIB	\$500,000	\$1,675,000	A. Concise description of proposed work: BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.	04/29/2022	04/30/2025	REGULAR
41789 - 17/18 - MODIFICATIONS	March 7, 2022	PUBLIC LIBRARY -- LIB	\$47,160	\$105,160	Link+ is a consortium of more than 55 public and university member libraries in California and Nevada that freely share 18 million books, providing patrons with a wealth of resources that requires no physical expansion of the member libraries, San Francisco Public Library is one of the libraries participating in the Link+ Consortium. The scope of services to be contracted out is for courier services for the daily pickup from and delivery to Link+ member libraries of bibliographic materials, including books,	01/01/2022	12/31/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					articles, and microfilm/microfiche. Contractor shall also provide overnight delivery service between all participating California and Northern Nevada libraries and two-day service between all participating Southern Nevada libraries. San Francisco Public Library's patrons rely on this service.			
38995 - 19/20 - MODIFICATIONS	March 7, 2022	SHERIFF -- SHF	\$29,700	\$113,670	Kanopi Studios to provide ongoing support for the Public Website of the San Francisco Sheriff's Office.	07/01/2022	06/30/2023	REGULAR
4126-12/13 - MODIFICATIONS	March 7, 2022	GENERAL SERVICES AGENCY - PUBLIC WORKS - DPW	\$0	\$20,558,000	DPW is seeking two qualified teams of A/E consultants to provide architectural engineering design and construction support services for the new Office of Chief Medical Examiner (OCME) Facility and Forensic Services Division & Traffic Company (FSD/TC) Facility. The two contract amounts are approximately \$5,120,000 and \$15,438,000 for the OCME and FSD/TC facilities respectively.	02/01/2022	10/01/2022	REGULAR
30326 - 18/19 - MODIFICATIONS	March 7, 2022	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$45,000	\$135,000	Professional services will be charged by Nordsense at \$175/hr rate. Examples of work include upload of historical can data into the Nordsense Platform; development of additional use of the 311	08/11/2022	08/09/2023	REGULAR

					API (Application Programmer Interface); development of any integrations between Nordsense and SFPW (San Francisco Public Works).			
40494 - 19/20 - MODIFICATIONS	March 7, 2022	POLICE -- POL	\$557,440	\$1,622,440	The contractor will provide maintenance and support of the San Francisco Police Department's (SFPD) Body Worn Camera (BWC) System, a law enforcement video data infrastructure with 2200 deployed units. Contracting staff will maintain and support the BWC ecosystem of cameras, charging stations, fiber ring network, Azure cloud for evidence, evidence management through the portal and user/device management, desktop and mobile applications for uploading/tagging of metadata, and integrations with Computer Aided Dispatch for Records Management System.	02/27/2022	02/26/2023	REGULAR

**TOTAL AMOUNT \$35,425,300**

**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: Automated Security Lanes Maintenance & As-Needed Repairs

Funding Source: Airport Operating Funds

PSC Amount: \$1,700,000

PSC Est. Start Date: 04/01/2022

PSC Est. End Date  
03/31/2025

**1. Description of Work**

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

The San Francisco International Airport ("Airport") requires maintenance services and as-needed repairs on Automated Security Lanes ("ASLs") that are currently installed at the security checkpoints in Harvey Milk Terminal 1. The Contractor is required to perform preventive maintenance services, including repairing and replacing mechanical and electrical components on an as-needed basis, document system conditions, and provide system health monitoring reports.

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

ASLs are an integral component of the baggage screening process and is vital to airline and Airport security. This service ensures the availability of the ASLs to expedite the screening of passengers and their carry-on baggage as they enter the Airport's secured areas through security checkpoints. Denial of this service will limit the availability of the ASLs and may result in extended screening and inspection times with the potential for delaying airline operations and increasing customer dissatisfaction.

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

This is a new service.

D. Will the contract(s) be renewed?

The Airport does not anticipate a need for renewal. After the completion of the three year contract, the ASL maintenance responsibilities will be transferred to TSA.

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 need for service. At the end of the three year contract term, TSA will take over and provide maintenance for the ASL equipment.

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

A. Specify required skills and/or expertise: The agreement between TSA and the Airport governing the use and maintenance of the ASLs requires maintenance of the ASLs to be performed exclusively by the manufacturer of the equipment or another party approved by TSA. TSA has informed the Airport that the only party approved to perform maintenance services on the ASLs is the manufacturer of the equipment.

B. Which, if any, civil service class(es) normally perform(s) this work? 6248, Electrical Inspector; 6249, Senior Electrical Inspector; 7238, Electrician Supervisor 1; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv; 7334, Stationary Engineer; 7335, Senior Stationary Engineer; 7345, Electrician; 7430, Asst Electronic Main Tech; 0923, Manager II; 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?**

None, the only party approved to perform maintenance services on the ASLs is the manufacturer of the equipment.

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

A. Explain why civil service classes are not applicable.

Maintenance services and as-needed repairs on ASLs must be performed by the manufacturer and cannot be performed by civil service classes.

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 civil service classes cannot perform the maintenance services and as-needed repairs on the ASL equipment, per the agreement with TSA. Further, the contract term is for three years, and at the end of the contract term TSA will take over these services, therefore it would not be practical to adopt a new civil service class.

**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 01/10/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Electrical Workers, Local 6; Municipal Executive Association; Stationary Engineers, Local 39

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41697 - 21/22

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/07/2022

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flysfso.com](mailto:cynthia.avakian@flysfso.com)  
**To:** [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); [seichenberger@local39.org](mailto:seichenberger@local39.org); [MRainsford@local39.org](mailto:MRainsford@local39.org); [grojo@local39.org](mailto:grojo@local39.org); [Laxamana Junko \(BOS\)](mailto:Laxamana.Junko@BOS); [Criss@sfmea.com](mailto:Criss@sfmea.com); [camaguey@sfmea.com \(contact\)](mailto:camaguey@sfmea.com); [Christina@sfmea.com](mailto:Christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); [oashworth@ibew6.org](mailto:oashworth@ibew6.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [Janelle Dung-Sapantay \(AIR\)](mailto:Janelle.Dung-Sapantay@AIR); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@DHR)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41697 - 21/22  
**Date:** Monday, January 10, 2022 3:01:54 PM

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RECEIPT for Union Notification for PSC 41697 - 21/22 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41697 - 21/22 for \$1,700,000 for Initial Request services for the period 04/01/2022 – 03/31/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17389> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Employee Outreach and Education on San Francisco Labor Laws

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$4,000,000

**1. Description of Work**

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

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

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

By ordinance, the Board of Supervisors and Mayor directed the Office of Labor Standards Enforcement (OLSE) to "establish a community-based outreach program to conduct education and outreach to employees." See San Francisco Administrative Code Sec 12R.25 attached. Denial of the modification would mean that fewer San Francisco workers would understand their rights, fewer would seek remedies for violations, and more workers would suffer wage theft.

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

These services have been provided by contract.

D. Will the contract(s) be renewed?

Unknown.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

San Francisco Administrative Code Sec. 12R.25 requires services be provided through a community based organization/

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

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

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

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

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

These resources are not available within the City. Additionally, because many workers, particularly from immigrant communities, are afraid to complain to a government agency, the use of community-based organizations is necessary for this type of work. San Francisco Administrative Code Section 12R.25 addresses this point. Please see attached.

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

A. Explain why civil service classes are not applicable.

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

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 No. Many workers, particularly from low-income and immigrant communities, are afraid to complain to a government agency; the use of community-based organizations is necessary for this type of work.

**6. Additional Information**

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

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

C. Are there legal mandates requiring the use of contractual services?  
Yes. San Francisco Administrative Code requires that a community based organization perform these services.

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 12/14/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46141 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)  
**To:** [Lubamersky, Joan \(ADM\); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan \(ADM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky, Joan (ADM); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)@ifpte21.com)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46141 - 21/22  
**Date:** Tuesday, December 14, 2021 10:53:23 AM

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RECEIPT for Union Notification for PSC 46141 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46141 - 21/22 for \$4,000,000 for Initial Request services for the period 07/01/2022 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17642> 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



## Choi, Suzanne (HRD)

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**From:** Timothy Mathews <tmathews@ifpte21.org>  
**Sent:** Friday, February 11, 2022 9:36 AM  
**To:** Lubamersky, Joan (ADM)  
**Cc:** DHR-PSCCoordinator, DHR (HRD)  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 46141 - 21/22

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Joan,

IFPTE Local 21 does not have an objection to PSC # 46141 - 21/22. Y'all may proceed with the Civil Service Process.

Thank you for the information we requested - much appreciated.

For the Union,

-Timothy

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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: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>  
Sent: Thursday, February 10, 2022 10:18 PM  
To: Timothy Mathews <tmathews@ifpte21.org>  
Cc: DHR <dhr-psccordinator@sfgov.org>  
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 46141 - 21/22

Hello Timothy

We would appreciate hearing from you by tomorrow, February 11, so that it may advance to approval.

Please let me know if you should have any questions at all.

Please REPLY ALL to this email.

Thank you very much

Best regards,

# **Additional Attachment(s)**

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## **SEC. 12R.25. OUTREACH.**

The Office of Labor Standards Enforcement shall establish a community-based outreach program to conduct education and outreach to employees. In partnership with organizations involved in the community-based outreach program, the Office of Labor Standards shall create outreach materials that are designed for workers in particular industries.

(Added by Ord. 205-06, File No. 060247, App. 7/25/2006; amended by Ord. [175-11](#), File No. 110594, App. 9/16/2011, Eff. 10/16/2011)

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

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

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

By contract

**D. Will the contract(s) be renewed?**

Unknown.

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

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

B. Reason for the request for modification:

Additional work is required.

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

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

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Ordinance requires that a community based organization provide these services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Services must be provided by a community group.

**6. Additional Information**

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

No.

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

No training will be provided.

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

Please see Administrative Code Section 12 attached.

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

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

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

7. **Union Notification:** On 06/01/21, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21;

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49569 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/14/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ELECTIONS -- REG

Dept. Code: REG

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

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

Type of Service: Equipment Maintenance

Funding Source: General Fund Budget

PSC Amount: \$154,455

PSC Est. Start Date: 07/01/2022

PSC Est. End Date  
06/30/2027

**1. Description of Work**

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

The Department of Elections currently owns 9 units of OPEX Model 72 letter extractors and 9 units of OPEX letter joggers. These equipment are critical to processing vote-by-mail envelopes received during elections. These equipment need routine service to function normally. The Department is looking to negotiate a five year equipment maintenance contract with OPEX to perform this routine standard service.

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

The Department of Elections is required by law to certify elections within a legally-mandated timeline. For every citywide election, the Department anticipates to receive hundreds of thousands of returned vote-by-mail envelope packets. The Department uses the OPEX letter opening machines to efficiently open these returned vote-by-mail envelopes for the next stage of processing. These machines require standard routine maintenance and failure to provide this maintenance may cause the machines to not function properly and eventually break down, delaying ballot processing, thus delaying election results reporting, and creates the risk of missing the election certification deadline.

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 equipment maintenance service has been provided by OPEX in the past.

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:

Maintaining and servicing the proprietary OPEX equipment requires knowledge of these proprietary equipment. The City lacks this knowledge and the equipment and tools needed to maintain them. This maintenance work is also only needed on an intermittent basis within each year.

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

A. Specify required skills and/or expertise: Knowledge of maintaining and servicing proprietary OPEX equipment.

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?**

Since the OPEX equipment is proprietary in nature and only OPEX can maintain them, there is no available resource within the City to conduct maintenance service for these machines.

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

A. Explain why civil service classes are not applicable.

Since the OPEX equipment is proprietary in nature and only OPEX can maintain them, there are no civil service classes to maintain these proprietary equipment.

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 the OPEX equipment is proprietary in nature and only OPEX can maintain 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. The vendor OPEX will send their technicians to conduct proprietary equipment maintenance. No training to City staff will be involved.

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 11/19/2021, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Fisher Zhu Phone: 415-553-0725 Email: fisher.zhu@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 48 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45225 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of fisher.zhu@sfgov.org  
**Sent:** Friday, November 19, 2021 4:08 PM  
**To:** Zhu, Fisher (REG); 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@opcmllocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Zhu, Fisher (REG); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45225 - 21/22

RECEIPT for Union Notification for PSC 45225 - 21/22 more than \$100k

The ELECTIONS -- REG has submitted a request for a Personal Services Contract (PSC) 45225 - 21/22 for \$154,455 for Initial Request services for the period 07/01/2022 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/17557> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Automatic Transfer Switches and Manual Transfer Switches Maintenance and Testing

Funding Source: Water Supply and Treatment Operating Budg   PSC Duration: 2 years

PSC Amount: \$450,000

**1. Description of Work**

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

Maintenance and testing of existing Automatic Transfer Switches (ATS) and Manual Transfer Switches (MTS) at various East Bay and West Bay Water Supply and Treatment Facilities. This contract is for maintenance and testing of sixty-four (64) ATS and MTS for two (2) years with an estimated cost of \$450,000.

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

This service is necessary to ensure the existing ATS and MTS are properly maintained and operational through the equipment's life cycle. Denial of this service will cause the existing ATSs and MTSs to fail faster and purchase replacement equipment earlier than what the electrical equipment was designed for.

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.

In the past, these services were bundled with equipment and included with bid prices.

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.

Maintenance and testing of existing Automatic Transfer Switches (ATS) and Manual Transfer Switches (MTS) at various East Bay and West Bay Water Supply and Treatment Facilities. This contract is for maintenance and testing of sixty-four (64) ATS and MTS for two (2) years with an estimated cost of \$450,000.

**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).

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 requires technicians with either an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET) certification to self-perform all portions of the contract work. In addition to testing the equipment, these technicians must be able to evaluate the test data and make an informed judgment on the continued serviceability, deterioration, or non-serviceability of the specific equipment in order to ensure the equipment and systems are operational, within applicable standards and manufacturer's tolerances, and are suitable for continued and reliable service. The need for this work is sporadic and can occur years apart. Most of the time, there would be no work to do for this specific service.

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

A. Specify required skills and/or expertise: Bidder shall be an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET), accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards and have sufficient technical knowledge and a minimum of five (5) years of experience performing maintenance, inspection, service, troubleshooting, cleaning, and testing of ATS / MTS.

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. ATS and MTS testing equipment is highly specialized. The rarity of need for such testing makes owning the equipment by the City to be uneconomic.

**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.

ATS and MTS maintenance and testing typically requires expertise from an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET), accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which civil service staff cannot provide. Department doesn't have equipment and training to perform this task.

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 this work is sporadic and can occur years apart. Most of the time, on average 99 percent or greater, there would be no work to do for City employees to perform this specific service.

**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. ATS and MTS testing is highly specialized, and requires either an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET) accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which the City does not have.

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 01/24/2022, 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 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40826 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto:shale@sfwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale, Shawndrea M.;); [kennethlomba@gmail.com](mailto:kennethlomba@gmail.com); [snaranjo@cirseiu.org](mailto:snaranjo@cirseiu.org); [mdennis@twusf.org](mailto:mdennis@twusf.org); [rmarenco@twusf.org](mailto:rmarenco@twusf.org); [pwilson@twusf.org](mailto:pwilson@twusf.org); [cmoyer@nccrc.org](mailto:cmoyer@nccrc.org); [noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org); [sfdpoa@icloud.com](mailto:sfdpoa@icloud.com); [Mjayne@iam1414.org](mailto:Mjayne@iam1414.org); [Emanuel, Rachel \(DEM\);](mailto:Emanuel, Rachel (DEM);) [laborers261@gmail.com](mailto:laborers261@gmail.com); [Laxamana, Junko \(BOS\);](mailto:Laxamana, Junko (BOS);) [jennifer.esteen@seiu1021.org](mailto:jennifer.esteen@seiu1021.org); [emathurin@cirseiu.org](mailto:emathurin@cirseiu.org); [abush@cirseiu.org](mailto:abush@cirseiu.org); [sbabaria@cirseiu.org](mailto:sbabaria@cirseiu.org); [anthony@dc16.us](mailto:anthony@dc16.us); [mlobre@sfpoa.org](mailto:mlobre@sfpoa.org); [tracym@sfpoa.org](mailto:tracym@sfpoa.org); [mleach@ibt856.org](mailto:mleach@ibt856.org); [rooferslocal40@gmail.com](mailto:rooferslocal40@gmail.com); [sal@local16.org](mailto:sal@local16.org); [Criss@sfmea.com](mailto:Criss@sfmea.com); [Julie.Meyers@sfgov.org](mailto:Julie.Meyers@sfgov.org); [seichenberger@local39.org](mailto:seichenberger@local39.org); [Samaguey@sfmea.com](mailto:Samaguey@sfmea.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [kcartermartinez@cirseiu.org](mailto:kcartermartinez@cirseiu.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [tjenkins@uapd.com](mailto:tjenkins@uapd.com); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [jb@local16.org](mailto:jb@local16.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconcillo, Kathy;](mailto:Basconcillo, Kathy;) [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [MRainsford@local39.org](mailto:MRainsford@local39.org); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [agonzalez@iam1414.org](mailto:agonzalez@iam1414.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [gail@sfflocal798.org](mailto:gail@sfflocal798.org); [cityworker@sfcwu.org](mailto:cityworker@sfcwu.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [djohnson@opcmialocal300.org](mailto:djohnson@opcmialocal300.org); [ramonliuna261@gmail.com](mailto:ramonliuna261@gmail.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [pkarinen@nccrc.org](mailto:pkarinen@nccrc.org); [tony@dc16.us](mailto:tony@dc16.us); [stevek@bac3-ca.org](mailto:stevek@bac3-ca.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [smcgarry@nccrc.org](mailto:smcgarry@nccrc.org); [rmitchell@twusf.org](mailto:rmitchell@twusf.org); [grojo@local39.org](mailto:grojo@local39.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [staff@sfmea.com](mailto:staff@sfmea.com); [mike@dc16.us](mailto:mike@dc16.us); [khughes@ibew6.org](mailto:khughes@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [sfmsa@gmail.com](mailto:sfmsa@gmail.com); [bart@dc16.us](mailto:bart@dc16.us); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [oashworth@ibew6.org](mailto:oashworth@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [laborers261@gmail.com](mailto:laborers261@gmail.com); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); [speedy4864@aol.com](mailto:speedy4864@aol.com); [Christina@sfmea.com](mailto:Christina@sfmea.com); [ecdemvoter@aol.com](mailto:ecdemvoter@aol.com); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Hale, Shawndrea M.](mailto:Hale, Shawndrea M.;); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40826 - 21/22  
**Date:** Monday, January 24, 2022 4:20:05 PM

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RECEIPT for Union Notification for PSC 40826 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 40826 - 21/22 for \$450,000 for Initial Request services for the period 07/01/2022 – 06/30/2024. 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/17894> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Stakeholder Outreach Services

Funding Source: Operating funds and ad back funds

PSC Duration: 4 years 1 day

PSC Amount: \$1,000,000

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC) seeks a qualified communications consultant to assist with several critical community outreach campaigns that will bring important information to the public. Those campaigns will include outreach for the Community First Bill Relief program, the grand opening of a new Southeast Community Center, the water conservation campaign, and clean energy customer programs. Services are being sought to assist the Communications Department with peak workloads during multiple, overlapping campaigns, and also to assist with advertising placement where up front payment and/or credit card payment is needed. All SFPUC outreach projects will have a special focus on reaching at risk and underserved communities and will require tactics and strategies which are culturally competent and prioritize equitable communications. The consultant will assist the SFPUC with placement of ads as well as with strategy and design services as needed.

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

These campaigns are of great importance to the public. Consequences of not launching robust, culturally competent campaigns that utilize modern outreach tactics would be fewer members of the public having access to much needed discount programs, key information about the drought, services and amenities available at the brand new community center in the Bayview/Hunter's Point, or information about clean power programs.

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

N/A

D. Will the contract(s) be renewed?

Yes

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).

B. Explain the qualifying circumstances:

There are several campaigns that are in need of immediate services, including drought related outreach and outreach relating to the pandemic and affordability. Other campaigns, such as those related to Clean PowerSF and to the opening of a new Community Center in the Southeast, require a substantial increase in work hours to complete in a manner which upholds our promises to community and meets deadlines.

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

A. Specify required skills and/or expertise: Minimum Qualifications Include: Demonstrated relevant experience in the past 5 years and experience with public sector work. Relevant experience must be held by lead staff assigned to the project.

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; 5408, Coord of Citizen Involvement; 9251, Public Relations Mgr; 9252, Communications Specialist;

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

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

N/A

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

A. Explain why civil service classes are not applicable.

Minimum Qualifications Include: Demonstrated relevant experience in the past 5 years and experience with public sector work. Relevant experience must be held by lead staff assigned to the project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Work that will take place under this contract will add capacity to existing classes during peak workload periods rather than provide services that existing classes are not qualified to perform, with the exception of certain kinds of payment and invoicing procedures.

**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. Work that will take place under this contract will add capacity to existing classes during peak workload periods rather than provide services that existing classes are not qualified to perform, with the exception of certain kinds of payment and invoicing procedures.
- 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 11/22/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sflower.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44403 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto:shale@sfwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org); [Julie.Meyers@sfgov.org](mailto:Julie.Meyers@sfgov.org); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconcillo, Kathy](mailto:Basconcillo,Kathy); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Laxamana, Junko \(BOS\)](mailto:Laxamana,Junko); [Criss@sfmea.com](mailto:Criss@sfmea.com); [Camaguey@sfmea.com](mailto:Camaguey@sfmea.com); [Christina@sfmea.com](mailto:Christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44403 - 21/22  
**Date:** Monday, November 22, 2021 4:12:05 PM

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RECEIPT for Union Notification for PSC 44403 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44403 - 21/22 for \$1,000,000 for Initial Request services for the period 01/01/2022 – 01/01/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17564> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Power Operations Support

Funding Source: SFPUC Energy Services Funds

PSC Duration: 5 years

PSC Amount: \$8,000,000

**1. Description of Work**

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

4 Contracts at \$2,000,000 each. The San Francisco Public Utilities Commission (SFPUC), Power Enterprise, seeks a professional services consultant to assist with power operations support on an as-needed basis. Tasks will include assisting in the development of an Integrated Resources Plan (IRP) and the design and implementation of ongoing IRP review. The consultant will also provide support in risk management, settlements, power scheduling, and trading. The SFPUC would also like to utilize the consultant's expertise in business and strategic planning for both the publicly-owned utility (POU) functions and community choice aggregation (CCA) processes.

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

The services are necessary because the SFPUC is mandated by the California Independent System Operator (CAISO) to maintain resource adequacy and local capacity requirements. The SFPUC needs assistance from a consultant to meet these requirements, and the consequences of denial of this service would cause the SFPUC to be in violation of state mandates. The SFPUC also needs a third-party vendor to help evaluate and improve current risk management and settlement processes to keep up with the expansion of load and customers.

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 were provided previously under PRO.0018, PSC 47132-15/16

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.

As PUC transitions to a retail provider, these services will be needed on an on-going bases.

**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:

These services go beyond regular duties of civil service classes, and must have the specialized expertise to engage in advanced analysis, modeling and updating of power procedures and processes for risk management, scheduling, and settlements. Extensive experience is needed with resource planning and economic evaluation for a wide range of electricity markets, evaluation and analysis of wholesale power markets, and assessing risks associated with different generation technologies and energy conservation alternatives. Existing staff does not have the capacity and experience with preparing an Integrated Resource Plan.

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

A. Specify required skills and/or expertise: The required skills and expertise include: extensive experience with resource planning and economic evaluation for a wide range of electricity markets; evaluation and analysis of wholesale power markets; and assessing risks associated with different generation technologies and energy conservation alternatives.

B. Which, if any, civil service class(es) normally perform(s) this work? 5602, Utility Specialist;

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

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

These services go beyond the regular duties of the existing civil service classes.

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

A. Explain why civil service classes are not applicable.

These services go beyond the regular duties of the existing civil service classes.

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. Our hope is for the consultants to teach current civil class how to perform some of this work. The contractor will provide approximately 200 hours of training for identifying potential power resources and impacts on transmission and distribution systems and developing forecasts and identifying strategies. The contractor will train management and three to five utility specialists.

**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 provide approximately 200 hours of training for identifying to identify potential power resources and impacts on transmission and distribution systems and developing forecasts and identifying strategies. The contractor will train management and three to five utility specialists.

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 12/23/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48473 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022



# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfgwater.org](mailto:shale@sfgwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [Laxamana, Junko \(BOS\)](mailto:Laxamana,Junko(BOS)); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com);  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org);  
[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48473 - 21/22  
**Date:** Thursday, December 23, 2021 2:54:21 PM

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RECEIPT for Union Notification for PSC 48473 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48473 - 21/22 for \$8,000,000 for Initial Request services for the period 07/01/2022 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17735> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 47132 - 15/16)

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

Type of Service: As- Needed Power Operations Support (PRO.0018)

Funding Source: SFPUC Energy Services Funds

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 09/01/16 - 08/31/21 (5 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 09/01/21-08/31/22 (1 year)

PSC Cumulative Amount Proposed: \$8,000,000 PSC Cumulative Duration Proposed: 6 years

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC), Power Enterprise, seeks a professional services consultant to assist with power operations support on an as-needed basis. Tasks will include assisting in the development of an Integrated Resources Plan (IRP) and the design and implementation of ongoing IRP review. The consultant will also provide support in risk management, settlements, power scheduling, and trading. The SFPUC would also like to utilize the consultant's expertise in business and strategic planning for both the publicly-owned utility (POU) functions and community choice aggregation (CCA) processes.

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

The services are necessary because the SFPUC is mandated by the California Independent System Operator (CAISO) to maintain resource adequacy and local capacity requirements. The SFPUC needs assistance from a consultant to meet these requirements, and the consequences of denial of this service would cause the SFPUC to be in violation of state mandates. The SFPUC also needs a third-party vendor to help evaluate and improve current risk management and settlement processes to keep up with the expansion of load and customers.

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 not been provided in the past.

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:

The SFPUC intended to develop an annual Integrated Resource Plan (IRP) with the first IRP to be adopted by September 30, 2016, however, this has been delayed; therefore we are extending the duration of this PSC an additional year to accommodate. We expect this effort to lead to the creation of a robust and flexible Integrated Resource Plan looking 30 years ahead with a 5-year setup and execution plan and 10-year benchmarks.

**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:

These services go beyond regular duties of civil service classes, and must have the specialized expertise to engage in advanced analysis, modeling and updating of power procedures and processes for risk management, scheduling, and settlements. Extensive experience is needed with resource planning and economic evaluation for a wide range of electricity markets, evaluation and analysis of wholesale power markets, and assessing risks associated with different generation technologies and energy conservation alternatives. Existing staff does not have the capacity and experience with preparing an Integrated Resource Plan.

B. Reason for the request for modification:

To align the PSC duration with the Contract duration.

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

A. Specify required skills and/or expertise: The required skills and expertise include: extensive experience with resource planning and economic evaluation for a wide range of electricity markets; evaluation and analysis of wholesale power markets; and assessing risks associated with different generation technologies and energy conservation alternatives.

B. Which, if any, civil service class(es) normally perform(s) this work? 5602, Utility Specialist;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

These services go beyond the regular duties of civil service classes, and must have the specialized expertise and knowledge to engage in advanced analysis, modeling and updating of power procedures and processes for risk management, scheduling, and settlements. Existing staff does not have the capacity and experience with preparing an Integrated Resource Plan.

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, our hope is for the consultant to teach the current civil service class to perform this work.

**6. Additional Information**

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

No.

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

The contractor will provide approximately 200 hours of training for identifying potential power resources and impacts on transmission and distribution systems and developing forecasts and identifying strategies. The contractor will train management and three to five utility specialists.

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 04/12/17, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21; 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: Stacey Lo Phone: 415-554-6732 Email: Stacey.Lo@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47132 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/27/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: As- Needed Power Operations Support (PRO.0018).

Funding Source: SFPUC Energy Services Funds

PSC Duration: 5 years

PSC Amount: \$8,000,000

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC), Power Enterprise, seeks a professional services consultant to assist with power operations support on an as-needed basis. Tasks will include assisting in the development of an Integrated Resources Plan (IRP) and the design and implementation of ongoing IRP review. The consultant will also provide support in risk management, settlements, power scheduling, and trading. The SFPUC would also like to utilize the consultant's expertise in business and strategic planning for both the publicly-owned utility (POU) functions and community choice aggregation (CCA) processes.

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

The services are necessary because the SFPUC is mandated by the California Independent System Operator (CAISO) to maintain resource adequacy and local capacity requirements. The SFPUC needs assistance from a consultant to meet these requirements, and the consequences of denial of this service would cause the SFPUC to be in violation of state mandates. The SFPUC also needs a third-party vendor to help evaluate and improve current risk management and settlement processes to keep up with the expansion of load and customers.

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 not been provided in the past.

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.

The SFPUC intends to develop an annual Integrated Resource Plan (IRP) with the first IRP to be adopted by September 30, 2016. We expect this effort to lead to the creation of a robust and flexible Integrated Resource Plan looking 30 years ahead with a 5-year setup and execution plan and 10-year benchmarks. It is anticipated that we will require continuing IRP support services thru Year 2021.

**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:

These services go beyond regular duties of civil service classes, and must have the specialized expertise to engage in advanced analysis, modeling and updating of power procedures and processes for risk management, scheduling, and settlements. Extensive experience is needed with resource planning and economic evaluation for a wide range of electricity markets, evaluation and analysis of wholesale power markets, and assessing risks associated with different generation technologies and energy conservation alternatives. Existing staff does not have the capacity and experience with preparing an Integrated Resource Plan.

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

- A. Specify required skills and/or expertise: The required skills and expertise include: extensive experience with resource planning and economic evaluation for a wide range of electricity markets; evaluation and analysis of wholesale power markets; and assessing risks associated with different generation technologies and energy conservation alternatives.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

None, because the City does not possess these highly specialized services.

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

- A. Explain why civil service classes are not applicable.  
These services go beyond the regular duties of civil service classes, and must have the specialized expertise and knowledge to engage in advanced analysis, modeling and updating of power procedures and processes for risk management, scheduling, and settlements. Existing staff does not have the capacity and experience with preparing an Integrated Resource Plan.
- 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, our hope is for the consultant to teach the current civil service class to perform this work.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Yes. The contractor will provide approximately 200 hours of training for identifying potential power resources and impacts on transmission and distribution systems and developing forecasts and identifying strategies. The contractor will train management and three to five utility specialists.



- 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 03/16/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Management & Superv 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: Stacey Lo Phone: 415-554-6732 Email: SLo@sfgwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47132 - 15/16

DHR Analysis/Recommendation:

action date: 05/16/2016

Commission Approval Required

Approved by Civil Service Commission

05/16/2016 DHR Approved for 05/16/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Specialized Medical Record Coding Software & Support Services

Funding Source: General Funds & Hospital Funds

PSC Duration: 6 years 43 weeks

PSC Amount: \$5,000,000

**1. Description of Work**

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

The contractor(s) will provide encoder software for use in the San Francisco Department of Public Health Epic electronic health record and standalone use. The contractor will perform Health Information Management (HIM) coding of inpatient and outpatient procedural coding including, Medicare Severity-Diagnosis Related Groups (MS-DRG) and All Patients Refined-Diagnosis Related Groups (APR -DRG) reimbursement formulary, Ambulatory Payment Classification (APC) core grouping calculations and other payer formulary calculations, and clinical documentation integrity (CDI). The software also supports standard and customer user defined reporting. The value of this request covers estimated costs for licensing, maintenance, and related professional services such as training and consultation.

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

The coding provides an increased granularity on patient characteristics that provide better predictive model for resource use and outcomes. It also allows patients information to accurately reflect in billing, research, and quality measure of services. These services are necessary in order to maintain existing legacy applications and to provide enhancements as needed to such systems in order to maintain their effectiveness and achieve full functionality. The Department has established both clinical and operational workflows around these systems, and denial of this request would result in inefficiencies and impaired response capacity, lessening the quality of services provided.

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 current product is provided under a legacy system. Prior service approvals for the product are under PSC # 42995-13/14 and PSC # 41698-19/20

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.

The PSC request is five years because it is not feasible for the City to create, and maintain a medical encoder / grouper application in-house. Companies specialize in this type of software and have already developed and have all the resources to maintain and have an up-to-date system available for sale to the general public. The system must also be updated as required in order to be in compliance with all regulatory changes that may be present in the industry.

**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 an as-needed, intermittent, or periodic basis (e.g., peaks in workload): The Contractor will provide resources to support and maintain a web based application that meets all current regulatory requirements. Services are provided across all customers of a contractor and are not generally or typically not dedicated to a specific customer. Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator): Contracted to provide a full hosted (Web-based) application, the contractor will provide a secure, high availability hosting solution for the required application.

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

A. Specify required skills and/or expertise: Contractor(s) must have a commercially available product in the relevant field, and sufficient resources to provide implementation and development services and ongoing support, including guarantees that the application meets minimum performance standards.

B. Which, if any, civil service class(es) normally perform(s) this work? 1022, IS Administrator 2; 1023, IS Administrator 3; 1024, IS Administrator-Supervisor; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admn III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 5502, Project Manager 1; 5504, Project Manager 2; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contracted to provide a full hosted (Web-based) application, the contractor will provide a secure, high availability hosting solution for the required application.

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

Not applicable

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

A. Explain why civil service classes are not applicable.

Civil Service classes are not applicable because these are proprietary products requiring services which include technical components beyond the scope of expertise of in-house staff to develop within quality parameters. Civil service staff will provide connectivity to the application and monitor connectivity issues at both the desktop and network levels.

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. The services deal with proprietary products that are already developed and available for commercial use. Civil service staff will work with contractor(s) to obtain knowledge necessary for day-to-day use and upkeep of applications. Staff will also have the ongoing opportunity to gain insight and knowledge of current best practices for public health data system applications through their interactions with contractor and their product.

**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. Specific training in the use and operation of specific software solutions and business process improvements will be provided if the project requires such training. City staff will have the opportunity to learn industry best practices in a given field and the use of new applications. Employees who may receive training would be varied depending on the specific project, and could include the IS Engineer series 1042, 1043, 1052, 1053, and 1054; Medical Records Clerk 2210; Project Managers series 5502, 5504, 5506, and 5508; Administrative Analyst 1824; and Manager classifications 0923 and 0931.

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 12/20/2021, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard St. San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48034 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**

## Receipt of Notice for new PCS over \$100K PSC # 48034 - 21/22

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

on behalf of

kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Mon 12/20/2021 4:01 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; eerbach@ifpte21.org <eerbach@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; Geleta, Dereje (DPH) <dereje.geleta@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 48034 - 21/22 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 48034 - 21/22 for \$5,000,000 for Initial Request services for the period 03/01/2022 – 12/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17603> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

# **Additional Attachment(s)**



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH Dept. Code: DPH

Type of Request: [x] Initial [ ] Modification of an existing PSC (PSC # \_\_\_\_\_)

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

Type of Service: Various Software Licensing, Mainenance, and related services

Funding Source: General Fund, federal and State funds PSC Duration: 5 years 4 weeks
PSC Amount: \$10,000,000 PSC Est. Start Date: 12/01/2019 PSC Est. End Date: 12/31/2024

1. Description of Work

A. Scope of Work:

The contractor(s) will be used on an as-needed basis to maintain and enhance existing applications used in various functional areas within the Department. Functional areas shall include both clinical and non-clinical areas, such as services supporting an integrated communicable disease data system, SharePoint development services, archiving and data management, data warehouse(s), laboratory information, connected diagnostic, financial analysis and eligibility, access to proprietary online databases, clinical and financial bench marking tools, and pharmaceutical systems. The value of this request covers estimated costs for licensing, maintenance, and related professional services such as training and consultation.

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

These services are necessary in order to maintain existing legacy applications and to provide enhancements as needed to such systems in order to maintain their effectiveness and achieve full functionality. The Department has established both clinical and operational workflows around these systems, and denial of this request would result in inefficiencies and impaired response capacity, lessening the quality of services provided.

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.
PSC 4124-12/13

D. Will the contract(s) be renewed? As needed and as funding is available.

2. Union Notification: On 10/07/2019, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41698 - 19/20

DHR Analysis/Recommendation: 12/16/2019

Commission Approval Required

DHR Approved for 12/16/2019

Approved by Civil Service Commission

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

A. Specify required skills and/or expertise:

Contractor(s) must have a commercially available product in the relevant field, and sufficient resources to provide implementation and development services and ongoing support, including guarantees that the application meets minimum performance standards.

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

1052,1053,1054,1022,1023,1024,1042,1043,1044,1062,1063,1064,1070,1824,5502,5504,5506,5508,

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:

Civil Service classes are not applicable because these are proprietary products requiring services which include technical components beyond the scope of expertise of in-house staff to develop within quality parameters. Civil service staff will provide connectivity to the application and monitor connectivity issues at both the desktop and network levels.

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

Services are intermittent and as-needed, and deal with proprietary products that are already developed and available for commercial use. Civil service staff will work with contractor(s) to obtain knowledge necessary for day-to-day use and upkeep of applications. Staff will also have the ongoing opportunity to gain insight and

**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?<br>Specific training in the use and operation of specific software solutions and | <input type="checkbox"/> | <input checked="" 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<br>contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective<br>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<br>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 11/07/2019 BY:

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

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



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:

Contractor has proprietary software to implement transition from ICD-9 to ICD-10 and the complementary services to support the application and/or the Department in its transition to the new ICD-10 mandate.

B. Reason for the request for modification:

For the implementation and technical assistance of operationalization of ICD-10 conversion project.

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

A. Specify required skills and/or expertise: Contractor(s) must have a commercially available ICD-9 to ICD-10 transition application and the complementary services that can both technically and programmatically support the application and/or provide support to the Department in its transition to the new ICD-10 mandate. Sufficient resources to provide the application over the internet or locally with ongoing support and updates, including guarantees that the application meets minimum performance standards.

B. Which, if any, civil service class(es) normally perform(s) this work? 1022, IS Administrator 2; 1023, IS Administrator 3; 1024, IS Administrator-Supervisor; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1070, IS Project Director;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Only in situations where the application will be hosted off site and accessible through the internet. In such cases, the Contractor will host the application in a secure data center.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil Service classes are not applicable because these are proprietary product with services which contain technical components beyond the scope expertise of in-house staff to develop within practical time and quality parameters. Civil Service classes will provide connectivity to the application and monitor connectivity issues at both the desktop and network level for this application.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The services are intermittent and as-needed and deal with proprietary product. Staff will work with the contractor

to obtain the knowledge for routine maintenance of the application. Staff will have the opportunity to gain knowledge of best practices for ICD10 conversions and support of new applications.

**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.  
IT, medical records, and other staff; hours to be determined.
  
- 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 10/08/15, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42995 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/21/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Services to Create a specialty Pharmacy Network for the Department of Public Health

Funding Source: General Fund, Hospital Funds & Revenue

PSC Duration: 9 years 1 day

PSC Amount: \$250,000

**1. Description of Work**

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

The vendor will provide Specialty Pharmacy administration services. The vendor will handle the end-to-end administrative efforts around pharmacy network contracting, implementation, limited distribution drug access, replenishment, claim qualification, reporting, accounting, and continued network optimization. The covered entities include one disproportionate share hospital and several Department of Public Health community health centers with contract pharmacy arrangements.

The vendor will:

-Administer coverage for all 340B specialty prescriptions written for SFDPH patients seen by SFDPH medical, dental and behavioral health care providers.

-Implement and place into production a 340b specialty pharmacy network that addresses all required interfaces.

-Possess the ability to verify 340B patient eligibility for each submitted claim, utilizing HRSA patient definition requirements.

-Screen for appropriate patients using an electronic system per HRSA 340B patient definition and provide processes to place Wholesaler order(s), track receipt, and monitor

for compliance to 340B requirements.

-Complete replenishment reconciliation within 90 to 120 days of the date when a claim was qualified.

-Provide reports and tools to assist covered entity with audits, financial performance, and identify optimization opportunities of the program.

-Develop a Comprehensive Specialty Pharmacy Network which includes major and independent Specialty Pharmaceutical providers.

-Add local specialty pharmacies.

-Ensure pharmacies within the network comply with Federal and State laws.

-340B Compliant claims qualification process: will utilize logic to check data for 340B patient, provider, and claims eligibility, accumulate quantities dispensed to full

package sizes according to covered entity, provide an interface for pharmacy orders, track purchase history to ensure an audit trail, provide reporting tools for 340B

optimization, capture of high-value prescriptions, auditing, and investigations.

-Support with continuous collaborations with the wholesaler to expand access to limited distribution drugs.

-Support with continuous monitoring of specialty pharmaceuticals price catalogue to ensure 340B pricing is assigned to all products.

-Program administration: implementation, replenishment, auditing, accounting, compliance, prescriber optimization, network optimization, and financial performance via quarterly

business reviews.

-Provide step by step qualifications logic to account for encounters by SFDPH patients-of-record presenting SFDPH provider generated prescriptions.

The requested dollar amount of this PSC is an estimate based on the currently known fixed program costs and an estimated allowance for processed claims. If the program is successful, it is anticipated that the proceeds generated from the service will fund this contract either through contractual offsets and credits, or revenue generated for the Pharmacy department.

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

Denial of the services will result in a lack of access for patients that require 340B specialty pharmacy prescriptions.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes

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 request is in excess of five years because it is not feasible for the Department to develop and procure all of the infrastructure needed to run the program, create and maintain a network of pharmacies, and create and maintain the various relationships with the many diverse and everchanging specialty pharmaceutical companies. A contracted third party administrator which performs these services in their normal course of business would be more efficient and effective.

## 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:

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator). In this request resources shall be defined as the pre established specialty pharmaceutical network a third party administrator will have established. It is not feasible for the City to create, maintain and operate a specialty pharmacy network. City does not have the expertise to create and implement 340B Specialty Pharmacy Network to include all integration and reporting. The services will require IT to help implement and place into production a 340b specialty pharmacy network that addresses all required interfaces. Civil services classes will have the opportunity to work with a modern third party specialty pharmacy administrator and will have the ability to gain knowledge about the pharmaceutical industry, reimbursement practices, regulatory requirements and the complexities of the specialty pharmacy industry.

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

A. Specify required skills and/or expertise: The vendor must have a functioning 340B Specialty Pharmacy Network which includes: a network of pharmacies, established practices to administer a pharmacy network and all related contracts with pharmacies, access to limited distribution drug access, replenishment services, claim qualification, reporting, accounting, and processes in place for continued network optimization including compliance with all required regulations. Further, the contractor will be responsible for implementation of the program, and will also ensure that the provided solution (network) will fully integrate with existing DPH pharmacy application to allow for efficient use of City data and for robust reporting.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1824, Pr Administrative Analyst; 2453, Supervising Pharmacist; 0931, Manager III; 0932, Manager IV; 0933, Manager V; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ;

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

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

It is not feasible for the City to create, maintain and operate a specialty pharmacy network. City does not have the expertise to create and implement 340B Specialty Pharmacy Network to include all integration and reporting. The services will require IT to help implement and place into production a 340b specialty pharmacy network that addresses all required interfaces.



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

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

It is not feasible for the City to create, maintain and operate a specialty pharmacy network. City does not have the expertise to create and implement 340B Specialty Pharmacy Network to include all integration and reporting. The services will require IT to help implement and place into production a 340b specialty pharmacy network that addresses all required interfaces. Civil services classes will have the opportunity to work with a modern third party specialty pharmacy administrator and will have the ability to gain knowledge about the pharmaceutical industry, reimbursement practices, regulatory requirements and the complexities of the specialty pharmacy industry.

- 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 vendor needs to have the expertise to create and implement 340B Specialty Pharmacy Network to include all integration and reporting. Vendor will implement and place into production a 340b specialty pharmacy network that addresses all required interfaces. With this program, the intent is to have a self-sustaining program, with no or minimal costs to 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. It would not be practical to adopt a new civil service class to perform this work because the vendor needs to have the expertise to create and implement 340B Specialty Pharmacy Network to include all integration and reporting. Vendor will implement and place into production a 340b specialty pharmacy network that addresses all required issues. City Staff will have the opportunity to learn and obtain knowledge through day to day interactions and administration of the program with the vendor.

- 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 12/30/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Teamsters, Local 856 Health Workers; Teamsters, Local 856 Supv Nurses

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

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard Street, Room 421b San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49676 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**

## Receipt of Notice for new PCS over \$100K PSC # 49676 - 21/22

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

on behalf of

kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Thu 12/30/2021 2:10 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; mleach@ibt856.org <mleach@ibt856.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; Criss@sfmea.com <Criss@sfmea.com>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; Christina@sfmea.com <Christina@sfmea.com>; staff@sfmea.com <staff@sfmea.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; Mach, Philip (DPH) <philip.mach@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 49676 - 21/22 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49676 - 21/22 for \$250,000 for Initial Request services for the period 02/01/2022 – 01/31/2031. 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/17541> 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: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 41036 - 14/15)

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

Type of Service: Credit Liquidity Facilities

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 01/05/15 - 12/31/19 (4 years 51 weeks)

PSC Mod#1 Amount: \$20,000,000 PSC Mod#1 Duration: 01/01/17-12/31/24 (5 years 2 days)

PSC Mod#2 Amount: \$12,500,000 PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$30,000,000 PSC Mod#3 Duration: 01/01/25-12/31/26 (2 years)

PSC Cumulative Amount Proposed: \$67,500,000 PSC Cumulative Duration Proposed: 11 years 51 weeks

**1. Description of Work**

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

The San Francisco International Airport (Airport) Finance Division has a need to set up reimbursement agreements with firms to provide credit and/or liquidity facilities to have access to financial institutions that will provide short term financial loans to the Airport Commission (AC). The financial loans are necessary to ensure that the Airport's variable rate bonds are issued at the lowest possible interest rate.

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

This service is necessary to ensure the Airport has access to lower interest loans. The Airport would be subject to paying higher interest rates if it issued variable rate bonds without the assistance of credit and/or liquidity facility providers.

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 41036-14/15

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 access to financial loans, credit, and liquidity services for the Airport.

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

A. Display all that apply

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

Explain the qualifying circumstances:

This service can only be performed by a financial institution.

B. Reason for the request for modification:

This modification increases the amount and duration to continue credit and liquidity provider services at the San Francisco International Airport.

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

A. Specify required skills and/or expertise: This service must be provided by a financial institution with the capital necessary to meet the Airport's financial needs. The Airport does not have enough cash on hand to provide "self-liquidity". Airport will monitor the credit agreements and pay the required fees on a quarterly basis.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0931, Manager III; 0933, Manager V;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil servant staff do not possess the appropriate state and federal registrations to act as a financial institution.

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 this is not work that could be performed by an individual.

**6. Additional Information**

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

No.

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

No training will be provided

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

No.

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

No

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

No

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

No.

**7. Union Notification:** On 01/24/22, 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: 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# 41036 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**



## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com  
**Sent:** Monday, January 24, 2022 9:45 AM  
**To:** Cynthia Avakian (AIR); WendyWong26@yahoo.com; wendywong26@yahoo.com;  
tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org;  
Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com;  
staff@sfmea.com; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 41036 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$30,000,000 for services for the period January 1, 2025 – December 31, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8489>

Email sent to the following addresses: staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com  
Criss@SFMEA.com junko.laxamana@sfgov.org L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org  
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com

# **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request:  Initial  Modification of an existing PSC (PSC # 41036 - 14/15)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Credit Liquidity FacilitiesFunding Source: Airport Operating FundsPSC Original Approved Amount: \$5,000,000PSC Original Approved Duration: 01/05/15 - 12/31/19 (4 years 51 weeks)PSC Mod#1 Amount: \$20,000,000PSC Mod#1 Duration: 01/01/17-12/31/24 (5 years 2 days)PSC Mod#2 Amount: \$12,500,000PSC Mod#2 Duration: no duration addedPSC Cumulative Amount Proposed: \$37,500,000PSC Cumulative Duration Proposed: 9 years 51 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco International Airport (Airport) Finance Division has a need to set up reimbursement agreements with firms to provide credit and/or liquidity facilities to have access to financial institutions that will provide short term financial loans to the Airport Commission (AC). The financial loans are necessary to ensure that the Airport's variable rate bonds are issued at the lowest possible interest rate.

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

This service is necessary to ensure the Airport has access to lower interest loans. The Airport would be subject to paying higher interest rates if it issued variable rate bonds without the assistance of credit and/or liquidity facility providers.

**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 41036-14/15

**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 access to financial loans, credit, and liquidity services for the Airport.

**2. Reason(s) for the Request****A. Display all that apply**

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

Explain the qualifying circumstances:

This service can only be performed by a financial institution.

B. Reason for the request for modification:

This modification increases the contract amount to provide services by credit and liquidity providers.

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

- A. Specify required skills and/or expertise: This service must be provided by a financial institution with the capital necessary to meet the Airport's financial needs. The Airport does not have enough cash on hand to provide "self-liquidity". Airport will monitor the credit agreements and pay the required fees on a quarterly basis.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0931, Manager III; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil servant staff do not possess the appropriate state and federal registrations to act as a financial institution.
- 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 this is not work that could be performed by an individual.

### **6. Additional Information**

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

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

No

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

No

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

No.

7. **Union Notification:** On 10/29/20, 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: 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# 41036 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/09/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 41036 - 14/15)

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

Type of Service: Credit Liquidity Facilities

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 01/05/15 - 12/31/19 (4 years 51 weeks)

PSC Mod#1 Amount: \$20,000,000 PSC Mod#1 Duration: 01/01/20-12/31/24 (5 years 2 days)

PSC Cumulative Amount Proposed: \$25,000,000 PSC Cumulative Duration Proposed: 9 years 51 weeks

**1. Description of Work**

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

The San Francisco International Airport (Airport) Finance Division has a need to set up reimbursement agreements with firms to provide credit and/or liquidity facilities to have access to financial institutions that will provide short term financial loans to the Airport Commission (AC). The financial loans are necessary to ensure that the Airport's variable rate bonds are issued at the lowest possible interest rate.

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

This service is necessary to ensure the Airport has access to lower interest loans. The Airport would be subject to paying higher interest rates if it issued variable rate bonds without the assistance of credit and/or liquidity facility providers.

**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.**  
41036-14/15

**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 access to financial loans for the Airport.

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

**A. Display all that apply**

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

Explain the qualifying circumstances:

This service can only be performed by a financial institution.

**B. Reason for the request for modification:**

Need to increase amount and duration.

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

**A. Specify required skills and/or expertise:** This service must be provided by a financial institution with the capital necessary to meet the Airport's financial needs. The Airport does not have enough cash on hand to provide "self-liquidity". Airport will monitor the credit agreements and pay the required fees on a quarterly basis.

**B. Which, if any, civil service class(es) normally perform(s) this work?** 1824, Pr Administrative Analyst; 0931, Manager III; 0933, Manager V;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil servant staff do not possess the appropriate state and federal registrations to act as a financial institution.

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 this is not work that could be performed by an individual.

**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.

This work cannot be performed by civil servant staff.

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

No.

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

No.

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

No.

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

No.

**7. Union Notification: On 02/01/17, 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: 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# 41036 - 14/15

DHR Analysis/Recommendation:

03/20/2017

Commission Approval Required

Approved by Civil Service Commission

03/20/2017 DHR Approved for 03/20/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 44655 - 13/14)

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

Type of Service: As-Needed Engineering Support Services

Funding Source: AIR-Operating Funds

PSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 11/03/14 - 06/30/20 (5 years 34 weeks)

PSC Mod#1 Amount: \$2,500,000 PSC Mod#1 Duration: 06/05/17-12/31/21 (1 year 26 weeks)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 12/31/21-04/15/23 (1 year 14 weeks)

PSC Mod#3 Amount: \$300,000 PSC Mod#3 Duration: 04/15/23-06/30/25 (2 years 11 weeks)

PSC Cumulative Amount Proposed: \$7,800,000 PSC Cumulative Duration Proposed: 10 years 34 weeks

**1. Description of Work**

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

Contractor will provide engineering support services for airfield projects at San Francisco International Airport (SFO), including, but not limited to: special design services, studies, surveys and reports for projects in the planning and design development phases. Anticipated tasks include general, civil, electrical, mechanical, and utility engineering as related to airfield design. Engineering support for airfield improvement projects are required for runway, taxiway, apron, infield, and roadway pavements; underground infrastructure; industrial waste, sewer, and drainage pump stations; and telecommunication and high voltage infrastructure.

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

Along with aging infrastructure, SFO continues to experience strong passenger growth, both of which require the Airport to maintain and improve airfield infrastructure to operational efficiency and safety; and meet forecasted demand. A Contractor with airfield expertise is needed to ensure proper and timely development and implementation of tasks. Denial will cause project delays, which will affect aircraft operations and customer service, and result in lost revenues.

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 44655-13/14

D. Will the contract(s) be renewed?  
Yes, if there continues to be a need for such services.

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

**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 services is for as-needed projects which only require work on a periodic basis.

B. Reason for the request for modification:  
Need to extend for time and add money to the PSC.

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



- A. Specify required skills and/or expertise: Engineering firms with specialized experience in airfield design and development; utility locating and engineering; geotechnical engineering; airfield pavement design; navigational aids and airfield lighting design; drainage, sewer, water, and industrial waste pump station design; gas line relocation design; aviation fuel line abandonment, removal, and relocation design; telecommunications and high voltage infrastructure design; and system integration.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5364, Engineering Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: To be determined based on the nature of the task.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
The existing classifications do not have the required expertise and specialized skills related to the field of airport design and development. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction, including airfield 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, these as-needed projects are temporary in nature and do not justify permanent staffing.

**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. Specialized skills are as-needed, on a short term basis.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes, Lean Technology Corporation

**7. Union Notification: On 01/20/22, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21;**

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

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

Address: PO Box 8097, San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44655 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**

## Cynthia Avakian (AIR)

---

**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com  
**Sent:** Thursday, January 20, 2022 2:46 PM  
**To:** Cynthia Avakian (AIR); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Christina Chiong (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 44655 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period April 15, 2023 – June 30, 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:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F9008&data=04%7C01%7C%7C%7C637783164991494565%7CUnknown%7CTWFpbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C3000&reserved=0>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com

# **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request:  Initial  Modification of an existing PSC (PSC # 44655 - 13/14)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: As-Needed Engineering Support ServicesFunding Source: AIR-Operating FundsPSC Original Approved Amount: \$5,000,000PSC Original Approved Duration: 11/03/14 - 06/30/20 (5 years 34 weeks)PSC Mod#1 Amount: \$2,500,000PSC Mod#1 Duration: 06/05/17-12/31/21 (1 year 26 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 12/31/21-04/15/23 (1 year 14 weeks)PSC Cumulative Amount Proposed: \$7,500,000PSC Cumulative Duration Proposed: 8 years 23 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide engineering support services for airfield projects at San Francisco International Airport (SFO), including, but not limited to: special design services, studies, surveys and reports for projects in the planning and design development phases. Anticipated tasks include general, civil, electrical, mechanical, and utility engineering as related to airfield design. Engineering support for airfield improvement projects are required for runway, taxiway, apron, infield, and roadway pavements; underground infrastructure; industrial waste, sewer, and drainage pump stations; and telecommunication and high voltage infrastructure.

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

Along with aging infrastructure, SFO continues to experience strong passenger growth, both of which require the Airport to maintain and improve airfield infrastructure to operational efficiency and safety; and meet forecasted demand. A Contractor with airfield expertise is needed to ensure proper and timely development and implementation of tasks. Denial will cause project delays, which will affect aircraft operations and customer service, and result in lost revenues.

**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 44655-13/14**D. Will the contract(s) be renewed?**

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

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

**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 services is for as-needed projects which only require work on a periodic basis.

- B. Reason for the request for modification:

Need to extend for time.

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

- A. Specify required skills and/or expertise: Engineering firms with specialized experience in airfield design and development; utility locating and engineering; geotechnical engineering; airfield pavement design; navigational aids and airfield lighting design; drainage, sewer, water, and industrial waste pump station design; gas line relocation design; aviation fuel line abandonment, removal, and relocation design; telecommunications and high voltage infrastructure design; and system integration.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5364, Engineering Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: To be determined based on the nature of the task.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
The existing classifications do not have the required expertise and specialized skills related to the field of airport design and development. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction, including airfield 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, these as-needed projects are temporary in nature and do not justify permanent staffing.

**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. Specialized skills are as-needed, on a short term basis.

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

No.

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

No.

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

No.

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

Yes, Lean Technology Corporation

7. **Union Notification:** On 11/18/21, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21;

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

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

Address: PO Box 8097, San Francisco, CA 94128

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44655 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/29/2021



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: As-Needed Engineering Support Services

Funding Source: AIR-Operating Funds

PSC Amount: \$5,000,000

PSC Est. Start Date: 11/03/2014

PSC Est. End Date  
06/30/2020

**1. Description of Work**

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

Contractor will provide engineering support services for airfield projects at San Francisco International Airport (SFO), including, but not limited to: special design services, studies, surveys and reports for projects in the planning and design development phases. Anticipated tasks include general, civil, electrical, mechanical, and utility engineering as related to airfield design. Engineering support for airfield improvement projects are required for runway, taxiway, apron, infield, and roadway pavements; underground infrastructure; industrial waste, sewer, and drainage pump stations; and telecommunication and high voltage infrastructure.

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

Along with aging infrastructure, SFO continues to experience strong passenger growth, both of which require the Airport to maintain and improve airfield infrastructure to operational efficiency and safety; and meet forecasted demand. A Contractor with airfield expertise is needed to ensure proper and timely development and implementation of tasks. Denial will cause project delays, which will affect aircraft operations and customer service, and result in lost revenues.

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

This is a new request.

D. Will the contract(s) be renewed?

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

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

See attachment for term justification.

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

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

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

B. Explain the qualifying circumstances:

This services is for as-needed projects which only require work on a periodic basis.

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

A. Specify required skills and/or expertise: Engineering firms with specialized experience in airfield design and development; utility locating and engineering; geotechnical engineering; airfield pavement design; navigational aids and airfield lighting design; drainage, sewer, water, and industrial waste pump station design; gas line relocation design; aviation fuel line abandonment, removal, and relocation design; telecommunications and high voltage infrastructure design; and system integration.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5364, Engineering Associate 1;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: To be determined based on the nature of the task.

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

A Notice of Intent was issued on June 30, 2014 to the following City Departments: Public Utilities Commission, Department of Public Works, Port of San Francisco, and the San Francisco Municipal Transportation Agency. No responses were received by the July 11, 2014 deadline.

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

A. Explain why civil service classes are not applicable.

The existing classifications do not have the required expertise and specialized skills related to the field of airport design and development. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction, including airfield 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, these as-needed projects are temporary in nature and do not justify permanent staffing.

**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. Specialized skills are as-needed, on a short term basis.

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

No.

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

**7. Union Notification:** On 08/08/2014, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21

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

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

Address: PO Box 8097 San Francisco, CA 94128

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44655 - 13/14

DHR Analysis/Recommendation:

action date: 10/06/2014

Commission Approval Required

Approved by Civil Service Commission

10/06/2014 DHR Approved for 10/06/2014

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 # 42510 - 18/19)

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

Type of Service: Software As A Service (Artificial Intelligence Based Algorithm)

Funding Source: General fund

PSC Original Approved Amount: \$90,000 PSC Original Approved Duration: 03/01/19 - 02/28/21 (2 years)

PSC Mod#1 Amount: \$44,000 PSC Mod#1 Duration: 03/01/19-02/28/23 (2 years)

PSC Mod#2 Amount: \$166,000 PSC Mod#2 Duration: 03/01/19-12/31/25 (2 years 43 weeks)

PSC Cumulative Amount Proposed: \$300,000 PSC Cumulative Duration Proposed: 6 years 43 weeks

**1. Description of Work**

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

SF311 is the central point of intake for requests from the public. Over 60% of the requests are submitted directly through web or mobile applications. These self-service requests have a higher error rate than those created through phone calls to SF311 Customer Service Representatives. However, the public's use of automated processes is continuing to increase.

Vendor will provide a Request Routing and Categorization Service to improve the accuracy of requests routed to departments for resolution. The vendor will create an analysis service that will compare new requests to years of historical requests to validate the service type and correct work queue based on historical trends. The Service will receive information from SF311 and respond, in real time, with suggested routing and categorization of the request.

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

Consequences of denial would include the lost opportunity to provide error checking to self service requests. Lack of approval will continue the extra and inaccurate work involved routing requests to responding agencies and would prevent modernization of processes.

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

D. Will the contract(s) be renewed?  
Unknown.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
Additional work is needed. We are requesting a duration that exceeds 5 years to allow us to continue to improve and advance the technology developed in the first phase. Each phase adds better coordination between agencies and further advances in routing accuracy. The duration allows for continuity of operations with the involved departments.

**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).

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

**REASON FOR CHECKING OTHER:**

City employees do not have the background and knowledge to perform the project.

Explain the qualifying circumstances:

Vendor has proprietary software required to provide the service.

B. Reason for the request for modification:

Dollars and duration being added. Additional work is needed.

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

A. Specify required skills and/or expertise: This project requires extensive programming and analysis skills to create an application that will interpret text and photographs and, based on hundreds of thousands of previous examples, determine the request type and category. Supporting expertise are database management, web server management, application and web services and access to the vendor's proprietary software.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1823, Senior Administrative Analyst;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Vendor will provide proprietary software.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classifications do not have the skills and training to perform these services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The SF311 project is relatively small, and Artificial Intelligence (AI) is a new technology. If other large and complex City departments begin to utilize this type of service, consideration could be given to creating new classifications.

**6. Additional Information**

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

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

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

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

**7. Union Notification:** On 01/24/22, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21;

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42510 - 18/19

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/07/2022

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)  
**To:** [Lubamersky, Joan \(ADM\); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky, Joan (ADM); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)  
**Subject:** Receipt of Modification Request to PSC # 42510 - 18/19 - MODIFICATIONS  
**Date:** Monday, January 24, 2022 12:20:43 PM

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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 \$166,000 for services for the period March 1, 2019 – December 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/16073>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[pkim@ifpte21.org](mailto:pkim@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com)



# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request:  Initial  Modification of an existing PSC (PSC # 42510 - 18/19)

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

Type of Service: Software As A Service (Artificial Intelligence Based Algorithm)

Funding Source: General fund

PSC Original Approved Amount: \$90,000 PSC Original Approved Duration: 03/01/19 - 02/28/21 (2 years)

PSC Mod#1 Amount: \$44,000 PSC Mod#1 Duration: 03/01/19-02/28/23 (2 years)

PSC Cumulative Amount Proposed: \$134,000 PSC Cumulative Duration Proposed: 4 years

**1. Description of Work**

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

SF311 is the central point of intake for requests from the public. Over 60% of the requests are submitted directly through web or mobile applications. These self-service requests have a higher error rate than those created through phone calls to SF311 Customer Service Representatives. However, the public's use of automated processes is continuing to increase.

Vendor will provide a Request Routing and Categorization Service to improve the accuracy of requests routed to departments for resolution. The vendor will create an analysis service that will compare new requests to years of historical requests to validate the service type and correct work queue based on historical trends. The Service will receive information from SF311 and respond, in real time, with suggested routing and categorization of the request.

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

Consequences of denial would include the lost opportunity to provide error checking to self service requests. Lack of approval will continue the extra and inaccurate work involved routing requests to responding agencies and would prevent modernization of processes.

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

By contract

D. Will the contract(s) be renewed?

Unknown.

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

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

A. Display all that apply

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

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

**REASON FOR CHECKING OTHER:**

City employees do not have the background and knowledge to perform the project.

Explain the qualifying circumstances:

Vendor has proprietary software required to provide the service.

B. Reason for the request for modification:

Additional work needs

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

- A. Specify required skills and/or expertise: This project requires extensive programming and analysis skills to create an application that will interpret text and photographs and, based on hundreds of thousands of previous examples, determine the request type and category. Supporting expertise are database management, web server management, application and web services and access to the vendor's proprietary software.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1823, Senior Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Vendor will provide proprietary software.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil service classifications do not have the skills and training to perform these services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The SF311 project is relatively small, and Artificial Intelligence (AI) is a new technology. If other large and complex City departments begin to utilize this type of service, consideration could be given to creating new classifications.

**6. Additional Information**

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

No.

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

7. **Union Notification:** On 02/09/21, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42510 - 18/19

DHR Analysis/Recommendation:

03/15/2021

Commission Approval Required

Approved by Civil Service Commission

03/15/2021 DHR Approved for 03/15/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request:  Initial  Modification of an existing PSC (PSC # 43482 - 19/20)

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

Type of Service: Parking garage management

Funding Source: General fund

PSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 06/01/20 - 05/31/25 (5 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$2,000,000 PSC Mod#2 Duration: 06/01/20-05/31/27 (2 years)

PSC Cumulative Amount Proposed: \$4,000,000 PSC Cumulative Duration Proposed: 7 years

**1. Description of Work**

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

Parking garage operation and management, maintenance of facility, valet parking and collection of parking fees at five parking garages and lots owned by the Real Estate Division. The locations consist of transient and monthly parking for vehicles. The locations are used by the public and City staff.

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

Real Estate Division owns five parking garages and lots that are open to the public and used by City staff for City purposes. These garages and lots need to be operated by a company with experience in parking management and possession of the required licenses. Denial will result in the Real Estate Division's inability to manage the City's parking garages and lots and a loss of gross revenue to the City each year.

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

By contract

D. Will the contract(s) be renewed?

Yes, if the need continues.

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

The department is preparing to award three additional contracts for these same service and requires the additional funds and duration to do so.

**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).

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

**REASON FOR CHECKING OTHER:**

No City classifications perform this work.

Explain the qualifying circumstances:

Vendor will provide parking access and revenue control equipment.

B. Reason for the request for modification:  
Additional services necessary.

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

- A. Specify required skills and/or expertise: Five years continuous experience as an operator of a commercial parking garage or lot with a capacity of at least 50 spaces with a valet attended parking operation; experience and knowledge of automated parking access, roll up gates, revenue control equipment, financial resources to support the operations of the garage, and a City and County of San Francisco parking operator license
- B. Which, if any, civil service class(es) normally perform(s) this work? 1404, Clerk; 1630, Account Clerk; 1650, Accountant I; 2708, Custodian; 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, parking access equipment and revenue control equipment. Vendor will also maintain City owned equipment such as booths, key boxes, and signs.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
No civil service class is licensed or knowledgeable enough to perform this work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Services are only required from one or two individuals at each location.

**6. Additional Information**

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

**7. Union Notification:** On 11/15/21, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous; Architect & Engineers, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43482 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**



**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)  
**To:** [Lubamersky, Joan \(ADM\)](mailto:Lubamersky,Joan@seiu1021.org); [Frigault, Noah \(HRC\)](mailto:Frigault,Noah@seiu1021.org); [Meyers, Julie \(HSA\)](mailto:Meyers,Julie@seiu1021.org); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconcillo, Katherine \(PUC\)](mailto:Basconcillo,Katherine@seiu1021.org); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Poon, Sin Yee \(HSA\)](mailto:Poon,SinYee@seiu1021.org); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@seiu1021.org)  
**Subject:** Receipt of Modification Request to PSC # 43482 - 19/20 - MODIFICATIONS  
**Date:** Monday, November 15, 2021 9:08:36 PM

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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 \$2,000,000 for services for the period June 1, 2020 – May 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/16949>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[pkim@ifpte21.org](mailto:pkim@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com) [jtanner940@aol.com](mailto:jtanner940@aol.com) [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org)  
[Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org) [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org) [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com)  
[ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net) [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org)  
[Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org)  
[pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net) [Kbasconcillo@sfgov.org](mailto:Kbasconcillo@sfgov.org)  
[Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org)  
[thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org) [Julie.Meyers@sfgov.org](mailto:Julie.Meyers@sfgov.org) [noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org)

**From:** [Lubamersky, Joan \(ADM\)](#)  
**To:** [staff@sfmea.com](mailto:staff@sfmea.com); [Christina Fong \(christina@sfmea.com\)](mailto:Christina.Fong@sfmea.com); [Criss Romero](#)  
**Subject:** Notification PSC mod 43482  
**Date:** Monday, November 15, 2021 9:19:00 PM  
**Attachments:** [Receipt of Modification Request to PSC # 43482 - 19 20 - MODIFICATIONS.pdf](#)  
[PSC 43482 mod as posted.pdf](#)

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TO: Municipal Executives Association

[staff@sfmea.com](mailto:staff@sfmea.com), [christina@sfmea.com](mailto:christina@sfmea.com), [criss@sfmea.com](mailto:criss@sfmea.com)

FROM: Joan Lubamersky

Office of the City Administrator Contract Coordinator

SUBJ: Personal Services Contract (PSC) 43482 modification

Parking Garage Management

A PSC modification has been requested for parking garage management. MEA has been notified of earlier modifications to this PSC.

As you know, we are required to notify employee organizations if the work proposed to be performed by contract could possibly be performed by employees represented by that union. In this case, Manager I has been identified as such a position.

There is a 30 day notification period of this PSC.

Please see the PSC modification attached and let me know if you have any questions.

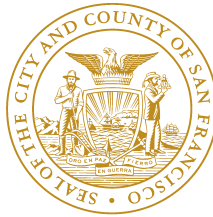
Thank you.

Attachment

Copy of PSC mod PSC 43482

Joan Lubamersky  
Office of the City Administrator

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



November 15, 2021

MEMORANDUM

TO: Municipal Executives Association  
[staff@sfmea.com](mailto:staff@sfmea.com), [christina@sfmea.com](mailto:christina@sfmea.com), [criss@sfmea.com](mailto:criss@sfmea.com)

FROM: Joan Lubamersky  
Office of the City Administrator Contract Coordinator

SUBJ: Personal Services Contract (PSC) 4382 modification  
Parking Garage Management

A PSC modification has been requested for parking garage management. MEA has been notified of earlier modifications to this PSC.

As you know, we are required to notify employee organizations if the work proposed to be performed by contract could possibly be performed by employees represented by that union. In this case, Manager I has been identified as such a position.

There is a 30 day notification period of this PSC.

Please see the PSC modification attached and let me know if you have any questions.

Thank you.

Attachment

Copy of PSC mod PSC 43482

Joan Lubamersky

Office of the City Administrator

One Carlton B. Goodlett Place, Room 362

San Francisco, CA 94102

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request:  Initial  Modification of an existing PSC (PSC # 43482 - 19/20)

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

Type of Service: Parking garage management

Funding Source: General fund

PSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 06/01/20 - 05/31/25 (5 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$2,000,000 PSC Cumulative Duration Proposed: 5 years

**1. Description of Work**

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

Parking garage operation and management, maintenance of facility, valet parking and collection of parking fees at five parking garages and lots owned by the Real Estate Division. The locations consist of transient and monthly parking for vehicles. The locations are used by the public and City staff.

**Scope Change**

No change to Scope. We are only adding the addresses of the five parking lots.

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

Real Estate Division owns five parking garages and lots that are open to the public and used by City staff for City purposes. These garages and lots need to be operated by a company with experience in parking management and possession of the required licenses. Denial will result in the Real Estate Division's inability to manage the City's parking garages and lots and a loss of gross revenue to the City each year.

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

By contract

D. Will the contract(s) be renewed?

Yes, if the need continues.

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

**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).

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

**REASON FOR CHECKING OTHER:**

No City classifications perform this work.

Explain the qualifying circumstances:

Vendor will provide parking access and revenue control equipment.

B. Reason for the request for modification:

The department would like to add information to the Description of Work. The current language is "five parking locations." We would like to name those locations: 1 South Van Ness, 1650 Mission , 1660 Mission, 49 South Van Ness and 820 Bryant.

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

- A. Specify required skills and/or expertise: Five years continuous experience as an operator of a commercial parking garage or lot with a capacity of at least 50 spaces with a valet attended parking operation; experience and knowledge of automated parking access, roll up gates, revenue control equipment, financial resources to support the operations of the garage, and a City and County of San Francisco parking operator license
- B. Which, if any, civil service class(es) normally perform(s) this work? 1404, Clerk; 1630, Account Clerk; 1650, Accountant I; 2708, Custodian; 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, parking access equipment and revenue control equipment. Vendor will also maintain City owned equipment such as booths, key boxes, and signs.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
No civil service class is licensed or knowledgeable enough to perform this work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Services are only required from one or two individuals at each location.

**6. Additional Information**

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

**7. Union Notification:** On 06/30/21, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous; Architect & Engineers, Local 21;

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43482 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 09/01/2021



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: Parking garage management

Funding Source: General fund

PSC Duration: 5 years

PSC Amount: \$2,000,000

**1. Description of Work**

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

Parking garage operation and management, maintenance of facility, valet parking and collection of parking fees at five parking garages and lots owned by the Real Estate Division. The locations consist of transient and monthly parking for vehicles. The locations are used by the public and City staff.

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

Real Estate Division owns five parking garages and lots that are open to the public and used by City staff for City purposes. These garages and lots need to be operated by a company with experience in parking management and possession of the required licenses. Denial will result in the Real Estate Division's inability to manage the City's parking garages and lots and a loss of gross revenue to the City each year.

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 different contractors through several different contracts, The most recent Personal Services Contract (PSC) approvals are attached: 34818-14/15 and 30376-16/17.

D. Will the contract(s) be renewed?

Yes, if the need continues.

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

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

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

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

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

**REASON FOR CHECKING OTHER:**

No City classifications perform this work.

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

- A. Specify required skills and/or expertise: Five years continuous experience as an operator of a commercial parking garage or lot with a capacity of at least 50 spaces with a valet attended parking operation; experience and knowledge of automated parking access, roll up gates, revenue control equipment, financial resources to support the operations of the garage, and a City and County of San Francisco parking operator license
- B. Which, if any, civil service class(es) normally perform(s) this work? 1404, Clerk; 1630, Account Clerk; 1650, Accountant I; 2708, Custodian; 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, parking access equipment and revenue control equipment. Vendor will also maintain City owned equipment such as booths, key boxes, and signs.

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

These resources are not available within the City.

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

- A. Explain why civil service classes are not applicable.  
No civil service class is licensed or knowledgeable enough to perform this work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Services are only required from one or two individuals at each location.

**6. Additional Information**

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

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

7. **Union Notification:** On 02/19/2020, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; SEIU 1021 Miscellaneous

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43482 - 19/20

DHR Analysis/Recommendation:

action date: 05/18/2020

Commission Approval Required

Approved by Civil Service Commission

05/18/2020 DHR Approved for 05/18/2020

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 # 49312 - 15/16)

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

Type of Service: software upgrade and maintenance

Funding Source: General fund

PSC Original Approved Amount: \$950,000 PSC Original Approved Duration: 06/01/16 - 05/30/19 (2 years 51 weeks)

PSC Mod#1 Amount: \$470,000 PSC Mod#1 Duration: 06/01/19-11/25/20 (1 year 25 weeks)

PSC Mod#2 Amount: \$1,250,000 PSC Mod#2 Duration: 06/01/16-12/31/22 (2 years 5 weeks)

PSC Mod#3 Amount: \$1,330,000 PSC Mod#3 Duration: 06/01/16-12/31/25 (3 years 1 day)

PSC Cumulative Amount Proposed: \$4,000,000 PSC Cumulative Duration Proposed: 9 years 30 weeks

**1. Description of Work**

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

The contractor will provide consulting services for the modification and customization of Customer Relationship Management (CRM) proprietary software used to manage the City's service requests. When required, vendor services assist City staff extend the functionality of the application while training staff to make additional improvements.

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

The City's CRM software handles incoming requests (made by phone, web and mobile devices) and tracks the response to the requests. Annual Software maintenance ensures the City can receive development assistance and includes access to new releases of the software. These upgrades provide needed and requested functionality to departments. Professional services, when necessary, help City staff adapt the software to the City's changing systems, business requirements and technology. Lack of a professional services contract would severely limit the City's ability to correctly respond to public requests and prevent resolving agencies, e.g., the Department of Public Works, the Public Utilities Commission and the Municipal Transportation Agency, from modernizing and improving practices.

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

By contract

D. Will the contract(s) be renewed?

Yes. These needs are ongoing. The department plans to do a Request for Proposal (RFP) in the future to review these services and others provided to SF311 under contract, looking at vendor pools and potential new vendors to provide services.

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

Reason for extension is to (1) extend CRM software services to support 311's core mission of providing information to the public and processing requests for City services and (2) upgrade the CRM platform to meet City Administrator's goals that include expanding digital access.

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

A. Display all that apply

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

Explain the qualifying circumstances:

These services must be provided by the vendor as work is to be performed using their proprietary software.

- B. Reason for the request for modification:  
Adding funds and duration

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

- A. Specify required skills and/or expertise: Specialized expertise in the implementation of enterprise SF311 Call tracking, integration with knowledge and Geographic Information System (GIS) applications. Web service architecture, business rules, web and java development, database architecture and reporting. Knowledge of proprietary software to provide services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil services classes do not have the specialized knowledge and experience to work with proprietary software to provides services necessary.
- 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 technology advances rapidly and City employees would not be able to work on proprietary software.

**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.  
When new features are added, vendor will train 1052, 1053, 1054, 1063. Numbers may vary. One class 24 hours long.
- 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.  
Verint Americas, Inc. Their software is proprietary.

**7. Union Notification: On 01/24/22, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Architect & Engineers, Local 21;**

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49312 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)  
**To:** [Lubamersky, Joan \(ADM\); Laxamana, Junko \(BOS\); Criss@sfmea.com; camaguey@sfmea.com \(contact\); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky,Joan(ADM);Laxamana,Junko(BOS);Criss@sfmea.com;camaguey@sfmea.com(contact);Christina@sfmea.com;staff@sfmea.com;ecassidy@ifpte21.com;WendyWong26@yahoo.com;wendywong26@yahoo.com;tmathews@ifpte21.org;kschumacher@ifpte21.org;kpage@ifpte21.org;eerbach@ifpte21.org;pkim@ifpte21.org;L21PSCReview@ifpte21.org;DHR-PSCCoordinator,DHR(HRD)@sfmea.com)  
**Subject:** Receipt of Modification Request to PSC # 49312 - 15/16 - MODIFICATIONS  
**Date:** Monday, January 24, 2022 2:55:49 PM

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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 \$1,330,000 for services for the period June 1, 2016 – December 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/10898>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[pkim@ifpte21.org](mailto:pkim@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com) [staff@sfmea.com](mailto:staff@sfmea.com) [Christina@sfmea.com](mailto:Christina@sfmea.com) [Camaguey@sfmea.com](mailto:Camaguey@sfmea.com)  
[Criss@SFMEA.com](mailto:Criss@SFMEA.com) [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)



# **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request:  Initial  Modification of an existing PSC (PSC # 49312 - 15/16)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: software upgrade and maintenanceFunding Source: General fundPSC Original Approved Amount: \$950,000PSC Original Approved Duration: 06/01/16 - 05/30/19 (2 years 51 weeks)PSC Mod#1 Amount: \$470,000PSC Mod#1 Duration: 06/01/19-11/25/20 (1 year 25 weeks)PSC Cumulative Amount Proposed: \$1,420,000PSC Cumulative Duration Proposed: 4 years 25 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide consulting services for the modification and customization of Customer Relationship Management (CRM) proprietary software used to manage the City's service requests. When required, vendor services assist City staff extend the functionality of the application while training staff to make additional improvements.

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

The City's CRM software handles incoming requests (made by phone, web and mobile devices) and tracks the response to the requests. Annual Software maintenance ensures the City can receive development assistance and includes access to new releases of the software. These upgrades provide needed and requested functionality to departments. Professional services, when necessary, help City staff adapt the software to the City's changing systems, business requirements and technology. Lack of a professional services contract would severely limit the City's ability to correctly respond to public requests and prevent resolving agencies, e.g., the Department of Public Works, the Public Utilities Commission and the Municipal Transportation Agency, from modernizing and improving practices.

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

Yes

**D. Will the contract(s) be renewed?**

Yes. These needs are ongoing. The department plans to do a Request for Proposal (RFP) in the future to review these services and others provided to SF311 under contract, looking at vendor pools and potential new vendors to provide services.

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

These services must be provided by the vendor as work is to be performed using their proprietary software.

B. Reason for the request for modification:

To add funds and extend duration.

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

A. Specify required skills and/or expertise: Specialized expertise in the implementation of enterprise SF311 Call tracking, integration with knowledge and Geographic Information System (GIS) applications. Web service architecture, business rules, web and java development, database architecture and reporting. Knowledge of proprietary software to provide services.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 0922, Manager I;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil services classes do not have the specialized knowledge and experience to work with proprietary software to provides services necessary.

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 technology advances rapidly and City employees would not be able to work on proprietary software.

**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.  
Vendor will train one Class 1063 for one day to allow City staff to perform additional improvements in the future
- 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.  
Verint Americas, Inc. Their software is proprietary.

**7. Union Notification:** On 04/23/18, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Architect & Engineers, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49312 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/10/2018

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: software upgrade and maintenance

Funding Source: General fund

PSC Duration: 2 years 51 weeks

PSC Amount: \$.950,000

**1. Description of Work**

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

The contractor will provide consulting services for the modification and customization of Customer Relationship Management (CRM) proprietary software used to manage the City's service requests. When required, vendor services assist City staff extend the functionality of the application while training staff to make additional improvements.

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

The City's CRM software handles incoming requests (made by phone, web and mobile devices) and tracks the response to the requests. Annual Software maintenance ensures the City can receive development assistance and includes access to new releases of the software. These upgrades provide needed and requested functionality to departments. Professional services, when necessary, help City staff adapt the software to the City's changing systems, business requirements and technology. Lack of a professional services contract would severely limit the City's ability to correctly respond to public requests and prevent resolving agencies, e.g., the Department of Public Works, the Public Utilities Commission and the Municipal Transportation Agency, from modernizing and improving practices.

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

These services have been provided under contract in the past, utilizing proprietary software.

D. Will the contract(s) be renewed?

Yes. These needs are ongoing. The department plans to do a Request for Proposal (RFP) in the future to review these services and others provided to SF311 under contract, looking at vendor pools and potential new vendors to provide services.

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

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

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

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

mandate.

B. Explain the qualifying circumstances:

These services must be provided by the vendor as work is to be performed using their proprietary software.

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

A. Specify required skills and/or expertise: Specialized expertise in the implementation of enterprise SF311 Call tracking, integration with knowledge and Geographic Information System (GIS) applications. Web service architecture, business rules, web and java development, database architecture and reporting. Knowledge of proprietary software to provide services.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 0922, Manager I;

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?**

Other departments do not have employees who can work with this proprietary software.

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

A. Explain why civil service classes are not applicable.

Civil services classes do not have the specialized knowledge and experience to work with proprietary software to provides services necessary.

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 technology advances rapidly and City employees would not be able to work on proprietary software.

**6. Additional Information**

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

No.

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

Yes. See attached memorandum

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

No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. This contract was created by the Department of Technology and services transferred to SF311

7. **Union Notification:** On 03/21/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Municipal Executive Association

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49312 - 15/16

DHR Analysis/Recommendation:

action date: 06/06/2016

Commission Approval Required

Approved by Civil Service Commission

06/06/2016 DHR Approved for 06/06/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request:  Initial  Modification of an existing PSC (PSC # 32756 - 17/18)

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

Type of Service: Consulting - Nonprofit Capacity Building

Funding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 01/15/18 - 01/15/21 (3 years 1 day)

PSC Mod#1 Amount: \$220,000 PSC Mod#1 Duration: 02/18/19-06/30/21 (23 weeks 4 days)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/20-06/30/22 (1 year)

PSC Mod#3 Amount: \$450,000 PSC Mod#3 Duration: 07/01/22-06/30/26 (4 years 1 day)

PSC Cumulative Amount Proposed: \$770,000 PSC Cumulative Duration Proposed: 8 years 23 weeks

**1. Description of Work**

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

The Office of Economic and Workforce Development (OEWD) is seeking nonprofit organizational development consultants to support the City's Nonprofit Capacity Building program. The selected consultants will guide organizational diagnostic assessments, provide business counseling and identify capacity-building resources including service providers and/or training services. Specifically, OEWD is seeking consultants with expertise in one or more of the following areas, as they relate to nonprofit capacity building:

- a. Organizational needs assessment & market analysis
- b. Strategy, vision & impact
- c. Leadership coaching
- d. Fund development & resource generation
- e. Board development
- f. Equity, diversity & cultural competence
- g. Staff recruiting, development and retention
- h. Financial planning, budgeting, oversight & operations
- i. Succession planning
- j. Risk assessment
- k. Organizational design & change management
- l. Mergers and strategic restructuring
- m. Evaluation and infrastructure for ongoing program & organizational assessment



- n. Volunteer management
- o. Technological infrastructure
- p. Nonprofit establishment and formation
- q. Industry specific expertise (i.e. economic development, workforce, arts, education, etc.)

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

The Department issued a Request for Qualifications (RFQ) in September 2017 to develop a qualified consultant pool with the depth of experience necessary to deliver high quality services tailored to the diverse needs of local nonprofits. The goal of this RFQ is to maintain necessary services and resources for San Francisco residents by stabilizing nonprofits. Nonprofits in need of capacity-building services often need rapid deployment of services. The consequence of denial would be that some nonprofits may choose lesser-quality services that will exacerbate instability, or will have to redirect resources from community services, resulting in either instability or diminished services for San Francisco residents.

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

Yes, this is a request to add funding to the existing authorization

D. Will the contract(s) be renewed?

Unknown at this time.

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

OEWD's Nonprofit Capacity Building Program supports nonprofit development and sustainability using a variety of approaches. Additional services were just re-procured with a term of service through 6/30/26, which this modification seeks to align with. The need for nonprofit support is critical during this time of economic change and recovery.

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

A. Display all that apply

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

Explain the qualifying circumstances:

This is anticipated to be a one-time short term project requiring a wide variety of skill sets and expertise. These services need to be deployed rapidly and with varying degrees of depth, and would best be delivered by a series of consultants that can flex their approach to the specific needs of the nonprofits in need.

B. Reason for the request for modification:

Request to add \$450,000 and 4 years to the existing authorization to provide ongoing support for nonprofit capacity building. Services were just re-procured under RFP 219 with a focus on providing skills-based volunteer matching services to nonprofits.

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

A. Specify required skills and/or expertise: 3 years verifiable experience providing coaching, business development, capacity building and/or training services to nonprofit clients and a minimum of 10 nonprofit clients directly assisted.

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

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

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
This project is short term and requires specific skills.
  
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this project is short term.

**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.  
Although no training is offered, the work will inform OEWD's new hire, a 9774 Nonprofit Resource Development position prioritizing nonprofits led by and deeply rooted in communities of color.
  
- C. Are there legal mandates requiring the use of contractual services?  
No.
  
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
  
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
  
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 02/01/22, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 32756 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**

## Receipt of Modification Request to PSC # 32756 - 17/18 - MODIFICATIONS

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

on behalf of

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

Tue 2/1/2022 1:20 PM

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$450,000 for services for the period July 1, 2022 – June 30, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12307>

Email sent to the following addresses: L21PSCReview@ifpte21.org  
amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org  
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com  
junko.laxamana@sfgov.org

# **Additional Attachment(s)**

# City and County of San Francisco



## Request for Proposals (RFP) #219

### *Economic Development Grants*

<b>Issued by:</b>	<b>Office of Economic and Workforce Development (OEWD)</b>
<b>Date issued:</b>	<b>Friday, December 3, 2021</b>
<b>Proposals due:</b>	<p><b>Thursday, January 6, 2022 by 5:00 P.M.</b></p> <p><b>Proposal submissions will be accepted online only.</b> A link to the online application will be available starting December 8, 2021 at the following website: <a href="http://www.oewd.org/bid-opportunities/RFP-219">www.oewd.org/bid-opportunities/RFP-219</a></p>
<p>OEWD will host an optional Technical Assistance Conference to assist applicants in determining the eligibility of proposed projects, completing the proposal package, and navigating City requirements on:</p> <p style="text-align: center;"><b>DATE: Thursday, December 9, 2021</b>  <b>TIME: 3:30 P.M. - 5:00 P.M.</b></p> <p style="text-align: center;"><b>Please register for the Technical Assistance Conference using the following link:</b>  <a href="#">REGISTER HERE</a></p> <p>This event will be conducted remotely, in accordance with public health and accessibility guidelines. The event will include captioning. A recording of the meeting and all presentation materials will be posted to the OEWD website following the event at: <a href="http://www.oewd.org/bid-opportunities/RFP-219">www.oewd.org/bid-opportunities/RFP-219</a></p>	
<b>Questions about this RFP?</b>	<p>All technical assistance will be provided by phone or email in accordance with public health and accessibility guidelines. Please e-mail: <a href="mailto:oewd.procurement@sfgov.org">oewd.procurement@sfgov.org</a></p>
<p>Need the RFP or application materials in alternative formats for persons with disabilities, or translation services? Please send an e-mail to: <a href="mailto:oewd.procurement@sfgov.org">oewd.procurement@sfgov.org</a></p>	

# Request for Proposals (RFP) #219

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### Appendices:

- A. Application Questions – Request for Proposals 219
- B. Proposal Budget Template
- C. City Grant Terms (Form G-100)
- D. Applicant Requirements and Guidelines
- E. Supplier Registration Instructions

## I. Introduction, Overview and Schedule

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The COVID-19 pandemic has had a significant and lasting impact on the local, regional and national economy. In the Bay Area, COVID-19 has created particular hardships for small businesses and low-income workers. Restaurants, hospitality and entertainment, personal services, and retail venues shuttered, some permanently. Employees were laid off at scale with little safety net to sustain themselves. Overwhelmingly, the brunt of the economic impact was born by our most vulnerable communities: low-income women, BIPOC, immigrants, and people with disabilities.

Now with the power of vaccines protecting our health and enabling a return to day to day activities, OEWD is fully focused on helping our residents and our businesses to recover lost ground and thrive in our new normal. Businesses and workers alike find themselves in a new economic context, which carries significant implications for the programs and supports that can contribute to their success. From this crisis lies a transformational opportunity to address both the new economic context ushered in by the pandemic and the pervasive social and economic trends that have excluded diverse communities from meaningful economic participation.

The funding in this Request for Proposals (RFP) will provide a variety of projects and services that aim to expand economic opportunity, sustain community institutions, revitalize public spaces, and improve the quality of life for local residents and businesses. In line with OEWD's commitment to advancing racial equity and economic prosperity, resources will be prioritized for organizations that demonstrate their capacity to effectively respond to the needs of the City's most marginalized populations.

The total amount of funding anticipated for initial grant and contract awards is \$8,655,000.

Implementation of the grants and programs within this RFP will be overseen by three OEWD Divisions:

- **Business Development**

San Francisco has long been a beacon to people and companies who think outside the box. As a result, the City has become an international hub for a number of pioneering, forward-thinking industries including in life sciences, information technology, clean technology, manufacturing, fashion, nightlife, and international commerce.

Dedicated to continuing San Francisco's tradition of business excellence, OEWD's Business Development team provides specialized support to address the unique needs of businesses in a variety of key sectors. For emerging and established companies alike, our team serves as a centralized clearinghouse of information and services to support these industries' ongoing success.

- **Invest In Neighborhoods**

Invest in Neighborhoods ("IIN") is committed to advancing racial equity, diversity and inclusion in San Francisco's neighborhood commercial corridors and meeting the needs of local residents and users by strengthening small businesses, improving physical conditions, increasing quality of life, and building community capacity. In pursuit of these objectives, IIN offers programs that are designed to provide focused, customized assistance that meets the specific needs of San Francisco's neighborhood commercial corridors by leveraging existing programs from across multiple City departments and nonprofit partners. There are many programs offered through IIN for which more information can be found at <https://oewd.org/neighborhoods>



- **Office of Small Business**

The mission of the San Francisco Office of Small Business (“OSB”) is to equitably support, preserve and protect small businesses in San Francisco. We provide high quality direct services and programs, drive practical policy solutions, and serve as a champion for San Francisco’s diverse small business community. Directed by the Small Business Commission, the Office of Small Business (OSB) functions as the City's central point of information and referral for entrepreneurs and small businesses located in the City and County of San Francisco.

Through this RFP, we ask our partners to consider and submit proposals that appropriately adapt their services and activities to a current and future reality defined by COVID-19. We look forward to receiving your proposals, as our partnership with you and your organizations will strengthen our collective efforts in realizing an equitable recovery for San Francisco’s diverse communities.

## A. Eligible Applicants

You are eligible to apply if you (or your Fiscal Sponsor) are:

- Are a nonprofit 501(c)(3) organization, registered with the Internal Revenue Service and in good standing with the State of California's Registry of Charitable Trusts.
  - For some service areas, proposals will also be considered from for-profit corporations and/or individual sole proprietors. Please review the Program Area Table on pages 8-10 of the RFP to confirm which service areas are open to for-profit applicants;
- Are not debarred or suspended from participation in local, State or Federal programs;
- Meet all minimum qualifications as described in Section II below;
- Can comply with all local, state or federal laws and regulations if funded. Please see **Appendix C** and **Appendix D** for more information about general terms and conditions of City funding opportunities.

## B. Available Funding

The initial round of funding is expected to come from the local City funds ("General Fund"). OEWD may also award a variety of federal, state or local funding including, but not limited to:

- Department of Labor - Workforce Innovation and Opportunity Act (WIOA), American Apprenticeship Grant, Emergency Funds, etc.
- US Small Business Association (SBA)
- Housing and Urban Development - Community Development Block Grant (CDBG)
- Other city, state, federal and non-government sources, such as contributions from private foundations

**The funding amounts listed in this RFP are anticipated initial funding awards, based on current budget availability.** Actual awards will be determined by the number of responsive proposals that meet OEWD strategies and objectives, and funding may be less or more. Please submit budget requests according to the limits in this RFP, however, OEWD may negotiate different funding allocations and project goals before finalizing awards, should funding conditions change. If additional funding is secured, OEWD may elect to negotiate larger funding awards beyond the originally anticipated amounts listed in this RFP. In this case, funds may be allocated to enhance any of the programs described herein, at an amount proportional to the anticipated funding ranges noted in this RFP. Similarly, should funding no longer be available, OEWD may elect to not fund proposals at this time. Proposals are kept on file and OEWD may use them as a basis for future funding awards.

This RFP, and the proposals received as a result of it, may be used to justify funding decisions for other similar services and/or other funding that becomes available through OEWD or any other City department. OEWD, or other City agencies, will disclose any additional regulations or requirements during the negotiation process for grants or contracts that are awarded through this RFP and funded by other local, state, federal or non-city sources.

Nonprofit organizations funded by OEWD under this RFP may also be eligible to apply for funding under OEWD's nonprofit capacity fund. The goal of OEWD's nonprofit capacity fund is to maintain continuity of economic and workforce development services by potentially assisting OEWD's nonprofit suppliers with one-time, as-needed funds to support administrative operations and organizational effectiveness (e.g. leadership transition, strategic partnership). The fund is dependent on funding availability, and limited to nonprofit organizations who are currently funded by OEWD for the specific purpose of providing economic and workforce development services. When funding becomes available, eligible nonprofit organizations currently funded by OEWD will be notified of the opportunity to apply for funding.

### **C. Technical Assistance**

OEWD is committed to ensuring all applicants have a fair chance to compete for this funding. In recognition of the current public health climate, all technical assistance will be provided online/by phone. OEWD has posted information on technical assistance offerings on the RFP 219 website. If you have any questions about this RFP, or need assistance with the application, please get in touch with our office at the following email address: [oewd.procurement@sfgov.org](mailto:oewd.procurement@sfgov.org)

### **D. Service Period**

Unless otherwise noted, successful proposals will be funded for a term of **one (1) year**, beginning in fiscal year 2021-2022. In some cases, the City may renew or extend programming through fiscal year 2025-2026. All decisions regarding the size, length, and scope of future funding awards are subject to OEWD approval and budget availability. Future funding is not guaranteed, and funding amounts and terms will depend upon the performance of the grantee during the initial award period, as well as other policy considerations as determined by OEWD. Grantees will be asked at a minimum to submit a final report of their activities and, if OEWD elects to renew the award, a revised scope of work and budget for the renewal period(s) for OEWD review. OEWD reserves the right, in its sole discretion, to not renew funding awards.

## E. Schedule

The anticipated schedule for awarding initial funding is as follows:

Proposal Phase	Date
RFP is issued by the City	Friday, December 3, 2021
Technical Assistance Conference (optional) <a href="#">REGISTER HERE</a>	Thursday, December 9, 2021 3:30 P.M. – 5:00 P.M. Held remotely via Zoom
Deadline for submission of written questions*	Friday, December 17, 2021
Answers to questions posted online	Tuesday, December 21, 2021 by end of day
Proposals due	Thursday, January 6, 2022 by 5:00 P.M.
Committee Review	Mid-January, 2022
Grantee Selection and award notification	Anticipated Tuesday, January 18, 2022
Protest period ends	5 business days after award notification
Projects begin	Projects anticipated to start in February 2022 or later

Each date is subject to change. For the latest schedule, check: <http://oewd.org/bid-opportunities/RFP-219>

\*Note: Substantive questions regarding the program areas in this RFP – such as clarifying questions regarding the eligibility of proposed projects – must be submitted by December 17, 2021. Purely technical questions regarding how to complete or submit the RFP application packet will be answered until the proposal submission deadline. OEWD can schedule one-on-one consultations with applicants before the submission deadline to assist with completing the online application. Send an email to [oewd.procurement@sfgov.org](mailto:oewd.procurement@sfgov.org) if you have technical assistance needs.

## II. Program Areas and Scope of Work

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This RFP includes **26** distinct economic development programs.

*Press “Ctrl” and click the hyperlink (Program Area Name) to navigate to a specific program.*

### Business Development Programs

#	Program Area Name	Maximum Budget Request per Proposal	Anticipated Number of Grant Awards	Target Neighborhoods	Eligible Applicants
A	<a href="#">Skills-Based Volunteer Matching</a>	\$100,000	1	Citywide	Nonprofit, For-Profit
B	<a href="#">Mission Violence Prevention - Infrastructure for New Building</a>	\$115,000	1	Mission	Nonprofit
C	<a href="#">Mission Arts and Culture - Infrastructure for New Building</a>	\$115,000	1	Mission	Nonprofit
D	<a href="#">Mission Youth Poetry and Storytelling – Infrastructure for New Building</a>	\$50,000	1	Mission	Nonprofit

### Invest in Neighborhoods Programs

#	Program Area Name	Maximum Budget Request per Proposal	Anticipated Number of Grant Awards	Target Neighborhoods	Eligible Applicants
E	<a href="#">District 10 Food Convening and Coordination Support</a>	\$150,000	1	Bayview/ Hunters Point, Visitacion Valley, Potrero Hill	Nonprofit
F	<a href="#">Commercial Corridor and Neighborhood Marketing Initiatives</a>	\$100,000	1	Citywide	Nonprofit
G	<a href="#">SFShines Design Services</a>	\$150,000	Up to 2	Citywide	Nonprofit, For-Profit
H	<a href="#">Shared Spaces Equity Grants Program Management Support</a>	\$2,000,000	1	Citywide	Nonprofit
I	<a href="#">Small Business and Commercial Property Owner Legal Support Services</a>	\$100,000	Up to 2	Citywide	Nonprofit

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J	<a href="#"><u>Small Business Grant Program Administrative Support</u></a>	\$200,000	1	Citywide	Nonprofit
K	<a href="#"><u>Small Business Grants Payment Administrative Support</u></a>	\$750,000	1	Citywide	Nonprofit
L	<a href="#"><u>Small Business Technical Assistance for Spanish-speaking and Latino/a/x Businesses Citywide</u></a>	\$300,000	1	Citywide	Nonprofit
M	<a href="#"><u>Castro Cares</u></a>	\$415,000	1	Castro/Upper Market	Nonprofit
N	<a href="#"><u>Jane Warner Stewardship</u></a>	\$100,000	1	Castro/Upper Market	Nonprofit
O	<a href="#"><u>Castro District Historic Institution Visitor Attraction</u></a>	\$100,000	1	Castro	Nonprofit
P	<a href="#"><u>Storefront Vacancy Project</u></a>	\$35,000	1	District 5	Nonprofit
Q	<a href="#"><u>Japantown Economic Vitality</u></a>	\$500,000	Up to 2	Japantown	Nonprofit
R	<a href="#"><u>Calle 24 Latino Cultural District Economic Vitality Services</u></a>	\$400,000	1	Mission	Nonprofit
S	<a href="#"><u>Valencia Street Commercial Corridor Economic Vitality – Business Liaison</u></a>	\$175,000	1	Mission-Valencia Street Corridor	Nonprofit
T	<a href="#"><u>Portola Economic Vitality Services</u></a>	\$115,000	1	Portola	Nonprofit
U	<a href="#"><u>Richmond Commercial Corridors Economic Vitality</u></a>	\$125,000	1	Richmond	Nonprofit
V	<a href="#"><u>Sunset Commercial Corridors Economic Vitality</u></a>	\$30,000	1	Sunset	Nonprofit
W	<a href="#"><u>Tenderloin and Mid-Market Economic Vitality Services</u></a>	\$300,000	Up to 2	Tenderloin, Mid-Market	Nonprofit
X	<a href="#"><u>Tenderloin and Mid-Market Marketing Campaign</u></a>	\$80,000	1	Tenderloin, Mid-Market	Nonprofit
Y	<a href="#"><u>Civic Center Public Spaces Programming</u></a>	\$2,000,000	1 or more	Tenderloin, Civic Center, Mid-Market	Nonprofit

### Office of Small Business Program

#	Program Area Name	Maximum Budget Request per Proposal	Anticipated Number of Grant Awards	Target Neighborhoods	Eligible Applicants
Z	<a href="#">Office of Small Business Check Printing Services</a>	\$50,000	1	Citywide	Nonprofit

# Business Development Programs



## **Program Area A: Skills-Based Volunteer Matching**

### **Anticipated Number of Awards: 1**

**Amount:** Total amount of funding available under this program area is anticipated to be **\$100,000** over a 1-year grant term. Applicants may request up to \$100,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Citywide

**Target Population:** Nonprofits led by and substantially serving Black, Latino/a/x , and People of Color communities, nonprofits serving low-income and historically marginalized populations in San Francisco, nonprofits starting up or growing a new line of service, nonprofits advancing justice, equity, diversity and inclusion within their operations.

### **Scope of Work:**

OEWD is seeking proposals from **both nonprofit and for-profit** entities to support nonprofits in starting up, building resources, addressing operational challenges and advancing racial equity through skills-based volunteer matching that connects professionals who want to donate their time with nonprofits for projects that need their skills.

The contract recipient will provide approximately 125 nonprofits with access to pre-scoped, pro bono projects and consultation calls, and match nonprofits with skilled volunteers for these projects. The projects will cover a range of technical assistance to support nonprofits in fund development, social media strategy, events management, program evaluation, hiring and recruiting board members, and other activities related to organizational effectiveness and equity.

Because this program area is open to for-profit entities, contract awards to for-profit entities may be subject to Chapter 14B requirements. A Local Business Enterprise (LBE) rating bonus of 10% will be applied at each stage of the selection process and an LBE subcontracting participation requirement may also be applicable. All applicants are encouraged to review the terms and conditions related to the Local Business Enterprise programs, accessible online at: <https://sfgov.org/cmd/14b-local-business-enterprise-ordinance>

### **Performance Measures**

- Number of pre-scoped volunteer projects available to nonprofits
- Number of volunteer hours provided to nonprofits
- Number of nonprofits matched with volunteers
- Service goal: 50 nonprofits

### **Minimum Qualifications**

- Applicant must be a fully established entity eligible to do business with the City and County of San Francisco.

- Five-year track record matching nonprofits with skilled volunteers for pro-bono projects

**Preferred Qualifications**

- Expertise and demonstrable success providing support to nonprofits with limited experience using volunteers for organizational capacity projects.
- Ability to support very small nonprofits with volunteer staff.
- Strong record of rapidly matching nonprofits with skilled volunteers as needed.

## **Program Area B: Mission Violence Prevention - Infrastructure for New Building**

### **Anticipated Number of Awards:** 1

**Amount:** Total amount of funding available under this program area is anticipated to be **\$115,000** over a 1-year grant term. Applicants may request up to \$115,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Mission

**Target Population:** Low-income youth; children of incarcerated parents; justice-system involved youth; youth exposed to violence, abuse or trauma; African American, Hispanic/Latino/a/x , and Pacific Islander children, youth and families.

### **Scope of Work:**

OEWD is seeking proposals from community-based **nonprofit** organizations that are providing violence prevention services for youth in the Mission District and are in the process of opening a new facility. The qualifying organization shall be actively engaged in violence prevention activities in the Mission, should have a mission statement that explicitly references non-violence services for youth, and have an active, signed Letter of Intent or lease in District 9 for the purpose of expansion.

Deliverables may include but are not limited to:

- A signed lease for three years or more for a new facility in District 9
- A detailed facility project budget with sources and uses that demonstrates funding commitments sufficient to open new facility
- Multi-year budget projections reflecting new rent, and an explanation of any planned deficit spending.

### **Performance Measures**

- The successful planning and opening of a new facility for youth violence prevention services and resources in the Mission District.

### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco, and must not be part of another City agency or department.
- The applicant organization's mission statement must be clearly focused on activities to cultivate non-violence with youth.
- The majority of clients (50%+) served by the applicant organization must be low-income. Applicant must provide details on the demographics of their client pool under the Approach, Activities and Outcomes section of the application.
- Applicant must possess an active, signed Letter of Intent or lease for a new facility located within the boundaries of District 9 in San Francisco, suitable for a community facility.

## **Supplementary Questions and Attachments**

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative:

- (a) Applicant must provide a detailed project budget for new facility including sources and uses, committed revenue, and planned facility expenses including construction, furnishings, fixtures and equipment.
- (b) Applicant must detail multi-year organizational budget projections, including new rent.

## **Program Area C: Mission Arts and Culture - Infrastructure for New Building**

**Anticipated Number of Awards:** 1

**Amount:** Total amount of funding available under this program area is anticipated to be **\$115,000** over a 1-year grant term. Applicants may request up to \$115,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Mission District

**Target Population:** Latino/a/x or Hispanic and low-income residents of the Mission District

### **Scope of Work:**

OEWD is seeking proposals from community-based **nonprofit** organizations that are providing arts and culture services deeply rooted in the Mission District and are in the process of opening a new facility.

The qualifying organization shall be actively engaged in arts and culture activities in the Mission, should have a mission statement that explicitly references Xicanx/Latino/a/x culture and creative place-keeping, and have an active, signed Letter of Intent or lease in District 9 for the purpose of expansion.

Deliverables may include but are not limited to:

- A signed lease for three years or more for a new facility in District 9
- A detailed facility project budget with sources and uses that demonstrates funding commitments sufficient to open new facility
- Multi-year budget projections reflecting new rent, and an explanation of any planned deficit spending.

### **Performance Measures**

- The successful planning and opening of a new facility for community-focused arts and culture and creative place-keeping in the Mission District.

### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco, and must not be part of another City agency or department.
- The applicant organization's mission statement must be clearly focused on arts and culture activities, and should explicitly references Xicanx/Latino/a/x culture and place-keeping
- Applicant must possess an active, signed Letter of Intent or lease for a new facility located within the boundaries of District 9 in San Francisco, suitable for an arts and culture use.

### **Supplementary Questions and Attachments**

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative:

- (a) Applicant must provide a detailed project budget for new facility including sources and uses, committed revenue, and planned facility expenses including construction, furnishings, fixtures and equipment.
- (b) Applicant must detail multi-year organizational budget projections, including new rent.

**Program Area: D - Mission Youth Poetry and Storytelling: Infrastructure for New Building**

**Anticipated Number of Awards: 1**

**Amount:** Total amount of funding available under this program area is anticipated to be **\$50,000** over a 1-year grant term. Applicants may request up to \$50,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Mission District/District 9

**Target Population:** Low-income youth; children of incarcerated parents; justice-system involved youth; youth exposed to violence, abuse or trauma; youth in below-market or transitional housing; youth in the foster system; African American, Hispanic/Latino, and Pacific Islander children, youth and families.

**Scope of Work:**

OEWD is seeking proposals from community-based **nonprofit** organizations that are providing youth poetry and storytelling programs and are in the process of opening a new facility.

The qualifying organization shall be actively engaged in arts and culture activities in the Mission, should have a mission statement that explicitly references youth development through arts education, and have an active, signed Letter of Intent or lease in District 9 for the purpose of expansion.

Deliverables may include but are not limited to:

- A signed lease for three years or more for a new facility in District 9
- A detailed facility project budget with sources and uses that demonstrates funding commitments sufficient to open new facility
- Multi-year budget projections reflecting new rent, and an explanation of any planned deficit spending.

**Performance Measures**

- The successful planning and opening of a new facility for community-focused arts and culture and creative place-keeping in the Mission District.

**Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco and must not be part of another City agency or department.
- The applicant organization's mission statement must be clearly focused on arts education and youth development.
- Applicant must possess an active, signed Letter of Intent or lease for a new facility located within the boundaries of District 9 in San Francisco, suitable for an arts and culture use.

### **Supplementary Questions and Attachments**

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative:

- (a) Applicant must provide a detailed project budget for new facility including sources and uses, committed revenue, and planned facility expenses including construction, furnishings, fixtures and equipment.
- (b) Applicant must detail multi-year organizational budget projections, including new rent.



# Invest In Neighborhoods Programs

**Program Area: E – District 10 Food Convening and Coordination Support**

**Anticipated Number of Awards: 1**

**Amount:** Total amount of funding available under this program area is anticipated to be **\$150,000** over a 1-year grant term. Applicants may request up to \$150,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Bayview/Hunters Point, Visitacion Valley, Potrero Hill

**Target Population:** Children and adults in San Francisco from one or more of the following groups whose food insecurity risk may be exacerbated by the COVID-19 pandemic: marginalized populations; low-income populations; Limited English proficiency; limited cooking or food storage capacity in home; those facing technological or transportation barriers to food access

**Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations to support a community need identified through Invest In Neighborhoods' activation as a response to COVID-19.

The goal is to support coordination amongst District 10 (“D10”) nonprofits that are connecting food insecure individuals with food providers by developing a food distribution plan. The plan shall aim to improve client experience, increase enrollment, expand geographic access, respond to shifting program demographics, integrate programs, link residents to new programs, implement low-barrier access initiatives for immigrant populations, and/or expand accessibility points by co-locating food services (e.g community fridges, farmers markets, food pick-up) with clinics, schools, or childcare centers.

**Activities under this section may include:**

- Grantee shall support the facilitation and strategic planning amongst community-based organizations that provide food within D10 to develop and implement a food distribution plan (FDP). It may include supporting organizations in implementing systems to better map and collect data to inform the plan.
- The plan shall assess, identify weaknesses and opportunities and make recommendations to improve coordination of food distribution within D10 providers. Recommendations may include, but are not limited to the distribution infrastructure, data collection methods, and administrative support needed to efficiently provide food to individuals who are unable to access food through traditional sources.
- Upon identifying nonprofit needs, grantee shall provide or administer services that will respond to some of those needs outlined. These services can be provided through educational workshops, referrals to technical experts or directly implementing systems to improve food distribution in District 10.
- Some of the services provided may include developing a communications strategy, improving volunteer recruitment, ensuring thoughtful strategic planning, developing the data collection

system, and improving how it measures its outcomes, to effectively deliver its mission to distribute food through the outlets in the community.

### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Applicant must possess a minimum of six (6) months of experience connecting food insecure individuals with food providers such as restaurants or similar services described in the RFP. Respondent must demonstrate the exact programs through which they have provided the same or similar services, citing the funders' names, the amount of funding granted, and the number of service units served in the last six months.
- Evidence of valid health permit and/or current health inspection status from the Environmental Health Division of the San Francisco Department of Public Health (SFDPH) for each vendor named in the proposal and intended to be used for fulfilling the services of this Solicitation
- While a specific leverage amount is not required, a successful applicant will be able to leverage additional external resources to support this program.

### **Supplementary Questions and Attachments**

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, "Approach, Activities and Outcomes"**:

- (a) How does your proposal effectively address the geographic needs specified?
- (b) What facilitation strategies do you use to address issues of racial equity and cultural humility?
- (c) What is your organization's history of providing culturally appropriate services and programs for food-insecure individuals?
- (d) How does your project team (including the direct organization and/or proposed partners) reflect the populations they serve?
- (e) How do you plan to leverage additional external resources to support this program?

## **Program Area F: Commercial Corridor and Neighborhood Marketing Initiatives**

### **Anticipated Number of Awards: 1**

**Amount:** Total amount of funding available under this program area is anticipated to be **\$100,000** over a 1-year grant term. Applicants may request up to \$100,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Citywide

### **Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations to support implementation of services across economic development programs such as construction mitigation, shop local and others that support neighborhood and commercial corridor marketing campaigns throughout the city, with the goal of increasing visitors and shoppers. The selected grantee will support the City in accessing a variety of services to support marketing efforts.

Grantee shall work closely with OEWD to develop a plan for deployment of marketing services needed to support programs and would coordinate and administer rendering of services including timely payments. Marketing services may include but shall not be limited to:

- Brand development
- Web and social media programs and tool
- Communications support
- Development of outreach materials
- Marketing campaign development
- Purchase of marketing collateral

The proposal budget shall reflect compensation for staff and operating costs associated with the administration of marketing services.

### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Applicant must have experience managing the type of program proposed

## **Program Area G: SF Shines Design Services**

**Anticipated Number of Awards:** Up to 2

**Amount:** Total amount of funding available under this program area is anticipated to be **\$150,000** over a 1-year grant term. Applicants may request up to \$150,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Citywide

**Target Population:** Small business owners with limited English proficiency, historically marginalized and/or underrepresented communities, women, and populations from low-income backgrounds.

### **Scope of Work:**

OEWD is seeking proposals from both **nonprofit and for-profit** organizations to administer a design services and technical assistance program for property owners, business owners, and other organizations.

The program will provide design assistance to improve small business storefronts through architectural services including compliance with City codes, ADA accessibility improvements, and other storefront improvement renovations that help small businesses thrive, increase quality of life, improve physical conditions, and build community capacity.

Activities under this section may include:

- Attend meetings with small business owners to discuss the proposed scope of work and establish the goals and parameters of the project.
- Review historic information, reports, previous building permits and planning requirements for each project. Conduct field measurements and photographing existing conditions.
- Work with small business owners to develop a conceptual design for the improvements.
- Create design development and construction documents drawings. Coordinate revisions with small business owner and permitting agencies.
- Obtain all required building permit approvals.
- Develop a scope of work for bidding; attend contractors' walk-through; provide assistance during the bidding phase including responding to questions from contractors.
- Review bids and provide recommendations on choosing lowest price qualified contractor.
- Provide construction administration as needed including site visits, field reports and review and approval of contractor invoices. Answer questions from contractors and small business owners.
- Conduct final walk-through with contractor and applicant upon project completion. Inspect the work for compliance with applicable City guidelines and signing the Certificate of Completion.

Because this program area is open to for-profit entities, contract awards to for-profit entities may be subject to Chapter 14B requirements. A Local Business Enterprise (LBE) rating bonus of 10% will be applied at each stage of the selection process and an LBE subcontracting participation requirement may also be applicable. All applicants are encouraged to review the terms and conditions related to the Local

Business Enterprise programs, accessible online at: <https://sfgov.org/cmd/14b-local-business-enterprise-ordinance>

### **Performance Measures**

- Number of small businesses supported
- Scope of work of projects
- Before and after photos of projects
- Value of design services per project

### **Minimum Qualifications**

- Applicant must be a fully established entity eligible to do business with the City and County of San Francisco.

The following Minimum Qualifications can be met by the lead applicant or a subcontractor:

- 3 years verifiable experience providing architectural services to small business and/or building owners
- Licensed architect with the State of California or Certified CASp inspector
- Three (3) commercial façade and/or tenant improvement projects completed in the past 5 years.

### **Preferred Qualifications**

- Language capacity in Chinese (Cantonese or Mandarin), Spanish, Vietnamese, Arabic, Japanese, or Korean.

## **Program Area H: Shared Spaces Equity Grants Program Management Support**

**Anticipated Number of Awards:** 1

**Amount:** Total amount of funding available under this program area is anticipated to be **\$2,000,000** over a 1-year grant term. Applicants may request up to \$2,000,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Citywide

**Target Population:** Historically disinvested communities and those hardest hit by the COVID-19 pandemic.

### **Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations for program management support of the Shared Spaces Equity Grants Program – a citywide grants initiative managed by the Planning Department associated with the now-permanent Shared Spaces program. The Shared Spaces Equity Grants Program is intended to benefit Shared Spaces operators across the City, while prioritizing vulnerable areas.

The goals of the Shared Spaces Equity Grants Program are to

- Help increase access to the benefits of the Shared Spaces program
- Provide financial support to small businesses and community organizations through the pandemic and throughout pandemic recovery
- Target funds to neighborhoods and individuals in greatest need, focusing on priority geographies, equity communities and those hardest hit by the pandemic, further defined below
- Create processes that are scalable and replicable improving systems with each grant round

Awards should be prioritized in the areas most vulnerable before the COVID-19 pandemic, referred to as “Priority Geographies” for the purposes of this program. “Priority Geographies” are defined as:

- Neighborhoods or communities hard-hit by the COVID-19 pandemic with high rates of COVID-19 cases and deaths.
- In priority geographies based on the Department of Public Health’s (DPH) Areas of Vulnerability. Click here to review the [Areas of Vulnerability](#)
- In established Cultural Districts

Applicants responding to this RFP should be able to demonstrate experience working in these Priority Geographies.

Proposals shall focus on building upon the initial phase of the Program (referred to as Round 1) implemented in FY 20-21, to implement Round 2 of the Program. Administration of Round 2 of the program shall include the following components:

- Compliance Grants – Management and distribution of up to \$1M in grants, made available to existing Shared Spaces permit holders to offset the costs of bringing Shared Space structures into compliance with new requirements for the permanent program.
- Technical Assistance Grants – Management and distribution of up to \$480,000 for technical assistance that supports businesses in obtaining permanent Shared Spaces permits and compliance grants, as well as planning and/or community ambassadors for roadway and vacant lot recurring activations. Awards may be distributed across multiple application/grant rounds.
- Arts Grants – Management and distribution of up to \$420,000 for arts and culture programs supporting Shared Spaces, particularly focused on hiring artists whose livelihood has been impacted by the pandemic. Awards may be distributed across multiple application/grant rounds.

Proposed activities shall include, but are not limited to the following:

- Refine the grants program approach;
- Support development of application materials;
- Promote application opportunities, monitoring responses and adjusting outreach strategies accordingly;
- Develop a proposed award methodology;
- Assist with ongoing communications with applicant pool, including notifying them of award status and answering frequently asked questions;
- Manage distribution of funds to awardees, including verification of application completeness and expenditure eligibility; and
- Provide detailed reporting on grant awards according to parameters required by the City to facilitate oversight.

The selected grantee will be expected to work closely with the City on each core scope area in order to build on lessons learned during the City's early work on the Shared Spaces Equity Grants Program in FY20-21.

#### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.



## **Program Area I: Small Business and Commercial Property Owner Legal Support Services**

**Anticipated Number of Awards:** Up to 2

**Amount:** Total amount of funding available under this program area is anticipated to be **\$200,000** over a 1-year grant term. Applicants may request up to \$100,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Citywide

### **Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations to provide legal and non-legal support to small business owners and commercial landowners on a Citywide basis to prevent conflict, mediate, and resolve lease and related disputes in various languages and in a culturally appropriate manner.

Activities under this section may include, but are not limited to supporting and/or implementing:

- **Mediation** – Provide triage and client consultation and situational analysis, individual conflict coaching, and conflict navigation, including but not limited to two-party or more negotiation through confidential mediated dialogue with a professional neutral party. Provide case management where matters require ongoing support.
- **Legal Consultation** – Provide holistic legal consultation with a licensed attorney, when appropriate, who focuses on pertinent business tenancy issues, situational review, and matters that may not require ongoing case management.
- **Lease and Contract Review** – Provide specialized lease contract review with a professional or a licensed attorney who focuses on legal issues relating to commercial leases.
- **Non-legal Consultation** – Provide non-legal triage, counseling, consultation, and education with experts in tenant-landlord matters.
- **Educational Seminars** – Provide educational workshops and materials for Small Business Owners/Managers. This may include, but is not limited to course design, preparation of online materials, outreach (including print mailers), marketing, coordination, and both online and in-person classes, if appropriate.
- **Proactive outreach and target outreach** to promote services especially those who have been part of historically disenfranchised communities
- Pending available funding, may support administration and disbursement of small business grants that would support lease negotiations including, but not limited to additional services beyond the scope the nonprofit or financial support to pay owed rent.

### **Performance Measures**

- Number of Classes/Group Trainings
- Number of Businesses supported
- Number of conflicts/issues resolved

### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Experience and history in providing legal and non-legal lease support to small businesses in San Francisco
- Understanding of the San Francisco small business community
- Understanding of the pressing COVID-19 impacts on local small businesses
- If applicant proposes to provide legal consultation directly, the project team must include a licensed attorney in good standing with the California Bar Association

### **Preferred Qualifications**

- Located in San Francisco

### **Supplementary Questions and Attachments**

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- (a) How does your proposal consider and respond to the realities of COVID-19 and the urgent and evolving needs of small business and community stakeholders impacted by the pandemic?

## **Program Area J: Small Business Grant Program Administrative Support**

### **Anticipated Number of Awards: 1**

**Amount:** Total amount of funding available under this program area is anticipated to be **\$200,000** over a 1-year grant term. Applicants may request up to \$200,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Citywide

### **Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations to partner with OEWD in the administration of small business grant funds that support independently-owned and operated small businesses citywide across multiple programs. The goal of the fund is to provide financial awards to small businesses that meet an established criteria identified by OEWD.

The program shall provide grant application administrative support to increase access to grant funding by supporting communication, program application review and processing. Grant programs will make a conscious effort to reach business owners from historically marginalized or underrepresented communities. Grant applications to be processed across programs may reach more than 3,000 applications within a year.

The Scope of Work for the selected organization in this program area may include, but is not limited to the following:

- Manage communication and correspondence regarding OEWD's grant programs and status, including managing emails and having a phone number (hotline) that is supported by staff to answer questions and provide technical support to interested applicants
- Provide technical support to small businesses in multiple languages to support completion of applications over the phone
- Provide status updates and correspondence to the public and applicants regarding grant programs and applications
- Develop and manage a public-facing grant application portal
- Keep detailed demographic data on all program applicants and awardees
- Maintain communication with OEWD and other partners regarding status of payments

### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- At least three years of experience conducting similar programs

## **Program Area K: Small Business Grants Payment Administrative Support**

### **Anticipated Number of Awards: 1**

**Amount:** Total amount of funding available under this program area is anticipated to be **\$750,000** over a 1-year grant term. Applicants may request up to \$750,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Citywide

### **Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations to partner with OEWD in the administration of small business grant funds that support independently-owned and operated small businesses citywide across multiple programs. The goal of the fund is to provide financial awards to small businesses that meet an established criteria identified by OEWD. The program shall provide financial management and administrative support to increase access to grant funding. Programs will make a conscious effort to reach business owners from historically marginalized or underrepresented communities. Funds administered under this program may reach more than \$10 million in fund disbursements.

As noted above, applicants may propose budgets up to \$750, 000 for 12 months. This amount is not guaranteed, and actual funding may be less or more. Funding for this program will be based on amount of funds administered. The budget shall reflect compensation for staff and operational costs associated with administration of the funds, and the award amount requested shall specify the amount of funds that can be administered. The award amount is not inclusive of funds to be disbursed.

Proposals for this program area may include, but are not limited to the following services:

- Financial Management and Administrative Support including check writing and fund distribution
- Budget shall include costs associated with printing and disbursing checks
- Keeping detailed records of invoices and disbursements
- Providing the appropriate tax documentation to the business owners
- Providing regular reports to OEWD on status of disbursements
- Following up with small businesses for distribution

### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Applicant must possess at least three years of experience conducting similar programs
- This grant will be cost reimbursement. Applicants should have the financial capacity to cover fund disbursements totaling up to \$1,000,000 per month for up to 60 days

**Program Area L: Small Business Technical Assistance for Spanish-speaking and Latino/a/x Businesses Citywide**

**Anticipated Number of Awards:** 1

**Amount:** Total amount of funding available under this program area is anticipated to be **\$300,000** over a 1-year grant term. Applicants may request up to \$300,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Citywide

**Target Population:** Spanish-speaking and Latino/a/x -owned businesses

**Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations to support collaborative efforts, coordination, engagement and implementation of technical assistance and outreach prioritizing Spanish-speaking and Latino/a/x -owned businesses citywide.

A strong proposal shall demonstrate a supportive structure deeply rooted and reflective of the community with the capacity to compensate, supervise, support staff and report on grant deliverables. It shall also include a detailed description of the coordination and implementation of activities. The budget shall reflect compensation for staff as well as operational and potential project budget for activities.

Projects and activities proposed under this program area may include, but are not limited to the following:

**Partnerships, Coordination and Engagement**

Collaborate to support coordination of activities between multiple parties including, but not limited to: business owners, property owners, public agencies, nonprofit organizations. Maintain relationships with City agencies and partners that support neighborhood efforts and can respond to needs.

**Business Outreach and Strengthening**

Provide services and referrals that will strengthen small businesses and increase their longevity in San Francisco particularly businesses that have been part of historically disenfranchised communities. Examples of activities include, but are not limited to:

- Conduct regular outreach, marketing and communication to San Francisco Spanish-speaking small businesses and connect them to programs and services
- Develop relationships with business owners, property owners and nonprofit partners to:
  - Follow up with businesses on progress of services and referrals
  - Support troubleshooting issues between small businesses and city
- Promote and provide information of City services and programs to business owners
  - Programs to be promoted and delivered to businesses may include, but are not limited to:
  - ADA compliance and awareness

- Reopening Support
- Workplace Safety Best Public Health Practices for COVID
- Lease Negotiations
- Marketing assistance
- Permitting resources
- Legacy business registry
- Small business grants
- Manage communication and correspondence regarding small businesses programs and services, including but not limited having a phone number (hotline) and email that is supported by staff to answer questions and provide technical support in Spanish and English
- Provide technical support to small businesses in Spanish and English in filling out applications via phone

### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Must demonstrate at least 3 years experience, language capacity and leveraged resources to support spanish speaking small businesses

### **Supplementary Questions and Attachments**

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- (a) Please explain (with specific examples) how you plan to leverage existing resources and services to support Spanish-speaking and Latino/a/x businesses citywide during this economic recovery period.

## **Program Area M: Castro Cares**

### **Anticipated Number of Awards: 1**

**Amount:** Total amount of funding available under this program area is anticipated to be **\$415,000** over a 1-year grant term. Applicants may request up to \$415,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Castro/Upper Market

OEWD is seeking proposals from **nonprofit** organizations with the capacity to partner with OEWD to enhance and support community planning, community safety, and crime prevention in the Castro/Upper Market commercial corridor. Applicants must be longtime established institutions within the Castro with experience in providing these services.

### **Scope of Work**

Castro Cares is a unique, collaborative, community-based initiative with an overall goal of building community capacity to develop long-term, sustainable solutions to improve the quality of life for those living on the street and for those who are housed, live, work, and play in the Castro/Upper Market commercial corridor. Castro Cares provides a range of safety and cleaning serving services particularly focused on engaging people and, where possible, connecting them to services.

In order to accomplish this, the selected grantee will need to collect and analyze data for this project, supervise the project, and keep stakeholders informed of the project's process by:

- Collecting, recording, and analyzing data
- Posting project data on an established website
- Staffing Castro Cares steering committee meetings
- Providing data and other information to the Castro Cares steering committee so decisions can be made on implementation of resources to maximize impact
- Assigning resources to locations as needed
- Sending regular e-newsletters to all interested parties
- Supervising the project, troubleshooting as needed and managing subgrantees
- Marketing to raise awareness about Castro Cares, which may include printing of Castro Cares brochures and/or window decals, banners and/or or print/social media advertisement
- Fundraising
- Coordinating with other citywide services and advocating for equitable resource allocation for the Castro/Upper Market commercial corridor

### **Performance Measures**

The program shall be evaluated based on data and anecdotal evidence from contracted service providers and stakeholders. The data collection for increased enforcement will particularly address quality of life issues which may include, but is not limited to the following:

- Public drunkenness
- Aggressive panhandling
- Late-night rowdy/violent behavior
- Bike riding and skateboarding on sidewalks
- Public urination
- Public open-container/substance use
- Trespassing

### **Minimum Requirements**

- Applicants must be fully established nonprofit entities eligible to do business with the City and County of San Francisco
- Applicant must operate a service location based in the Castro neighborhood
- Project must target the Castro/Upper Market neighborhoods
- Previous experience running a similar program

### **Supplementary Questions and Attachments**

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- (a) In addition to details about your organization’s specific experience with delivering the services described above, include a list of projects with the title of the project; nature of the project; neighborhood served; the names of the organizations, resident and/or merchant groups, small businesses, etc. you worked with; the dates for and number of year(s) that the project spanned, and the funding source(s); challenges you faced to reach successful implementation; and how you solved those challenges to prevent them from coming up in the future.



## **Program Area N: Jane Warner Stewardship**

### **Anticipated Number of Awards: 1**

**Amount:** Total amount of funding available under this program area is anticipated to be **\$100,000** over a 1-year grant term. Applicants may request up to \$100,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

### **Eligible Neighborhood(s):** Castro/Upper Market

OEWD is seeking proposals from **nonprofit** organizations to partner with OEWD to enhance and activate Jane Warner Plaza in the Castro/Upper Market commercial corridor. Jane Warner Plaza was established in 2009 and sits at the entry to the Castro, making it the neighborhood's first impression for tourists from across the globe. The plaza is also the last stop for the historic MUNI F-Line streetcar, which runs from Fisherman's Wharf to the Castro, bringing hundreds of tourists each day to the neighborhood.

### **Scope of Work**

The goal of the project is to maintain and enhance the plaza as a destination and gateway into the Castro neighborhood. The project will require a partner to:

- Develop a plan to attract visitors to the plaza and to the greater Castro/Upper Market commercial corridor
- Purchasing furniture and other capital improvements that reflect the best practices in outdoor plaza design
- Address the cleanliness and potential quality of life issues at the plaza by hiring and overseeing plaza ambassadors to help direct tourists, monitor the space, and set up furniture
- Develop event programming to activate the plaza with a mix of live entertainment and events for 35 – 52 weeks per year including weekdays and weekends during a variety of times including morning and evening rush hours and lunchtime.
- Marketing and promoting the event programming developed by the organization.
- Coordinating and implementing the event programming developed by the organization.

### **Performance Measures**

The program shall be evaluated based on data and anecdotal evidence from contracted service providers and stakeholders. The provider will provide data and metrics related to cleaning activities. Additionally, they will provide data related to held events and provide testimonials about the program from nearby merchants and stakeholders.

### **Minimum Requirements**

- Applicants must be fully established nonprofit entities eligible to do business with the City and County of San Francisco

- Applicant must operate a service location in the Castro neighborhood
- Applicant must have experience running a similar program
- Note: All projects must obtain the necessary City permits and any contractors that the awardee of this RFP uses must be registered in the State Department of Industrial Relations Public Works Contractor database. Contractors responsible for covered construction or maintenance projects must comply with all relevant local, state and federal prevailing wage laws at the point of bidding to be eligible for a contract award. Please visit <http://sfgov.org/olse/prevailing-wage> and <https://www.dir.ca.gov/PublicWorks/Contractor-Registration.html> for more information.

## Supplementary Questions and Attachments

### *Supplementary Questions*

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- (a) Project proposal must clearly demonstrate that all project activities are focused on Jane Warner Plaza
- (b) How will your organization ensure project completion within 12 months? What potential obstacles do you see that could affect the project timelines and what specific steps would you take to mitigate delays?
- (c) What experience does your organization have working with various departments in the City and County of San Francisco and securing applicable permits? Include a list of projects with the neighborhood served, the department and/or individuals you worked with, applicable permits secured, the year(s) that the project spanned, and the funding source for the project.
- (d) What experience does your organization have in managing activities similar to those within this program area’s Scope of Work within the Castro/Upper Market commercial corridor? Include a list of projects with the department and/or individuals you worked with, the year(s) that the project spanned, and the funding source for the project.

### *Supplementary Attachments*

- Applicants are encouraged to submit at least one (1) and no more than four (4) letters of support from local property owners, merchants, residents, and/or community groups demonstrating success in running similar programs and/or collaboration with community stakeholders.

## **Program Area O: Castro District Historic Institution Visitor Attraction**

### **Anticipated Number of Awards: 1**

**Amount:** Total amount of funding available under this program area is anticipated to be **\$100,000** over a 1-year grant term. Applicants may request up to \$100,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

### **Eligible Neighborhood(s):** Castro

OEWD is seeking proposals from **nonprofit** organizations that supports the attraction of visitors to the Castro by celebrating the history and culture of the LGBTQ community. Organizations to be considered must be long time established institutions open to the public within the Castro, that maintain San Francisco's LGBTQ culture and history, through curated exhibits, archives and programming.

### **Scope of Work**

A strong proposal shall demonstrate the ability to leverage additional resources and provide a supportive structure deeply rooted and reflective of the community with the capacity to compensate, supervise, support staff and report on grant deliverables. The budget shall reflect compensation for staff as well as operational and potential project budget for activities.

Projects and activities proposed under this program area are not limited to the following and may include some or all of the following:

- Programming and installation of exhibitions on LGBTQ history and culture in the San Francisco and bay area
- Marketing to attract visitors to exhibits and programming
- Operational costs of the facility
- Educational programming and social activities that celebrate San Francisco's LGBTQ culture and history

### **Performance Measures**

- Report on number of visitors within the grant period

### **Minimum Requirements**

- Applicants must be fully established nonprofit entities eligible to do business with the City and County of San Francisco
- Applicant and/or implementing partner must be an established organization within the Castro District
- Applicant must have experience in implementing LGBTQ exhibitions and maintaining historic archives

## Supplementary Questions and Attachments

### *Supplementary Questions*

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- (a) What previous experience does your organization have in curating LGBTQ cultural and historic exhibits and maintaining historic archives and material? In addition to any other details about experience, include a list of relevant projects with the title of the project; nature of the project; neighborhood served; the dates for and number of year(s) that the projects spanned, and the funding source(s).

## **Program Area P: Storefront Vacancy Project**

**Anticipated Number of Awards:** 1

**Amount:** Total amount of funding available under this program area is anticipated to be **\$35,000** over a 1-year grant term. Applicants may request up to \$35,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** District 5

**Target Population:** San Francisco businesses, residents and landlords impacted by vacant storefronts.

### **Scope of Work:**

OEWD seeks a **nonprofit** organization to create and manage a survey to support a storefront activation and retention program within District 5 with a focus on Fillmore commercial corridors.

Activities under this section may include:

- Ability to lead the development of a survey that solicits top desired businesses and services that contribute to a vibrant commercial corridor including, but not limited to: bakery, cafes and restaurants, retail, package shipping services, shoe repair, etc.
  - Survey findings should be used as a basis for the future recruitment of entrepreneurs and pipeline of new businesses to open in vacant storefronts
- Work with OEWD and a merchant neighborhood group to collect and catalogue relevant data associated with vacant storefronts, including but not limited to the cost of rent, landlord contact information, etc.
- Working with a merchant neighborhood group to assist with capacity building on engaging with property owners and pipeline businesses

### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.

## **Program Area Q: Japantown Economic Vitality**

**Anticipated Number of Awards:** Up to 2

**Amount:** Total amount of funding available under this program area is anticipated to be **\$500,000** over a 1-year grant term. Applicants may request up to \$500,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Japantown

**Target Population:** Japantown business owners, property owners and residents

### **Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations to support collaborative efforts, coordination, engagement and implementation of Japantown economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership.

A strong proposal shall demonstrate a supportive structure deeply rooted and reflective of the community with the capacity to compensate, supervise, support staff and report on grant deliverables. It shall also include a detailed description of the coordination and implementation of activities. The budget shall reflect compensation for staff and operational costs as well as a potential project budget for activities.

Projects and activities proposed under this program area are not limited to the following and may include some or all of the following:

### **Partnerships, Coordination and Engagement**

Engage community and partners in providing input on projects that align with the Japantown Cultural District Cultural History, Housing and Economic Sustainability Strategies (CHHESS) and Community Benefit District goals.

- Report, collaborate and support activities that spur economic development, support existing businesses, improve physical conditions, increase quality of life, or build community capacity.
- Collaborate to support coordination of activities between multiple parties including, but not limited to: business owners, property owners, public agencies, nonprofit organizations
- Maintain of relationships with City agencies and partners that support neighborhood efforts and can respond to needs
- Connect resources to Japantown partners and projects
- Conduct activities that leverage private resources, including financial commitments, in kind donations, volunteer time, etc.

### **Business Outreach and Strengthening**

**Business Attraction and Retention:** Support attraction and retention of neighborhood serving businesses that promote the history and strengthen the character of the neighborhood and specially those who have been part of historically disenfranchised communities

**Outreach:** Conduct regular door to door business owner outreach to assess needs, connect businesses to programs and projects and provide referrals and support

Develop relationships with business owners, property owners and nonprofit partners to:

- Follow up with businesses on progress of services and referrals
- Support troubleshooting issues between small businesses and city
- Promote and provide information of City services and programs to business owners

**Referrals:** Provide services and referrals that will strengthen small businesses and increase their longevity in the corridor

Programs to be promoted and delivered to businesses in corridor may include, but are not limited to:

- Shared Spaces
- ADA compliance and awareness
- Reopening Support
- Workplace Safety Best Public Health Practices for COVID-19
- Lease Negotiations
- Marketing assistance
- Permitting resources
- Legacy business registry
- Small business grants

**Grant Programs:** Develop and implement grant programs that support economic development goals or disbursement of funds to small businesses

### **Cultural Heritage and Marketing**

Collaborate to support the development and implementation of a district marketing campaign centering on unique history and culture of Japantown to promote neighborhood businesses and encourage customers to visit the business district. Activities may include, but are not limited to supporting and/or implementing:

- Collaborate to support commercial district marketing and branding
- Conduct activities and launch projects that complement and enhance existing efforts that support activities that celebrate, strengthen cultural heritage while spurring economic activity.
- Enhancements of public space. e.g., public art installations, neighborhood landmarks, outdoor furniture and amenities, lighting installations
- Outdoor space activation. e.g., performances, physical exercise activities, public marketplace, or other activities, occurring in a public plaza or other public space.

- Neighborhood beautification projects. e.g., awning/window sign improvements, sidewalk cleaning, graffiti and vandalism abatement program.
- Branding or marketing campaigns. e.g., shop local campaign, banners.
- Events. e.g., neighborhood street fair or festival, art walk, local event series.
- Economic development planning. e.g., merchant and community surveys, retail strategy development.
- Minor Storefront Improvements support. e.g., awning replacements, minor painting, graffiti removal, window film placement.
- Implement and promote public safety and public space cleaning programs, services and enhancements

### **Reporting requirements:**

- Documentation of meetings and engagement of partners as needed for projects
- Regular progress reports and tracking project deliverables with appropriate data and tools.
- Tracking coordination efforts, projects and status

### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Applicant and/or implementing partner must be an established organization located within Japantown

### **Supplementary Questions and Attachments**

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- (a) Does the proposed project support existing Neighborhood Commercial District strategies? If so, provide details on the existing strategy that is being supported.
- (b) How will the proposed project spur economic activities, support existing businesses, improve physical conditions, improve quality of life, or build community capacity within Japantown? Is the proposed project supported by local residents, merchants and property owners? Within how many months is the proposed project anticipated to be complete?
- (c) What previous experience does your organization have in building community support and implementing neighborhood improvement projects? In addition to any other details about experience, include a list of relevant projects with the title of the project; nature of the project; neighborhood served; the names of the organizations, resident and/or merchant groups, small businesses, etc. you worked with; the dates for and number of year(s) that the project spanned, and the funding source(s).



## **Program Area R: Calle 24 Latino Cultural District Economic Vitality Services**

**Anticipated Number of Awards:** 1

**Amount:** Total amount of funding available under this program area is anticipated to be **\$400,000** over a 1-year grant term. Applicants may request up to \$400,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Mission

**Target Population:** Calle 24 Latino Cultural District business owners, property owners and residents

### **Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations to support collaborative efforts, coordination, engagement and implementation of Calle 24 Latino Cultural District economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership.

A strong proposal shall demonstrate a supportive structure deeply rooted and reflective of the community with the capacity to compensate, supervise, support staff and report on grant deliverables. It shall also include a detailed description of the coordination and implementation of activities. The budget shall reflect compensation for staff as well as operational and potential project budget for activities.

Projects and activities proposed under this program area are not limited to the following and may include some or all of the following:

### **Partnerships, Coordination and Engagement**

Engage community and partners in providing input on projects that align with the Calle 24 Latino Cultural District Cultural History, Housing and Economic Sustainability Strategies (CHHESS).

- Report, collaborate and support activities that spur economic development, support existing businesses, improve physical conditions, increase quality of life, or build community capacity.
- Collaborate to support coordination of activities between multiple parties including, but not limited to: business owners, property owners, public agencies, nonprofit organizations
- Maintain of relationships with City agencies and partners that support neighborhood efforts and can respond to needs
- Connect resources to Calle 24 Latino Cultural District partners and projects
- Conduct activities that leverage private resources, including financial commitments, in kind donations, volunteer time, etc.

## **Business Outreach and Strengthening**

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**Business Attraction and Retention:** Support attraction and retention of neighborhood serving businesses that promote the history and strengthen the character of the neighborhood and specially those who have been part of historically disenfranchised communities

**Outreach:** Conduct regular door to door business owner outreach to assess needs, connect businesses to programs and projects and provide referrals and support

Develop relationships with business owners, property owners and nonprofit partners to:

- Follow up with businesses on progress of services and referrals
- Support troubleshooting issues between small businesses and city
- Promote and provide information of City services and programs to business owners

**Referrals:** Provide services and referrals that will strengthen small businesses and increase their longevity in the corridor

Programs to be promoted and delivered to businesses in corridor may include, but are not limited to:

- Shared Spaces
- ADA compliance and awareness
- Reopening Support
- Workplace Safety Best Public Health Practices for COVID
- Lease Negotiations
- Marketing assistance
- Permitting resources
- Legacy business registry
- Small business grants

**Grant Programs:** Develop and implement grant programs that support economic development goals or disbursement of funds to small businesses

### **Cultural Heritage and Marketing**

Collaborate to support the development and implementation of a district marketing campaign centering on unique history and culture of the Calle 24 Latino Cultural District to promote neighborhood businesses and encourage customers to visit the business district. Activities may include, but are not limited to supporting and/or implementing:

- Collaborate to support commercial district marketing and branding
- Conduct activities and launch projects that complement and enhance existing efforts that support activities that celebrate, strengthen cultural heritage while spurring economic activity.
- Enhancements of public space. e.g., public art installations, neighborhood landmarks, outdoor furniture and amenities, lighting installations
- Outdoor space activation. e.g., performances, physical exercise activities, public marketplace, or other activities, occurring in a public plaza or other public space.

- Neighborhood beautification projects. e.g., awning/window sign improvements, sidewalk cleaning, graffiti and vandalism abatement program.
- Branding or marketing campaigns. e.g., shop local campaign, banners.
- Events. e.g., neighborhood street fair or festival, art walk, local event series.
- Economic development planning. e.g., merchant and community surveys, retail strategy development.
- Minor Storefront Improvements support. e.g., awning replacements, minor painting, graffiti removal, window film placement.

### **Reporting requirements:**

- Documentation of meetings and engagement of partners as needed for projects
- Regular progress reports and tracking project deliverables with appropriate data and tools.
- Tracking coordination efforts, projects and status

### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.
- Applicant and/or implementing partner must be an established organization located within the Mission District with demonstrated experience supporting small businesses, economic development programs and neighborhood marketing.

### **Supplementary Questions and Attachments**

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- (a) Does the proposed project support existing Neighborhood Commercial District strategies? If so, provide details on the existing strategy that is being supported.
- (b) How will the proposed project spur economic activities, support existing businesses, improve physical conditions, improve quality of life, or build community capacity within the Commercial District? Is the proposed project supported by local residents, merchants and property owners? Within how many months is the proposed project anticipated to be complete?
- (c) What previous experience does your organization have in building community support and implementing neighborhood improvement projects? In addition to any other details about experience, include a list of relevant projects with the title of the project; nature of the project; neighborhood served; the names of the organizations, resident and/or merchant groups, small businesses, etc. you worked with; the dates for and number of year(s) that the project spanned, and the funding source(s).

## **Program Area S: Valencia Street Commercial Corridor Economic Vitality- Business Liaison**

**Anticipated Number of Awards:** 1

**Amount:** Total amount of funding available under this program area is anticipated to be **\$175,000** over a 1-year grant term. Applicants may request up to \$175,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Mission-Valencia Street Corridor

**Target Population:** Small business owners, property owners and residents.

### **Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations that will hire a small business liaison to support collaborative efforts, coordination, engagement and implementation of Valencia Street commercial corridor economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership.

A strong proposal shall demonstrate a supportive structure deeply rooted and reflective of the community with the capacity to compensate, supervise, support staff and report on grant deliverables. It shall also include a detailed description of the coordination and implementation of activities. The budget shall reflect compensation for staff as well as operational and potential project budget for activities.

Projects and activities proposed under this program area are not limited to the following and may include some or all of the following:

### **Partnerships, Coordination and Engagement**

Engage community and partners in providing input on projects that align with the Valencia Street small business priorities. Collaborate and support activities that spur economic development, support existing businesses, improve physical conditions, increase quality of life, or build community capacity.

- Report, collaborate and support activities that spur economic development, support existing businesses, improve physical conditions, increase quality of life, or build community capacity.
- Collaborate to support coordination of activities between multiple parties including, but not limited to: business owners, property owners, public agencies, nonprofit organizations
- Maintain of relationships with City agencies and partners that support neighborhood efforts and can respond to needs
- Connect resources to Valencia Street partners and projects
- Conduct activities that leverage private resources, including financial commitments, in kind donations, volunteer time, etc.

### **Business Outreach and Strengthening**

**Business Attraction and Retention:** Support attraction and retention of neighborhood serving businesses that promote the history and strengthen the character of the neighborhood and specially those who have been part of historically disenfranchised communities

**Outreach:** Conduct regular door to door business owner outreach to assess needs, connect businesses to programs and projects and provide referrals and support

Develop relationships with business owners, property owners and nonprofit partners to:

- Follow up with businesses on progress of services and referrals
- Support troubleshooting issues between small businesses and city
- Promote and provide information of City services and programs to business owners

**Referrals:** Provide services and referrals that will strengthen small businesses and increase their longevity in the corridor

Programs to be promoted and delivered to businesses in corridor may include, but are not limited to:

- Shared Spaces
- ADA compliance and awareness
- Reopening Support
- Workplace Safety Best Public Health Practices for COVID
- Lease Negotiations
- Marketing assistance
- Permitting resources
- Legacy business registry
- Small business grants

**Grant Programs:** Develop and implement grant programs that support economic development goals or disbursement of funds to small businesses

### **Economic Development Programming and Marketing**

Conduct and coordinate activities and launch projects that complement and enhance existing efforts that support activities that celebrate the areas unique offerings while spurring economic activity.

Activities may include, but are not limited to supporting and/or implementing:

- Enhancements of public space. e.g., public art installations, neighborhood landmarks, outdoor furniture and amenities, lighting installations
- Outdoor space activation. e.g., performances, physical exercise activities, public marketplace, or other activities, occurring in a public plaza or other public space.
- Neighborhood beautification projects. e.g., awning/window sign improvements, sidewalk cleaning, graffiti and vandalism abatement program.
- Branding or marketing campaigns. e.g., shop local campaign, banners.
- Events. e.g., neighborhood street fair or festival, art walk, local event series.

- Economic development planning. e.g., merchant and community surveys, retail strategy development.
- Minor Storefront Improvements support. e.g., awning replacements, minor painting, graffiti removal, window film placement.

### Reporting requirements:

- Documentation of meetings and engagement of partners as needed for projects
- Regular progress reports and tracking project deliverables with appropriate data and tools.
- Tracking coordination efforts, projects and status

### Minimum Qualifications

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.

### Supplementary Questions and Attachments

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- Does the proposed project support existing Neighborhood Commercial District strategies? If so, provide details on the existing strategy that is being supported.
- How will the proposed project spur economic activities, support existing businesses, improve physical conditions, improve quality of life, or build community capacity within the Commercial District? Is the proposed project supported by local residents, merchants and property owners? Within how many months is the proposed project anticipated to be complete?
- What previous experience does your organization have in building community support and implementing neighborhood improvement projects? In addition to any other details about experience, include a list of relevant projects with the title of the project; nature of the project; neighborhood served; the names of the organizations, resident and/or merchant groups, small businesses, etc. you worked with; the dates for and number of year(s) that the project spanned, and the funding source(s).

#### *Supplementary Requirements*

- Submit two (2) letters of support from local community partners that support economic activities reflective of the proposal

## **Program Area T: Portola Economic Vitality Services**

### **Anticipated Number of Awards: 1**

**Amount:** Total amount of funding available under this program area is anticipated to be **\$115,000** over a 1-year grant term. Applicants may request up to \$115,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Portola

### **Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations that will support collaborative efforts, coordination, engagement and implementation of Portola economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership. Proposals shall include potential projects focused on greening and or beautifying the commercial corridor.

A strong proposal shall demonstrate a supportive structure deeply rooted and reflective of the community with the capacity to compensate, supervise, support staff and report on grant deliverables. It shall also include a detailed description of the coordination and implementation of activities. The budget shall reflect compensation for staff as well as operational and potential project budget for activities.

Projects and activities proposed under this program area are not limited to the following and may include some or all of the following:

### **Partnerships, Coordination and Engagement**

Engage community and partners in providing input on projects that align with Portola small business priorities. Collaborate and support activities that spur economic development, support existing businesses, improve physical conditions, increase quality of life, or build community capacity.

- Report, collaborate and support activities that spur economic development, support existing businesses, improve physical conditions, increase quality of life, or build community capacity.
- Collaborate to support coordination of activities between multiple parties including, but not limited to: business owners, property owners, public agencies, nonprofit organizations
- Maintain of relationships with City agencies and partners that support neighborhood efforts and can respond to needs
- Connect resources to Valencia Street partners and projects
- Conduct activities that leverage private resources, including financial commitments, in kind donations, volunteer time, etc.

### **Business Outreach and Strengthening**

**Business Attraction and Retention:** Support attraction and retention of neighborhood serving businesses that promote the history and strengthen the character of the neighborhood and specially those who have been part of historically disenfranchised communities

**Outreach:** Conduct regular door to door business owner outreach to assess needs, connect businesses to programs and projects and provide referrals and support

Develop relationships with business owners, property owners and nonprofit partners to:

- Follow up with businesses on progress of services and referrals
- Support troubleshooting issues between small businesses and city
- Promote and provide information of City services and programs to business owners

**Referrals:** Provide services and referrals that will strengthen small businesses and increase their longevity in the corridor

Programs to be promoted and delivered to businesses in corridor may include, but are not limited to:

- Shared Spaces
- ADA compliance and awareness
- Reopening Support
- Workplace Safety Best Public Health Practices for COVID
- Lease Negotiations
- Marketing assistance
- Permitting resources
- Legacy business registry
- Small business grants

**Grant Programs:** Develop and implement grant programs that support economic development goals or disbursement of funds to small businesses

### **Economic Development Programming and Marketing**

Conduct and coordinate activities and launch projects that complement and enhance existing efforts that support activities that celebrate the areas unique offerings while spurring economic activity.

Activities may include, but are not limited to supporting and/or implementing:

- Enhancements of public space. e.g., public art installations, neighborhood landmarks, outdoor furniture and amenities, lighting installations
- Outdoor space activation. e.g., performances, physical exercise activities, public marketplace, or other activities, occurring in a public plaza or other public space.
- Neighborhood beautification projects. e.g., awning/window sign improvements, sidewalk cleaning, graffiti and vandalism abatement program.
- Branding or marketing campaigns. e.g., shop local campaign, banners.
- Events. e.g., neighborhood street fair or festival, art walk, local event series.



- Economic development planning. e.g., merchant and community surveys, retail strategy development.
- Minor Storefront Improvements support. e.g., awning replacements, minor painting, graffiti removal, window film placement.

#### Reporting requirements:

- Documentation of meetings and engagement of partners as needed for projects
- Regular progress reports and tracking project deliverables with appropriate data and tools.
- Tracking coordination efforts, projects and status

#### Minimum Qualifications

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.

#### Preferred Qualifications

- Support existing neighborhood commercial district strategies
- Spur economic activities, support existing businesses, improve physical conditions, improve quality of life, or build community capacity within the Commercial District
- Supported by local residents, merchants and property owners
- Anticipate completion within 6 to 12 months
- Leverage private resources, including financial commitments, in kind donations, volunteer time, etc.
- Previous experience building community support and implementing neighborhood improvement projects

#### Supplementary Questions and Attachments

##### *Supplementary Questions*

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- Does the proposed project support existing Neighborhood Commercial District strategies? If so, provide details on the existing strategy that is being supported.
- How will the proposed project spur economic activities, support existing businesses, improve physical conditions, improve quality of life, or build community capacity within the Commercial District? Is the proposed project supported by local residents, merchants and property owners? Within how many months is the proposed project anticipated to be complete?
- What previous experience does your organization have in building community support and implementing neighborhood improvement projects? In addition to any other details about the experience, include a list of relevant projects with the title of the project; nature of the project; neighborhood served; the names of the organizations, resident and/or merchant groups, small

businesses, etc. you worked with; the dates for and number of year(s) that the project spanned, and the funding source(s).

*Supplementary Requirements*

- Letters of support from District 6 and District 9 Supervisors are encouraged but not required.

## **Program Area U: Richmond Commercial Corridors Economic Vitality**

**Anticipated Number of Awards:** 1

**Amount:** Total amount of funding available under this program area is anticipated to be **\$125,000** over a 1-year grant term. Applicants may request up to \$125,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Richmond

**Target Population:** Small businesses, property owners and residents.

### **Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations liaison to support collaborative efforts, coordination, engagement and implementation of Richmond commercial corridors economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership.

A strong proposal shall demonstrate a supportive structure deeply rooted and reflective of the community with the capacity to compensate, supervise, support staff and report on grant deliverables. It shall also include a detailed description of the coordination and implementation of activities. The budget shall reflect compensation for staff as well as operational and potential project budget for activities.

Projects and activities proposed under this program area are not limited to the following and may include some or all of the following:

### **Partnerships, Coordination and Engagement**

Engage community and partners in providing input on projects that align with the Outer Richmond small business priorities. Collaborate and support activities that spur economic development, support existing businesses, improve physical conditions, increase quality of life, or build community capacity.

- Report, collaborate and support activities that spur economic development, support existing businesses, improve physical conditions, increase quality of life, or build community capacity.
- Collaborate to support coordination of activities between multiple parties including, but not limited to: business owners, property owners, public agencies, nonprofit organizations
- Maintain of relationships with City agencies and partners that support neighborhood efforts and can respond to needs
- Connect resources to Outer Richmond partners and projects
- Conduct activities that leverage private resources, including financial commitments, in kind donations, volunteer time, etc.

### **Business Outreach and Strengthening**

**Business Attraction and Retention:** Support attraction and retention of neighborhood serving businesses that promote the history and strengthen the character of the neighborhood and specially those who have been part of historically disenfranchised communities

**Outreach:** Conduct regular door to door business owner outreach to assess needs, connect businesses to programs and projects and provide referrals and support

Develop relationships with business owners, property owners and nonprofit partners to:

- Follow up with businesses on progress of services and referrals
- Support troubleshooting issues between small businesses and city
- Promote and provide information of City services and programs to business owners

**Referrals:** Provide services and referrals that will strengthen small businesses and increase their longevity in the corridor

Programs to be promoted and delivered to businesses in corridor may include, but are not limited to:

- Shared Spaces
- ADA compliance and awareness
- Reopening Support
- Workplace Safety Best Public Health Practices for COVID
- Lease Negotiations
- Marketing assistance
- Permitting resources
- Legacy business registry
- Small business grants

**Grant Programs:** Develop and implement grant programs that support economic development goals or disbursement of funds to small businesses

### **Economic Development Programming and Marketing**

Conduct and coordinate activities and launch projects that complement and enhance existing efforts that support activities that celebrate the areas unique offerings while spurring economic activity.

Activities may include, but are not limited to supporting and/or implementing:

- Enhancements of public space. e.g., public art installations, neighborhood landmarks, outdoor furniture and amenities, lighting installations
- Outdoor space activation. e.g., performances, physical exercise activities, public marketplace, or other activities, occurring in a public plaza or other public space.
- Neighborhood beautification projects. e.g., awning/window sign improvements, sidewalk cleaning, graffiti and vandalism abatement program.
- Branding or marketing campaigns. e.g., shop local campaign, banners.
- Events. e.g., neighborhood street fair or festival, art walk, local event series.

- Economic development planning. e.g., merchant and community surveys, retail strategy development.
- Minor Storefront Improvements support. e.g., awning replacements, minor painting, graffiti removal, window film placement.

#### **Reporting requirements:**

- Documentation of meetings and engagement of partners as needed for projects
- Regular progress reports and tracking project deliverables with appropriate data and tools.
- Tracking coordination efforts, projects and status

#### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.

#### **Supplementary Questions and Attachments**

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- (a) Does the proposed project support existing Neighborhood Commercial District strategies? If so, provide details on the existing strategy that is being supported.
- (b) How will the proposed project spur economic activities, support existing businesses, improve physical conditions, improve quality of life, or build community capacity within the Commercial District? Is the proposed project supported by local residents, merchants and property owners? Within how many months is the proposed project anticipated to be complete?
- (c) What previous experience does your organization have in building community support and implementing neighborhood improvement projects? In addition to any other details about experience, include a list of relevant projects with the title of the project; nature of the project; neighborhood served; the names of the organizations, resident and/or merchant groups, small businesses, etc. you worked with; the dates for and number of year(s) that the project spanned, and the funding source(s).

## **Program Area V: Sunset Commercial Corridors Economic Vitality**

**Anticipated Number of Awards:** 1

**Amount:** Total amount of funding available under this program area is anticipated to be **\$30,000** over a 1-year grant term. Applicants may request up to \$30,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Sunset

**Target Population:** Small business owners, property owners and residents

### **Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations liaison to support collaborative efforts, coordination, engagement and implementation of Sunset commercial corridors economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership.

A strong proposal shall demonstrate a supportive structure deeply rooted and reflective of the community with the capacity to compensate, supervise, support staff and report on grant deliverables. It shall also include a detailed description of the coordination and implementation of activities. The budget shall reflect compensation for staff as well as operational and potential project budget for activities.

Projects and activities proposed under this program area are not limited to the following and may include some or all of the following:

### **Partnerships, Coordination and Engagement**

Engage community and partners in providing input on projects that align with the Sunset small business priorities. Collaborate and support activities that spur economic development, support existing businesses, improve physical conditions, increase quality of life, or build community capacity.

- Report, collaborate and support activities that spur economic development, support existing businesses, improve physical conditions, increase quality of life, or build community capacity.
- Collaborate to support coordination of activities between multiple parties including, but not limited to: business owners, property owners, public agencies, nonprofit organizations
- Maintain of relationships with City agencies and partners that support neighborhood efforts and can respond to needs
- Connect resources to Sunset partners and projects
- Conduct activities that leverage private resources, including financial commitments, in kind donations, volunteer time, etc.

### **Business Outreach and Strengthening**

**Business Attraction and Retention:** Support attraction and retention of neighborhood serving businesses that promote the history and strengthen the character of the neighborhood and specially those who have been part of historically disenfranchised communities

**Outreach:** Conduct regular door to door business owner outreach to assess needs, connect businesses to programs and projects and provide referrals and support

Develop relationships with business owners, property owners and nonprofit partners to:

- Follow up with businesses on progress of services and referrals
- Support troubleshooting issues between small businesses and city
- Promote and provide information of City services and programs to business owners

**Referrals:** Provide services and referrals that will strengthen small businesses and increase their longevity in the corridor

Programs to be promoted and delivered to businesses in corridor may include, but are not limited to:

- Shared Spaces
- ADA compliance and awareness
- Reopening Support
- Workplace Safety Best Public Health Practices for COVID
- Lease Negotiations
- Marketing assistance
- Permitting resources
- Legacy business registry
- Small business grants

**Grant Programs:** Develop and implement grant programs that support economic development goals or disbursement of funds to small businesses

### **Economic Development Programming and Marketing**

Conduct and coordinate activities and launch projects that complement and enhance existing efforts that support activities that celebrate the areas unique offerings while spurring economic activity.

Activities may include, but are not limited to supporting and/or implementing:

- Enhancements of public space. e.g., public art installations, neighborhood landmarks, outdoor furniture and amenities, lighting installations
- Outdoor space activation. e.g., performances, physical exercise activities, public marketplace, or other activities, occurring in a public plaza or other public space.
- Neighborhood beautification projects. e.g., awning/window sign improvements, sidewalk cleaning, graffiti and vandalism abatement program.
- Branding or marketing campaigns. e.g., shop local campaign, banners.
- Events. e.g., neighborhood street fair or festival, art walk, local event series.

- Economic development planning. e.g., merchant and community surveys, retail strategy development.
- Minor Storefront Improvements support. e.g., awning replacements, minor painting, graffiti removal, window film placement.

#### **Reporting requirements:**

- Documentation of meetings and engagement of partners as needed for projects
- Regular progress reports and tracking project deliverables with appropriate data and tools.
- Tracking coordination efforts, projects and status

#### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.

#### **Supplementary Questions and Attachments**

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- (a) Does the proposed project support existing Neighborhood Commercial District strategies? If so, provide details on the existing strategy that is being supported.
- (b) How will the proposed project spur economic activities, support existing businesses, improve physical conditions, improve quality of life, or build community capacity within the Commercial District? Is the proposed project supported by local residents, merchants and property owners? Within how many months is the proposed project anticipated to be complete?
- (c) What previous experience does your organization have in building community support and implementing neighborhood improvement projects? In addition to any other details about experience, include a list of relevant projects with the title of the project; nature of the project; neighborhood served; the names of the organizations, resident and/or merchant groups, small businesses, etc. you worked with; the dates for and number of year(s) that the project spanned, and the funding source(s).



## **Program Area W: Tenderloin and Mid-Market Economic Vitality Services**

**Anticipated Number of Awards:** Up to 2

**Amount:** Total amount of funding available under this program area is anticipated to be **\$300,000** over a 1-year grant term. Applicants may request up to \$150,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Tenderloin, Mid-Market

**Target Population:** Small business owners, property owners and residents

### **Scope of Work:**

OEWD is seeking proposals from **nonprofit** organizations that will support collaborative efforts, coordination, engagement and implementation of Tenderloin and Mid-Market economic vitality projects that will contribute to neighborhood vitality, increase economic activity and build upon existing efforts led by local leadership.

A strong proposal shall demonstrate a supportive structure deeply rooted and reflective of the community with the capacity to compensate, supervise, support staff and report on grant deliverables. It shall also include a detailed description of the coordination and implementation of activities. The budget shall reflect compensation for staff as well as operational and potential project budget for activities.

Projects and activities proposed under this program area are not limited to the following and may include some or all of the following:

### **Partnerships, Coordination and Engagement**

Engage community and partners in providing input on projects that align with the Valencia Street small business priorities. Collaborate and support activities that spur economic development, support existing businesses, improve physical conditions, increase quality of life, or build community capacity.

- Report, collaborate and support activities that spur economic development, support existing businesses, improve physical conditions, increase quality of life, or build community capacity.
- Collaborate to support coordination of activities between multiple parties including, but not limited to: business owners, property owners, public agencies, nonprofit organizations
- Maintain of relationships with City agencies and partners that support neighborhood efforts and can respond to needs
- Connect resources to Valencia Street partners and projects
- Conduct activities that leverage private resources, including financial commitments, in kind donations, volunteer time, etc.

### **Business Outreach and Strengthening**

**Business Attraction and Retention:** Support attraction and retention of neighborhood serving businesses that promote the history and strengthen the character of the neighborhood and specially those who have been part of historically disenfranchised communities

**Outreach:** Conduct regular door to door business owner outreach to assess needs, connect businesses to programs and projects and provide referrals and support

Develop relationships with business owners, property owners and nonprofit partners to:

- Follow up with businesses on progress of services and referrals
- Support troubleshooting issues between small businesses and city
- Promote and provide information of City services and programs to business owners

**Referrals:** Provide services and referrals that will strengthen small businesses and increase their longevity in the corridor

Programs to be promoted and delivered to businesses in corridor may include, but are not limited to:

- Shared Spaces
- ADA compliance and awareness
- Reopening Support
- Workplace Safety Best Public Health Practices for COVID
- Lease Negotiations
- Marketing assistance
- Permitting resources
- Legacy business registry
- Small business grants

**Grant Programs:** Develop and implement grant programs that support economic development goals or disbursement of funds to small businesses

### **Economic Development Programming and Marketing**

Conduct and coordinate activities and launch projects that complement and enhance existing efforts that support activities that celebrate the areas unique offerings while spurring economic activity.

Activities may include, but are not limited to supporting and/or implementing:

- Enhancements of public space. e.g., public art installations, neighborhood landmarks, outdoor furniture and amenities, lighting installations
- Outdoor space activation. e.g., performances, physical exercise activities, public marketplace, or other activities, occurring in a public plaza or other public space.
- Neighborhood beautification projects. e.g., awning/window sign improvements, sidewalk cleaning, graffiti and vandalism abatement program.
- Branding or marketing campaigns. e.g., shop local campaign, banners.
- Events. e.g., neighborhood street fair or festival, art walk, local event series.

- Economic development planning. e.g., merchant and community surveys, retail strategy development.
- Minor Storefront Improvements support. e.g., awning replacements, minor painting, graffiti removal, window film placement.

### Reporting requirements:

- Documentation of meetings and engagement of partners as needed for projects
- Regular progress reports and tracking project deliverables with appropriate data and tools.
- Tracking coordination efforts, projects and status

### Minimum Qualifications

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.

### Preferred Qualifications

- Support existing neighborhood commercial district strategies
- Spur economic activities, support existing businesses, improve physical conditions, improve quality of life, or build community capacity within the Commercial District
- Supported by local residents, merchants and property owners
- Anticipate completion within 6 to 12 months
- Leverage private resources, including financial commitments, in kind donations, volunteer time, etc.
- Provide detailed information on any previous experience the organization has in building community support and implementing neighborhood improvement projects

### Supplementary Questions and Attachments

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- Does the proposed project support existing Neighborhood Commercial District strategies? If so, provide details on the existing strategy that is being supported.
- How will the proposed project spur economic activities, support existing businesses, improve physical conditions, improve quality of life, or build community capacity within the Commercial District? Is the proposed project supported by local residents, merchants and property owners? Within how many months is the proposed project anticipated to be complete?
- What previous experience does your organization have in building community support and implementing neighborhood improvement projects? In addition to any other details about experience, include a list of relevant projects with the title of the project; nature of the project;

neighborhood served; the names of the organizations, resident and/or merchant groups, small businesses, etc. you worked with; the dates for and number of year(s) that the project spanned, and the funding source(s).

## **Program Area X: Tenderloin and Mid-Market Marketing Campaign**

### **Anticipated Number of Awards: 1**

**Amount:** Total amount of funding available under this program area is anticipated to be **\$80,000** over a 1-year grant term. Applicants may request up to \$80,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Tenderloin and Mid-Market

### **Scope of Work:**

OEWD is seeking a **nonprofit** partner to implement a small business neighborhood marketing program. The neighborhood marketing program shall aim to stabilize small businesses, increase customer traffic, and elevate the profile of neighborhood commercial areas.

Activities under this section may include crafting marketing and commercial corridor promotions; developing campaigns and branding efforts and working closely with neighborhood merchant associations and related economic development entities.

The majority of the budget shall be dedicated to program costs. Proposed activities may include, but are not limited to:

- Developing marketing and branding campaigns related to the Tenderloin/Mid-Market community
- Providing branding, logo, and collateral creation services
- Implementing community building campaigns, social media promotions, event support and other related activities
- Increasing outreach and engagement with neighborhood business groups and small businesses to develop marketing and branding campaigns
- Helping to increase viability and the profile of the neighborhood to increase foot traffic and patrons to the commercial corridor
- Executing and implementing commercial district and small business marketing and related efforts
- Leading neighborhood branding and promotions

### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.

### **Preferred Qualifications**

- Neighborhood marketing
- Stakeholder engagement, brand creation, survey and brand development
- Communications and public relations

### **Supplementary Questions and Attachments**

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- (a) In addition to details about your organization’s specific experience with delivering the services described above, include a list of relevant projects with the title of the project; nature of the project; neighborhood served; the names of the organizations, resident and/or merchant groups, small businesses, etc. you worked with; the dates for and number of year(s) that the project spanned, and the funding source(s).
- (b) What experience does your organization have with the Tenderloin and Mid-Market community?

## **Program Area Y: Civic Center Public Spaces Programming**

**Amount:** Total amount of funding available under this program area is projected to be up to **\$2,000,000** over a 12-month term. Applicants may propose budgets up to \$2,000,000. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Anticipated number of awards:** 1 or more

**Eligible Neighborhood(s):** Tenderloin, Civic Center, Mid-Market

**Scope of Work:** As part of the effort to improve public spaces in Civic Center, Mid-Market and the Tenderloin, OEWD seeks a nonprofit organization to assist with the implementation of a multi-faceted public space activation and stewardship effort for the three public spaces linking Market Street to City Hall: United Nations Plaza, Fulton Street between the Main Library and Asian Art Museum, and Civic Center Plaza. Proposals should articulate plans for all three areas.

The scope of work for the selected organization(s) in this program area may include, but is not limited to, the following:

- Develop and implement regular event programming and activation for the three spaces, in conjunction with a cross-sector committee of institutions currently programming one or more spaces. Programming can be regular (i.e. weekly or monthly) or seasonal.
- Develop and implement small-scale temporary amenities that facilitate activation and beautification, such as a roller rink; temporary art installations; vendor kiosks; landscaping improvements; and a sound system. For any new amenity proposed, proposals should include ongoing operations for the term of the project as well as installation.
- Manage a robust stewardship program that supports daily use, activation and beautification of the three public spaces, with a particular focus on ensuring the safety and quality of experience of the activities proposed in the grant.

For all program components, engagement of communities of color in the surrounding neighborhood and from across the city, as well as low-income people and artists, is strongly encouraged. Proposals for each program component should include equity plans that may include outreach, free or reduced cost programming, economic opportunities, or job creation with named partners.

Selected grantee will need to coordinate as-needed with any City or Federal department with jurisdiction over the activation space (e.g. Recreation and Park Department, Department of Public Works, Municipal Transportation Agency) and comply with all related contracting requirements.

Note: All projects must obtain the necessary City permits and any contractors that the awardee of this RFP uses must be registered in the State Department of Industrial Relations Public Works Contractor database. Contractors responsible for covered construction or maintenance projects must comply with all relevant local, state and federal prevailing wage laws at the point of bidding to be eligible for a contract award. Please visit <http://sfgov.org/olse/prevailing-wage> and <https://www.dir.ca.gov/PublicWorks/Contractor-Registration.html> for more information.

## **Minimum Qualifications:**

Applicant must:

- Be a fully established nonprofit entity eligible to do business with the City and County of San Francisco
- Have experience implementing event programming and activation in Civic Center, Mid-Market and the Tenderloin
- Have strong familiarity with Civic Center, including existing populations that use the public spaces, City agency jurisdictions, fronting properties and institutions, and community stakeholders
- Propose a feasible and efficient budget that leverages non-City funds while ensuring project completion
- Have a track record in working with multiple jurisdictions and agencies in San Francisco
- Have a track record managing project budgets in excess of \$1 million

Preferred Qualifications:

- Track record of participation in partnerships, including those with organizations representing low-income people, artists, and communities of color
- Track record in fundraising from private businesses for similar programs
- Knowledge of prevailing wages and competitive bidding processes.
- Have familiarity with construction management

## **Supplementary Questions and Attachments**

In addition to completing the general application questions, please make sure that you address all of the following questions in your proposal narrative **under Section 2, “Approach, Activities and Outcomes”**:

- (a) Please describe the applicant’s experience activating Civic Center’s public spaces
- (b) Please provide detail about the team, including subcontractors, that will be developing and (if appropriate) operating each program or project applicant is proposing
- (c) Please provide an equity plan for each program component
- (d) Please describe the applicant’s experience fundraising for Civic Center activation
- (e) Please describe how non-City funding will be leveraged and/or raised as match funding
- (f) Please describe a project with a budget over \$1 million that the applicant completed



# Office of Small Business Program

## **Program Area Z: Office of Small Business Check Printing Services**

**Anticipated Number of Awards:** 1

**Amount:** Total amount of funding available under this program area is anticipated to be **\$50,000** over a 1-year grant term. Applicants may request up to \$50,000 to cover administrative costs related to the services described below. Final funding awards will be determined by the number of responsive proposals that meet departmental strategies and objectives, and actual funding may be less or more.

**Eligible Neighborhood(s):** Citywide

### **Scope of Work:**

The San Francisco Office of Small Business is seeking proposals from **nonprofit** organizations for check printing services for several programs that will enable the secure and accurate printing and delivery of checks to grantees.

Circumstances in which check printing services would be required include, but are not limited to, instances in which grantees are unable to get established as official Suppliers (vendors) with the City and County of San Francisco in a timely manner, or unforeseen events such as hardware failure, software failure, power failure or natural disaster. Contractors must be able to print and deliver checks at a third-party Contractor-run facility or service (hosted).

Following are details about the three Office of Small Business programs for which check printing services are needed. Proposals for this program area may include different billing proposals for the three programs.

#### **Legacy Business Program**

<https://www.legacybusiness.org>

The Office of Small Business received \$400,000 in the 2021-22 budget for grants to Legacy Businesses listed on the Legacy Business Registry. There are currently approximately 280 active businesses on the Registry. All 280 businesses will be eligible to apply for and receive a grant through this fund, and most or all will be paid through the selected check printing contractor.

#### **San Francisco Music and Entertainment Venue Recovery Fund**

<https://sfosb.org/venuefund>

The Office of Small Business received \$3 million in 2020-21 for grants to SF music and entertainment venues in fiscal years 2020-21 and 2021-22. Additional monies may be added to the fund by the City or through fundraising. Grantees are expected to get set up as Suppliers with the City in order to receive funds, but some grantees may not be able to do so. The number of grantees requiring third-party check printing services could vary from as few as one to as many as three. Grant amounts for those businesses may range from a total of \$7,000 to \$130,000.

#### **Disability Access and Education Fund**

The Disability Access and Education Fund was created by [SB 1186](#) and amended by [AB 1379](#). From 2018 to 2023, applicants for local business registrations or renewals shall pay an additional fee of four dollars (\$4). The City and County of San Francisco shall retain 90% of the fees collected. Starting 2024, the

business registration fee reverts back to one dollar (\$1), and 70% of the fees collected shall be retained by the City. The Office of Small Business intends to use the Disability Access and Education Fund for increased certified access specialist (CASp) training and certification within the local jurisdiction and to facilitate compliance with construction-related accessibility requirements. The current fund amount is a minimum of \$500,000. It is presently unknown how many grantees will require third-party check printing services.

### **Minimum Qualifications**

- Applicant must be a fully established nonprofit entity eligible to do business with the City and County of San Francisco.

### **Preferred Qualifications**

- Applicants should develop a flexible budget for the proposed project despite the many unknowns.
- A strong proposal should demonstrate proper resources and a competitive fee structure to perform the services.
- The resulting agreement with the selected contractor will be cost reimbursement. The contractor must have the financial capacity to cover pass-through grant disbursements totaling up to \$100,000 per month while awaiting reimbursement from the City for the pass-through grants plus payment of administrative costs.

### III. Application Process

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#### A. How to Apply

Complete applications shall include all of the items listed in the Proposal Package Checklist, below. Instructions and tips on completing all Proposal Package documents are included following the Checklist and all templates noted can be downloaded from <http://oewd.org/bid-opportunities/RFP-219>.

#### Proposal Package Checklist -

##### Templates provided as Appendices to RFP 219:

- Appendix B, Proposed Budget** template – Please list your proposed project budget on this template and upload it before you submit your online application.

##### Additional required attachments:

- Organizational Budget** (no template) – Organizational Budget for the current or last completed Fiscal Year for the Primary Applicant, the entity that will hold the contractual obligation if awarded (no template provided).
- Organizational Chart** (no template) – Organizational Chart for the Primary Applicant, the entity that will hold the contractual obligation if awarded (no template provided).

Only Proposal Packages submitted using the approved templates with all required attachments will be considered for funding.

Alternative formats of templates may also be provided to individuals with disabilities by contacting [oewd.procurement@sfgov.org](mailto:oewd.procurement@sfgov.org) before the submission deadline.

#### Additional Reference Materials, Requirements and Guidelines

The following documents are for reference only.

**Appendix A, Application Questions** – This template is for reference only. It includes the question set that all applicants must respond to. This document should only be used to draft your proposal content. All proposals must be entered into the online application found at <http://oewd.org/bid-opportunities/RFP-219>.

**Appendix C, City Grant Terms (Form G-100)**, contains the standard requirements that apply to all nonprofit organizations doing business with the City.

## **Appendix D, Applicant Requirements and Guidelines**

Appendix D is a reference document which outlines additional details related to the following topics:

- Eligible Applicants
- Organizational Capacity
- Board of Directors/Leadership/Stability
- General City Grant Requirements
- Additional Local Requirements
- Collaborations
- Conditions of Proposal

**Appendix E, Supplier Registration Instructions**, provides registration instructions to Applicants who are not current City Suppliers (vendors).

### **B. Proposal Package Submission**

When all items are complete, submit the entire Proposal Package by **5:00 p.m. on Thursday, January 6, 2022**. Complete proposal packages must be submitted online by 5:00 p.m.

Upon successful submission, you will receive an e-mail response to confirm your submission was received by the deadline. Save this information for future reference.

If you discover an error in your submission and need to submit a revised proposal, compile all items on the Proposal Package Checklist, follow the same steps as outlined above, and ensure that the revised submission is submitted before the deadline. Please also contact [oe wd.procurement@sfgov.org](mailto:oe wd.procurement@sfgov.org) and confirm when that you are replacing your prior submission so that OEWD is able to identify the correct proposal that the Review Committee receives.

Again, all submissions, including all appendices, must be received in the online system by 5:00 p.m. on Thursday, January 6, 2022 to be considered as part of the Proposal Review Process.

**Early submission is highly encouraged.**

If you have any challenges with the application process or forms, please contact the Contracts and Grants Division at [oe wd.procurement@sfgov.org](mailto:oe wd.procurement@sfgov.org). The team will assist with technical issues until the submission deadline.

### **C. Best Practice Tips**

- Use the Proposal Package Checklist to ensure your proposal is complete.
- Carefully review the minimum qualifications in the program area(s) you are interested in. Note that you may be eligible for some programs and not others.
- Write as clearly and succinctly as possible and respond directly to the questions as asked. Do not submit extra materials not requested.
- No links to outside materials should be included in proposals, as the Review Committee will not review any websites, articles, videos, or documents during the review process.
- Include all requested files as attachments with your proposal prior to submission; these attachments will not be accepted after the deadline.

## **IV. Proposal Review Process**

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First, OEWD will review all proposals to determine if they are complete and eligible. Incomplete, late or otherwise ineligible proposals will not be considered and applicants will be notified if their proposals have been disqualified.

Next, a Review Committee will read and score all complete and eligible proposals. The Review Committee may consist of City and non-City staff and other individuals who have experience in the Program Areas in this RFP. If applicants are current OEWD grantees or contractors, OEWD may consider prior performance in our review.

For Invest In Neighborhoods programs, the Review Committee consists of both “Tier 1” and “Tier 2” panels.

- Tier 1 Review - the primary review committee will review and score all responsive proposals on a 100-point scoring system as described in this RFP.
- Tier 2 Review – an additional review committee will review and score all proposals on a 50 point scale of how well each meets the district or neighborhood need, project feasibility, and fulfillment of key department priorities, as applicable. Proposals will then be ranked and awarded on the total points received from both reviews.

Business Development and Office of Small Business programs will be scored at the Tier 1 level only. At the discretion of the City, the review process may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant’s facility or proposed project area.

### **Selection Criteria**

Applications will be reviewed and evaluated using the criteria described in this section. Point values indicate the relative importance placed on each section and points will be awarded based on the extent to which the application addresses the criteria listed. Applicants should prepare their proposals with these criteria in mind.

Depending on the number and quality of proposals, applicants may be invited to be interviewed by the review committee to make a final selection. Each application will be considered individually and the organization’s overall capacity in relation to the number of projects proposed will also be considered when projects and proposals are recommended for funding.

#### **Applicant Qualifications and Staff Assignments (30 points)**

- The applicant’s professional qualifications and the experience of proposed partners, subcontractors and staff
- Experience and track record implementing similar projects or proposed activities

- Clarity and feasibility of proposed staffing assignments, taking into consideration accessibility, availability and workload
- The application demonstrates a thorough understanding of the economic, social, financial, institutional or other issues that require a solution.
- Demonstration of community support

#### Approach, Activities, and Outcomes (40 points)

- The proposed project will contribute to achieving the goals and objectives stated in the RFP.
- The application presents a clear description of the proposed project, including a clear statement of goals and objectives
- The application presents a plan of action with details on the specific scope of services applicant(s) propose and how the proposed work will be accomplished.
- The application presents a reasonable timeline for implementing the proposed project including major milestones and target dates. It addresses factors that might speed or hinder implementation and explains how these factors would be managed.
- The design of the project reflects current knowledge on effective practices supported by applicants' experience and/or research and literature.
- The proposed project would involve the collaboration of partner organizations, entities, consultants or key individuals who would maximize the effectiveness and efficiency of service delivery. If a collaborative application is proposed, specific activities and the role, capacity, and contributions each partner will make to the proposed project is detailed.
- The proposed project reflects performance targets appropriate for the program.
- The proposal demonstrates the organization's capacity to carry out the proposed project by connecting current or previous experience with the proposed programming.

#### Performance Measurement and Reporting (15 Points)

- Applicant addresses how data on project activities, outputs and outcomes will be collected and reported.
- Applicant demonstrates they have or will develop the capacity to collect and manage data.
- The application provides an appropriate and feasible plan describing how data will be used to determine whether the needs identified are being met and whether project results are being achieved.

#### Financial Management and Budget (15 Points)

- Applicant provides a detailed budget narrative presenting reasonable costs that relate to activities proposed.
- The proposed budget is submitted on the required template and applicant's overall budget is of a size to reasonably expect successful delivery of the program.
- Applicant maintains strong fiscal controls and would ensure the prudent use, proper and timely disbursement and accurate accounting of funds awarded under this RFP.



- Additional resources are available to ensure implementation and sustainability of programming.

### **Clarifications**

The City may contact applicants to clarify any portion of the proposal. All questions to the applicants will be submitted in writing and the answers, in writing, will be submitted, along with the proposals, to the Review Committee for scoring. Any attempt by an applicant to contact a member of the Review Committee during the proposal review process (other than submitting clarification questions or responding to any City-initiated contact) may result in the elimination of that proposal from consideration.

### **Selection**

After the Review Committees have concluded the evaluation and scoring of the proposals, the results will be submitted to the Director of OEWD, and the appropriate oversight bodies, if necessary, for review and determination of the award. The tentative awardees whose proposal(s) are determined to meet the needs of the City will be recommended to negotiate a grant. If an applicant submits multiple proposals, the organization's overall capacity in relation to the number of projects proposed will also be considered when proposals are recommended for funding. All applicants will be notified of the results of the evaluation.

The tentative award may be conditioned on inclusion of changes/additional terms. Negotiations over the specific terms and language may be required before submission to the Civil Service Commission for approval, if applicable. If the City is unable to negotiate a satisfactory agreement with the winning applicant(s), the City may terminate negotiations with that applicant and proceed to negotiate with other qualified applicants in the order of their ranking in the evaluation process. This process may be repeated until a satisfactory grant agreement has been reached. Final award of the grant may be subject to approval by the Civil Service Commission, Board of Supervisors, Mayor, or other governing body.

Applicants who do not receive an award may appeal the decision. Applicants who receive a grant will be contacted to begin the grant negotiation process.

## V. Protest Process

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### A. Protest of Non-Responsiveness Determination

If your proposal is deemed non-responsive, you will receive notice from the City explaining the reason for removing it from consideration. Within five calendar days of the City's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. The protest must be received by the City on or before the fifth business day following the City's issuance of the notice of non-responsiveness.

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

### B. Protest of Grant Award

Within five business days of the City's issuance of a notice of intent to award the grant, any applicant that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. The notice of protest must be received by the City on or before the fifth business day after the City's issuance of the notice of intent to award.

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

### C. Delivery of Protests

All protests must be received by 5:00 p.m. on the due date. OEWD highly recommends submitting the protest via email. If a protest is mailed in hard copy, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or fax will not be considered.

Scanned signed protest letters may be submitted via email to [oewd.procurement@sfgov.org](mailto:oewd.procurement@sfgov.org). Letters transmitted electronically must be sent in PDF format and be signed by an individual authorized to negotiate or sign agreements on behalf of the protesting organization.

**Protests must be addressed to:**

Contracts and Grants Director  
Office of Economic and Workforce Development  
One South Van Ness Avenue, 5<sup>th</sup> Floor  
San Francisco, CA 94103

Following the City's receipt of a timely protest, the City may decide to schedule a meeting to review and attempt to resolve the protest. The meeting will be scheduled within ten (10) calendar days of the receipt of the protest, in a format that follows public health and accessibility guidelines. If the City determines a meeting is not necessary to address the protest, the protestor can anticipate a written response from the City within 10 calendar days of submission of the letter of protest. **All protest determinations made by the Director of OEWD are final.**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECNType of Request:  Initial  Modification of an existing PSC (PSC # 32756 - 17/18)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Consulting - Nonprofit Capacity BuildingFunding Source: General FundPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 01/15/18 - 01/15/21 (3 years 1 day)PSC Mod#1 Amount: \$220,000PSC Mod#1 Duration: 02/18/19-06/30/21 (23 weeks 4 days)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 07/01/20-06/30/22 (1 year)PSC Cumulative Amount Proposed: \$320,000PSC Cumulative Duration Proposed: 4 years 23 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of Economic and Workforce Development (OEWD) is seeking nonprofit organizational development consultants to support the City's Nonprofit Capacity Building program. The selected consultants will guide organizational diagnostic assessments, provide business counseling and identify capacity-building resources including service providers and/or training services. Specifically, OEWD is seeking consultants with expertise in one or more of the following areas, as they relate to nonprofit capacity building:

- a. Organizational needs assessment & market analysis
- b. Strategy, vision & impact
- c. Leadership coaching
- d. Fund development & resource generation
- e. Board development
- f. Equity, diversity & cultural competence
- g. Staff recruiting, development and retention
- h. Financial planning, budgeting, oversight & operations

- i. Succession planning
- j. Risk assessment
- k. Organizational design & change management
- l. Mergers and strategic restructuring
- m. Evaluation and infrastructure for ongoing program & organizational assessment
- n. Volunteer management
- o. Technological infrastructure
- p. Nonprofit establishment and formation
- q. Industry specific expertise (i.e. economic development, workforce, arts, education, etc.)

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

The Department issued a Request for Qualifications (RFQ) in September 2017 to develop a qualified consultant pool with the depth of experience necessary to deliver high quality services tailored to the diverse needs of local nonprofits. The goal of this RFQ is to maintain necessary services and resources for San Francisco residents by stabilizing nonprofits. Nonprofits in need of capacity-building services often need rapid deployment of services. The consequence of denial would be that some nonprofits may choose lesser-quality services that will exacerbate instability, or will have to redirect resources from community services, resulting in either instability or diminished services for San Francisco residents.

- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**  
 Yes, this is a request to extend the existing authorization

- D. Will the contract(s) be renewed?**  
 Unknown at this time.

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

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

- A. Display all that apply

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

Explain the qualifying circumstances:

This is anticipated to be a one-time short term project requiring a wide variety of skill sets and expertise. These services need to be deployed rapidly and with varying degrees of depth, and

would best be delivered by a series of consultants that can flex their approach to the specific needs of the nonprofits in need.

B. Reason for the request for modification:

This modification requests one additional year of authorization to extend nonprofit capacity building services through June 30, 2022, which is especially necessary to support nonprofits in adapting to the new economic climate. No additional funding is being requested.

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

- A. Specify required skills and/or expertise: 3 years verifiable experience providing coaching, business development, capacity building and/or training services to nonprofit clients and a minimum of 10 nonprofit clients directly assisted.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
This project is short term and requires specific skills.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this project is short term.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No training is necessary, however, the contractor will work with city staff to design the structure of the application for assistance and to conduct outreach to nonprofit sub-sectors. Through this work the city staff (#9774 Senior Community Development Specialist I) will gain knowledge of the methodology used to assess nonprofit capacity building needs, as well as the barriers nonprofits face to successfully acting upon knowledge and resources gained through capacity building. Time spent reviewing reports on methodology and outcomes is approximately 20 hours.
- 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 09/01/20, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 32756 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 09/09/2020

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECNType of Request:  Initial  Modification of an existing PSC (PSC # 32756 - 17/18)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Consulting - Nonprofit Capacity BuildingFunding Source: General FundPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 01/15/18 - 01/15/21 (3 years 1 day)PSC Mod#1 Amount: \$220,000PSC Mod#1 Duration: 02/18/19-06/30/21 (23 weeks 4 days)PSC Cumulative Amount Proposed: \$320,000PSC Cumulative Duration Proposed: 3 years 23 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of Economic and Workforce Development (OEWD) is seeking nonprofit organizational development consultants to support the City's Nonprofit Capacity Building program. The selected consultants will guide organizational diagnostic assessments, provide business counseling and identify capacity-building resources including service providers and/or training services. Specifically, OEWD is seeking consultants with expertise in one or more of the following areas, as they relate to nonprofit capacity building:

- a. Organizational needs assessment & market analysis
- b. Strategy, vision & impact
- c. Leadership coaching
- d. Fund development & resource generation
- e. Board development
- f. Equity, diversity & cultural competence
- g. Staff recruiting, development and retention
- h. Financial planning, budgeting, oversight & operations
- i. Succession planning



- j. Risk assessment
- k. Organizational design & change management
- l. Mergers and strategic restructuring
- m. Evaluation and infrastructure for ongoing program & organizational assessment
- n. Volunteer management
- o. Technological infrastructure
- p. Nonprofit establishment and formation
- q. Industry specific expertise (i.e. economic development, workforce, arts, education, etc.)

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

The Department issued a Request for Qualifications (RFQ) in September 2017 to develop a qualified consultant pool with the depth of experience necessary to deliver high quality services tailored to the diverse needs of local nonprofits. The goal of this RFQ is to maintain necessary services and resources for San Francisco residents by stabilizing nonprofits. Nonprofits in need of capacity-building services often need rapid deployment of services. The consequence of denial would be that some nonprofits may choose lesser-quality services that will exacerbate instability, or will have to redirect resources from community services, resulting in either instability or diminished services for San Francisco residents.

**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 not been performed in the past.

**D. Will the contract(s) be renewed?**

Unknown at this time.

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

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

**A. Display all that apply**

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

**Explain the qualifying circumstances:**

This is anticipated to be a one-time short term project requiring a wide variety of skill sets and expertise. These services need to be deployed rapidly and with varying degrees of depth, and would best be delivered by a series of consultants that can flex their approach to the specific needs of the nonprofits in need.

**B. Reason for the request for modification:**

Modification is requested to add \$220,000 to original authorization and extend approval through 6/30/2021.

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

- A. Specify required skills and/or expertise: 3 years verifiable experience providing coaching, business development, capacity building and/or training services to nonprofit clients and a minimum of 10 nonprofit clients directly assisted.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
This project is short term and requires specific skills.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this project is short term.

**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 necessary, however, the contractor will work with city staff to design the structure of the application for assistance and to conduct outreach to nonprofit sub-sectors. Through this work the city staff (#9774 Senior Community Development Specialist I) will gain knowledge of the methodology used to assess nonprofit capacity building needs, as well as the barriers nonprofits face to successfully acting upon knowledge and resources gained through capacity building. Time spent reviewing reports on methodology and outcomes is approximately 20 hours.
- 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 01/14/19, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 32756 - 17/18

DHR Analysis/Recommendation:

03/18/2019

Commission Approval Required

Approved by Civil Service Commission

03/18/2019 DHR Approved for 03/18/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY

Dept. Code: LIB

Type of Request:  Initial  Modification of an existing PSC (PSC # 4056-13/14)

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

Type of Service: Software as a Service

Funding Source: Library Preservation Fund

PSC Original Approved Amount: \$1,100,000 PSC Original Approved Duration: 12/01/13 - 06/01/20 (6 years 26 weeks)

PSC Mod#1 Amount: \$75,000 PSC Mod#1 Duration: 04/30/20-04/29/22 (1 year 47 weeks)

PSC Mod#2 Amount: \$500,000 PSC Mod#2 Duration: 04/29/22-04/30/25 (3 years 2 days)

PSC Cumulative Amount Proposed: \$1,675,000 PSC Cumulative Duration Proposed: 11 years 21 weeks

**1. Description of Work**

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

A. Concise description of proposed work:

BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.

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

This product will not only provide library users with the best available and most user friendly catalog interface (one that has been adopted by many of the major public libraries in the U.S. including New York, Boston, Multnomah County (Portland) etc.) but also affords them a

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

Yes

D. Will the contract(s) be renewed?

The contract includes one three-year renewal option for a total of six years.

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 San Francisco Public Library anticipates using this catalog overlay on an ongoing basis for an improved patron experience.

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

A. Display all that apply

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

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

Explain the qualifying circumstances:

In 2012, when Library was looking to upgrade our cataloging system, SFPL conducted a thorough survey of comparable systems including BiblioCore, VuFind, Encore, and AquaBrowser to determine which products provide the required functionality. In addition, we examined best practices within the Library community, including attendance at conferences put on by the American Library Association, Digital Public Libraries of America, and Internet Librarian to study patron search behavior trends. As a result of our research we concluded that BiblioCore,

provided by BiblioCommons Inc, was the only software system able to fulfill the functionality required SFPL needs. Access to the Library's public catalog that is thorough and straightforward is essential to our core mission of providing materials to the public, without this system we would not be able to meet their needs.

B. Reason for the request for modification:

The Library wishes to extend the existing contract for three years with BiblioCommons Inc. to provide an Online Public Access Catalog to the Department for City's holdings.

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

- A. Specify required skills and/or expertise: Expertise to evaluate flagged comments from all libraries using Bibliocommons to determine whether they meet terms of use.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1460, Legal Secretary 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. BiblioCommons employees have sole access to the servers and software that allow them to monitor triple flagged comments from users in all participating libraries and directly message those users about their comments.

**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.  
Only employees of the vendor can access the database in order to identify triple flagged comments and directly message users.
- 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 the service is based on proprietary software used by many public libraries.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No Training will be provided, Proprietary Software.
- 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 12/10/21, the Department notified the following employee organizations of this PSC/RFP request: 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: marcus lange Phone: 415-557-4214 Email: marcus.lange@sfpl.org

Address: 100 Larkin Street, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4056-13/14

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/07/2022

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [marcus.lange@sfpl.org](mailto:marcus.lange@sfpl.org)  
**To:** **Subject:** Receipt of Modification Request to PSC # 4056-13/14 - MODIFICATIONS  
**Date:** Thursday, December 2, 2021 2:53:59 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC LIBRARY -- LIB has submitted a modification request for a Personal Services Contract (PSC) for \$500,000 for services for the period April 29, 2022 – April 30, 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/14768>

Email sent to the following addresses: [jtanner940@aol.com](mailto:jtanner940@aol.com)  
[david.canham@seiu1021.org](mailto:david.canham@seiu1021.org) [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org) [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org)  
[davidmkersten@gmail.com](mailto:davidmkersten@gmail.com) [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org) [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net)  
[pscreview@seiu1021.org](mailto:pscreview@seiu1021.org) [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org)  
[pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net) [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me)  
[Kbasconcillo@sfgov.org](mailto:Kbasconcillo@sfgov.org)  
[Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org) [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org) [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org)  
[junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)



# **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARYDept. Code: LIBType of Request:  Initial  Modification of an existing PSC (PSC # 4056-13/14)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Software as a ServiceFunding Source: Library Preservation FundPSC Original Approved Amount: \$1,100,000PSC Original Approved Duration: 12/01/13 - 06/01/20 (6 years 26 weeks)PSC Mod#1 Amount: \$75,000PSC Mod#1 Duration: 04/30/20-04/29/22 (1 year 47 weeks)PSC Cumulative Amount Proposed: \$1,175,000PSC Cumulative Duration Proposed: 8 years 21 weeks**1. Description of Work**

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

A. Concise description of proposed work:

BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.

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

This product will not only provide library users with the best available and most user friendly catalog interface (one that has been adopted by many of the major public libraries in the U.S. including New York, Boston, Multnomah County (Portland) etc.) but also affords them a

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

yes

D. Will the contract(s) be renewed?

The contract includes one three-year renewal option for a total of six years.

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 San Francisco Public Library anticipates using this catalog overlay on an ongoing basis for an improved patron experience.

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

- A. Display all that apply

Explain the qualifying circumstances:  
no response from department

- B. Reason for the request for modification:

The Library wishes to extend the existing contract for two years with BiblioCommons Inc. to provide an Online Public Access Catalog to the Department for City's holdings.

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

- A. Specify required skills and/or expertise: Expertise to evaluate flagged comments from all libraries using Bibliocommons to determine whether they meet terms of use.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1460, Legal Secretary 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. BiblioCommons employees have sole access to the servers and software that allow them to monitor triple flagged comments from users in all participating libraries and directly message those users about their comments.

**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.  
Only employees of the vendor can access the database in order to identify triple flagged comments and directly message users.
- 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 the service is based on proprietary software used by many public libraries.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

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

No.

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

No.

7. **Union Notification:** On 04/28/20, the Department notified the following employee organizations of this PSC/RFP request:

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: marcus lange Phone: Email: marcus.lange@sfpl.org

Address: 100 Larkin Street, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4056-13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 06/29/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY -- LIB

Dept. Code: LIB

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

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

Type of Service: Software as a Service

Funding Source: Library Preservation Fund

PSC Amount: \$1,100,000

PSC Est. Start Date: 12/01/2013

PSC Est. End Date 06/01/2020

**1. Description of Work**

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

A. Concise description of proposed work:

BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.

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

This product will not only provide library users with the best available and most user-friendly catalog interface (one that has been adopted by many of the major public libraries in the U.S. including New York, Boston, Multnomah County (Portland) etc.) but also affords them a "social discovery" and interaction platform. User comments are peer-moderated through flagging to highlight problematic posts. Only BiblioCommons staff can access and remediate comments that violate terms of service. The San Francisco City Attorney team has advised us that without implementation of this BiblioCommons staff procedure, First Amendment rights of our users could be vi

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 not provided in the past.

D. Will the contract(s) be renewed?

The contract includes one three-year renewal option for a to

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 San Francisco Public Library anticipates using this catalog overlay on an ongoing basis for an improved patron experience.

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

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

B. Explain the qualifying circumstances:

Not Applicable

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

- A. Specify required skills and/or expertise: Expertise to evaluate flagged comments from all libraries using Bibliocommons to determine whether they meet terms of use.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1460, Legal Secretary 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. BiblioCommons employees have sole access to the servers and software that allow them to monitor triple flagged comments from users in all participating libraries and directly message those users about their comments.

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

BiblioCommons is a proprietary software that offers library users an improved catalog search experience and the opportunity to be a part of a broad on-line community with other libraries that also use this software. It is beyond the scope of City resources to develop comprehensive software-as-a-service products, which require extensive development investments. Implementing this product is considered a best practice in the library community.

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

- A. Explain why civil service classes are not applicable.  
Only employees of the vendor can access the database in order to identify triple flagged comments and directly message users.
- 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 the service is based on proprietary software used by many public libraries

**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.  
No.

**7. Union Notification: On none, the Department notified the following employee organizations of this PSC/RFP request:**

no unions notified

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

Name: Donna Marion Phone: 415-557-4569 Email: dmarion@sfpl.org

Address: 100 Larkin Street San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4056-13/14

DHR Analysis/Recommendation:

action date: 01/06/2014

Commission Approval Required

Approved by Civil Service Commission

12/16/2013 DHR Approved for 12/16/2013

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY

Dept. Code: LIB

Type of Request:  Initial  Modification of an existing PSC (PSC # 41789 - 17/18)

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

Type of Service: delivery service

Funding Source: Library Preservation Fund

PSC Original Approved Amount: \$48,000 PSC Original Approved Duration: 07/01/18 - 06/30/21 (3 years)

PSC Mod#1 Amount: \$10,000 PSC Mod#1 Duration: 01/01/21-12/31/21 (26 weeks 2 days)

PSC Mod#2 Amount: \$47,160 PSC Mod#2 Duration: 01/01/22-12/31/23 (2 years)

PSC Cumulative Amount Proposed: \$105,160 PSC Cumulative Duration Proposed: 5 years 26 weeks

**1. Description of Work**

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

Link+ is a consortium of more than 55 public and university member libraries in California and Nevada that freely share 18 million books, providing patrons with a wealth of resources that requires no physical expansion of the member libraries, San Francisco Public Library is one of the libraries participating in the Link+ Consortium. The scope of services to be contracted out is for courier services for the daily pickup from and delivery to Link+ member libraries of bibliographic materials, including books, articles, and microfilm/microfiche. Contractor shall also provide overnight delivery service between all participating California and Northern Nevada libraries and two-day service between all participating Southern Nevada libraries. San Francisco Public Library's patrons rely on this service.

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

In order to participate in the multi-library, 2-state interlibrary sharing program, San Francisco Public Library must use courier services assigned by Link+. Due to the geographic and sharing dynamics of this Link+ program, San Francisco Public Library must utilize outside courier services to be able to participate in the Link+ consortium. Denial of this service would result in the loss of use of the Link+ collections, which benefit not only the San Francisco Public Library patrons who rely on this service to access the materials from the other 55 libraries, but also those patrons of these 55 libraries from accessing our valuable library resources.

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

Yes

D. Will the contract(s) be renewed?

Yes, the Link+ Consortium will continue utilizing courier services for Link+ deliveries.

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:

We are going beyond five years because this sole source service is still required and will be required for the foreseeable future.

**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:

Contractor provides pickup and delivery of bibliographic materials to the more than 55 libraries in California and Nevada that are part of the Link+ Consortium. Contractor provides one library stop per day to each participating library for pickup and delivery; provides overnight delivery service between all participating California and Nevada libraries; two-day service between all participating Southern Nevada libraries. It is outside of the scope of abilities of the City & County of SF to provide daily service and overnight delivery of bibliographic materials to sites throughout California and Nevada. Additionally, the San Francisco Public Library is required to use the Contractor chosen by the Link+ Consortium for these delivery services. SFPL is one of the more than 55 libraries participating in the Link+ Consortium. The Link+ Consortium of public and university member libraries in California and Nevada freely share 18 million books, articles, and microfilm/microfiche. SFPL's patrons rely on this service, which provides patrons with a wealth of resources that requires no physical expansion of the member libraries.

B. Reason for the request for modification:

Extending the Link+ Consortium Interlibrary sharing program by 2 years and increase NTE.

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

- A. Specify required skills and/or expertise: To meet the Consortium's requirements, a commercial driver's license and ability to lift heavy boxes are required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the delivery vehicle.

**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 courier service is selected by the Consortium, which is not under the City's control.
- 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 courier service works with more than 55 libraries that are located outside of the City and County of San Francisco.

**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 12/15/21, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; 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: marcus lange Phone: 415-557-4214 Email: marcus.lange@sfpl.org

Address: 100 Larkin Street, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41789 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**

**From:** [Lange, Marcus \(LIB\)](#)  
**To:** [Yoshida, Shirley \(LIB\)](#)  
**Subject:** FW: Receipt of Modification Request to PSC # 41789 - 17/18 - MODIFICATIONS  
**Date:** Friday, October 15, 2021 8:50:52 AM

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Marcus R. Lange (He, Him, His)  
Contracts Manager | San Francisco Public Library | Finance Division  
415.557.4214 | [marcus.lange@sfpl.org](mailto:marcus.lange@sfpl.org)

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

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> On Behalf Of [marcus.lange@sfpl.org](mailto:marcus.lange@sfpl.org)  
Sent: Thursday, October 14, 2021 5:07 PM  
To: Lange, Marcus (LIB) <[marcus.lange@sfpl.org](mailto:marcus.lange@sfpl.org)>; Laxamana, Junko (BOS) <[junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)>;  
[sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); Basconcillo, Katherine (PUC)  
<[kbasconcillo@sfgwater.org](mailto:kbasconcillo@sfgwater.org)>; [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net);  
[Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net);  
[leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); Poon, Sin Yee (HSA)  
<[sin.yee.poon@sfgov.org](mailto:sin.yee.poon@sfgov.org)>; [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); DHR-PSCCoordinator, DHR  
(HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
Subject: Receipt of Modification Request to PSC # 41789 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC LIBRARY -- LIB has submitted a modification request for a Personal Services Contract (PSC) for \$47,160 for services for the period January 1, 2022

– December 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/15394>

Email sent to the following addresses: [jtanner940@aol.com](mailto:jtanner940@aol.com) [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org) [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org) [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org) [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com) [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org) [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net) [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org) [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org) [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net) [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me) [Kbasconcillo@sfgwater.org](mailto:Kbasconcillo@sfgwater.org) [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org) [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org) [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org) [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)

**From:** [Yoshida, Shirley \(LIB\)](#)  
**To:** [dhart@teamsters853.org](mailto:dhart@teamsters853.org); [dharrington@teamsters853.org](mailto:dharrington@teamsters853.org)  
**Bcc:** [Lange, Marcus \(LIB\)](#); [Choi, Suzanne \(HRD\)](#)  
**Subject:** Union Notification--Receipt of Modification Request to PSC # 41789 - 17/18 - MODIFICATIONS  
**Date:** Friday, January 14, 2022 6:01:00 PM

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Requesting Union Notification

Marcus Lange, Contracts Manager  
San Francisco Public Library  
100 Larkin Street  
San Francisco, CA. 94102  
[Marcus.Lange@sfpl.org](mailto:Marcus.Lange@sfpl.org)

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

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> On Behalf Of [marcus.lange@sfpl.org](mailto:marcus.lange@sfpl.org)  
Sent: Thursday, October 14, 2021 5:07 PM  
To: Lange, Marcus (LIB) <[marcus.lange@sfpl.org](mailto:marcus.lange@sfpl.org)>; Laxamana, Junko (BOS) <[junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)>;  
[sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); Basconcillo, Katherine (PUC)  
<[kbasconcillo@sfgwater.org](mailto:kbasconcillo@sfgwater.org)>; [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net);  
[Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net);  
[leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); Poon, Sin Yee (HSA)  
<[sin.yee.poon@sfgov.org](mailto:sin.yee.poon@sfgov.org)>; [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); DHR-PSCCoordinator, DHR  
(HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
Subject: Receipt of Modification Request to PSC # 41789 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC LIBRARY -- LIB has submitted a modification request for a Personal Services Contract (PSC) for \$47,160 for services for the period January 1, 2022

– December 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/15394>

Email sent to the following addresses: [jtanner940@aol.com](mailto:jtanner940@aol.com) [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org) [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org) [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org) [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com) [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org) [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net) [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org) [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org) [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net) [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me) [Kbasconcillo@sfgwater.org](mailto:Kbasconcillo@sfgwater.org) [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org) [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org) [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org) [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)

# **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARYDept. Code: LIBType of Request:  Initial  Modification of an existing PSC (PSC # 41789 - 17/18)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: delivery serviceFunding Source: Library Preservation FundPSC Original Approved Amount: \$48,000PSC Original Approved Duration: 07/01/18 - 06/30/21 (3 years)PSC Mod#1 Amount: \$10,000PSC Mod#1 Duration: 01/01/21-12/31/21 (26 weeks 2 days)PSC Cumulative Amount Proposed: \$58,000PSC Cumulative Duration Proposed: 3 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Link+ is a consortium of more than 55 public and university member libraries in California and Nevada that freely share 18 million books, providing patrons with a wealth of resources that requires no physical expansion of the member libraries, San Francisco Public Library is one of the libraries participating in the Link+ Consortium. The scope of services to be contracted out is for courier services for the daily pickup from and delivery to Link+ member libraries of bibliographic materials, including books, articles, and microfilm/microfiche. Contractor shall also provide overnight delivery service between all participating California and Northern Nevada libraries and two-day service between all participating Southern Nevada libraries. San Francisco Public Library's patrons rely on this service.

**Scope Change**

No, the scope of work will remain the same.

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

In order to participate in the multi-library, 2-state interlibrary sharing program, San Francisco Public Library must use courier services assigned by Link+. Due to the geographic and sharing dynamics of this Link+ program, San Francisco Public Library must utilize outside courier services to be able to participate in the Link+ consortium. Denial of this service would result in the loss of use of the Link+ collections, which benefit not only the San Francisco Public Library patrons who rely on this service to access the materials from the other 55 libraries, but also those patrons of these 55 libraries from accessing our valuable library resources.

**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.**

48000

D. Will the contract(s) be renewed?

Yes, the Link+ Consortium will continue utilizing courier services for Link+ deliveries.

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

Explain the qualifying circumstances:

Contractor provides pickup and delivery of bibliographic materials to the more than 55 libraries in California and Nevada that are part of the Link+ Consortium. Contractor provides one library stop per day to each participating library for pickup and delivery; provides overnight delivery service between all participating California and Nevada libraries; two-day service between all participating Southern Nevada libraries. It is outside of the scope of abilities of the City & County of SF to provide daily service and overnight delivery of bibliographic materials to sites throughout California and Nevada. Additionally, the San Francisco Public Library is required to use the Contractor chosen by the Link+ Consortium for these delivery services. SFPL is one of the more than 55 libraries participating in the Link+ Consortium. The Link+ Consortium of public and university member libraries in California and Nevada freely share 18 million books, articles, and microfilm/microfiche. SFPL's patrons rely on this service, which provides patrons with a wealth of resources that requires no physical expansion of the member libraries.

B. Reason for the request for modification:

Extending the Link+ Consortium Interlibrary sharing program by 1 year and increase NTE.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: To meet the Consortium's requirements, a commercial driver's license and ability to lift heavy boxes are required.

B. Which, if any, civil service class(es) normally perform(s) this work? 7355, Truck Driver;

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

## 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 courier service is selected by the Consortium, which is not under the City's control.



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 courier service works with more than 55 libraries that are located outside of the City and County of San Francisco.

**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.  
N.A

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.  
N/A

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.  
N.A

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 08/13/20, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; 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: marcus lange Phone: 415-557-4214 Email: marcus.lange@sfpl.org

Address: 100 Larkin Street, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41789 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 09/09/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHE

Type of Request:  Initial  Modification of an existing PSC (PSC # 38995 - 19/20)

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

Type of Service: Custom Web (Drupal) Development Services

Funding Source: General Fund

PSC Original Approved Amount: \$83,970 PSC Original Approved Duration: 06/30/21 - 06/30/22 (1 year)

PSC Mod#1 Amount: \$29,700 PSC Mod#1 Duration: 07/01/22-06/30/23 (1 year)

PSC Cumulative Amount Proposed: \$113,670 PSC Cumulative Duration Proposed: 2 years

**1. Description of Work**

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

Kanopi Studios to provide ongoing support for the Public Website of the San Francisco Sheriff's Office.

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

The technical experts at Kanopi Studios built the current site, so they are familiar with all technical aspects. This will reduce the need for additional onboarding/discovery costs that would occur with a new supplier. Kanopi Studios is well versed in the goals and challenges that face the San Francisco Sheriff's Office, and so strongly positioned to meet the needs of the department. The service is beyond the capabilities and resources available. The denial of this service will lead to inaccurate information, inactive or fail links, and will negate all the work that was completed on this project.

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, under PSC 38995-19/20

D. Will the contract(s) be renewed?

The Sheriff's Office will evaluate the website and determine whether to extend the maintenance and support beyond 6/30/2022.

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 Sheriff's Office (SFSO) utilized PSC42585-15/16 to process a formal solicitation of prequalified web development vendors to build custom solutions and enhancing the Department's public website. Following the launch of the new website, the SFSO would like to amend the Kanopi contract to extend the service period for one additional year to 6/30/22.

**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:

The technical experts at Kanopi Studios built the current site, so they are familiar with all technical aspects. This will reduce the need for additional onboarding/discovery costs that would occur with a

new supplier. Kanopi Studios is well versed in the goals and challenges that face the San Francisco Sheriff's Office, and so strongly positioned to meet the needs of the department. The service is beyond the capabilities and resources available.

B. Reason for the request for modification:

Exercise the final option to extend contract term for 1 year and to increase contract amount by \$29,700 to \$113,670.

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

A. Specify required skills and/or expertise: Open Source Frameworks, Drupal Core & OpenPub WCM, Drupal Modules, PHP, MySQL, Responsive Web technologies, Apache, Memcache, Varnish, SSL, AWS, HTML/CSS, Javascript/Jquery.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior;

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.

Given the large variation and continuous innovation of web and open sources technologies. The City's Department of Technology Web Services staff and the SFSO's Information Technology Staff will need to work with vendors for these services as the team does not have the required skill sets.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, a new civil service class is not required to perform this work. Department of Technology will continue to invest in transferring knowledge from the vendor to the DT Web Services Team who will be responsible for working with City Departments.

**6. Additional Information**

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

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

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, approval of PSC 38995-19/20

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 01/12/22, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21;

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

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

Address: 1 Carlton B. Goodlett Place, RM-456, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 38995 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**

## Gong, Henry (SHF)

---

**From:** dhr-psccordinator@sfgov.org on behalf of henry.gong@sfgov.org  
**Sent:** Wednesday, January 12, 2022 9:58 AM  
**To:** Gong, Henry (SHF); ecassidy@ifpte21.com; WendyWong26@yahoo.com;  
wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org;  
kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org;  
L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 38995 - 19/20 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The SHERIFF -- SHF has submitted a modification request for a Personal Services Contract (PSC) for \$29,700 for services for the period July 1, 2022 – June 30, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/17802>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org  
kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com  
WendyWong26@yahoo.com ecassidy@ifpte21.com

# **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF -- SHFDept. Code: SHFType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Custom Web (Drupal) Development ServicesFunding Source: General FundPSC Amount: \$83,970PSC Est. Start Date: 06/30/2021PSC Est. End Date: 06/30/2022**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Kanopi Studios to provide ongoing support for the Public Website of the San Francisco Sheriff's Office.

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

The technical experts at Kanopi Studios built the current site, so they are familiar with all technical aspects. This will reduce the need for additional onboarding/discovery costs that would occur with a new supplier. Kanopi Studios is well versed in the goals and challenges that face the San Francisco Sheriff's Office, and so strongly positioned to meet the needs of the department. The service is beyond the capabilities and resources available. The denial of this service will lead to inaccurate information, inactive or fail links, and will negate all the work that was completed on this project.

**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 Sheriff's Office administer the prior public website which resulted in an antiquated and inefficient website. The website had a large number of fail hyperlinks that provided misinformation. The website did not adhere to the City's requirement of a Drupal platform and did not provide the information requested by the Public.

**D. Will the contract(s) be renewed?**

The Sheriff's Office will evaluate the website and determine whether to extend the maintenance and support beyond 6/30/2022.

**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 Sheriff's Office (SFSO) utilized PSC42585-15/16 to process a formal solicitation of prequalified web development vendors to build custom solutions and enhancing the Department's public website. Following the launch of the new website, the SFSO would like to amend the Kanopi contract to extend the service period for one additional year to 6/30/22.

**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 technical experts at Kanopi Studios built the current site, so they are familiar with all technical aspects. This will reduce the need for additional onboarding/discovery costs that would occur with a new supplier. Kanopi Studios is well versed in the goals and challenges that face the San Francisco Sheriff's Office, and so strongly positioned to meet the needs of the department. The service is beyond the capabilities and resources available.

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

A. Specify required skills and/or expertise: Open Source Frameworks, Drupal Core & OpenPub WCM, Drupal Modules, PHP, MySQL, Responsive Web technologies, Apache, Memcache, Varnish, SSL, AWS, HTML/CSS, Javascript/Jquery.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior;

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 technical experts at Kanopi Studios built the current site, so they are familiar with all technical aspects. This will reduce the need for additional onboarding/discovery costs that would occur with a new supplier. Kanopi Studios is well versed in the goals and challenges that face the San Francisco Sheriff's Office, and so strongly positioned to meet the needs of the department. The service is beyond the capabilities and resources available in the SFSO.

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

A. Explain why civil service classes are not applicable.

Given the large variation and continuous innovation of web and open sources technologies. The City's Department of Technology Web Services staff and the SFSO's Information Technology Staff will need to work with vendors for these services as the team does not have the required skill sets.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, a new civil service class is not required to perform this work. Department of Technology will continue to invest in transferring knowledge from the vendor to the DT Web Services Team who will be responsible for working with City Departments.

**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 service provided will be maintenance and support. SFSO staff training is not required.

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

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

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

No.

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

Yes.

7. **Union Notification:** On 06/16/2020, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21

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

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

Address: 1 Carlton B. Goodlett Place, RM-456 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 38995 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/25/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request:  Initial  Modification of an existing PSC (PSC # 4126-12/13)

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

Type of Service: A/E Design and Construction Services

Funding Source: General Fund for the OCME facility.

PSC Original Approved Amount: \$.20,558,000 PSC Original Approved Duration: 04/01/13 - 04/01/19 (6 years 1 day).

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 04/01/13-01/31/22 (2 years 43 weeks)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 02/01/22-10/01/22 (34 weeks 4 days)

PSC Cumulative Amount Proposed: \$.20,558,000 PSC Cumulative Duration Proposed: 9 years 26 weeks

**1. Description of Work**

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

DPW is seeking two qualified teams of A/E consultants to provide architectural engineering design and construction support services for the new Office of Chief Medical Examiner (OCME) Facility and Forensic Services Division & Traffic Company (FSD/TC) Facility. The two contract amounts are approximately \$5,120,000 and \$15,438,000 for the OCME and FSD/TC facilities respectively.

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

The City is committed to maintaining OCME and FSD/TC accreditations and assuring integrity of the justice system. Specialized expertise is required to design and document a facility that can be accredited and to develop a design solution that will mitigate cross contamination of infectious diseases, uphold the chain-of-custody for evidence in courts of law and meet stringent requirements of "National Association Medical Examiners" (NAME) and "American Society of Crime Lab Directors" (ASCLD) accreditation agencies. Denial may risk accreditation of OCME and FSD operations and perceived loss of assured chain-of-custody for evidence in courts of law, putting criminal legal proceedings at risk.

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

Yes, please see PSC approval history

**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 modification is to extend the PSC by 8 month. PSC term exceeds 5 years to account for actual contract duration. PSC term included time needed to advertise, negotiate, and modifications to two awarded Architectural and Engineering Service contracts for large capital projects.

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

**A. Display all that apply**

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

**Explain the qualifying circumstances:**

This service is for 2 large capital projects for the Office of Chief Medical Examiner Facility and the Traffic Company & Forensic Services Division Facility. Both projects require specialized expertise and familiarity with these special facilities in order to obtain the required accreditations.

**B. Reason for the request for modification:**

Extend PSC authority in order to extend current Contract Agreement with Contractor for a post move-in design change, to reconfigure the breakroom and briefing room for the Traffic Company. The redesign and associated furniture procurement process will require additional time beyond the current contract end date.

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

- A. Specify required skills and/or expertise: Medical Examiner Facility: Specialized architectural and engineering expertise in design and construction of medical examiner facility with autopsy, Toxicology/Histology laboratory, associated lab support, and administration spaces. Note; 80% of this facility is for laboratory functions. Experience in meeting accreditation requirements for Medical Examiner facilities, cross contamination, high security features to control chain-of-custody for evidence to be presented in court, and including biohazards isolation and
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Permanent civil service employees do not possess the experience and specialized expertise in design and construction of delivering a new medical examiner or forensic laboratory facilities.
- 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 highly technical and specialized services for the delivery of a new medical examiner and forensic laboratory facilities are needed once every 30 to 50 years.

**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.  
Medical Examiner and Laboratory facilities accreditation requirement
- 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, PSC modified for existing contract with HOK.

**7. Union Notification: On 01/12/22, the Department notified the following employee organizations of this PSC/RFP request:**

Architect & Engineers, Local 21;

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4126-12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
**To:** [Burns, Alexander \(DPW\)](mailto:Burns,Alexander@DPW); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Macaranas, Belle \(DPW\)](mailto:Macaranas,Belle@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)  
**Subject:** Receipt of Modification Request to PSC # 4126-12/13 - MODIFICATIONS  
**Date:** Wednesday, January 12, 2022 3:41:20 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period February 1, 2022 – October 1, 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/9892>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[pkim@ifpte21.org](mailto:pkim@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com)

# **Additional Attachment(s)**



## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request:  Initial  Modification of an existing PSC (PSC # 4126-12/13)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: A/E Design and Construction ServicesFunding Source: General Fund for the OCME facilityPSC Original Approved Amount: \$20,558,000PSC Original Approved Duration: 04/01/13 - 04/01/19 (6 years 1 day)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 04/01/13-01/31/22 (2 years 43 weeks)PSC Cumulative Amount Proposed: \$20,558,000PSC Cumulative Duration Proposed: 8 years 43 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

DPW is seeking two qualified teams of A/E consultants to provide architectural engineering design and construction support services for the new Office of Chief Medical Examiner (OCME) Facility and Forensic Services Division & Traffic Company (FSD/TC) Facility. The two contract amounts are approximately \$5,120,000 and \$15,438,000 for the OCME and FSD/TC facilities respectively.

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

The City is committed to maintaining OCME and FSD/TC accreditations and assuring integrity of the justice system. Specialized expertise is required to design and document a facility that can be accredited and to develop a design solution that will mitigate cross contamination of infectious diseases, uphold the chain-of-custody for evidence in courts of law and meet stringent requirements of "National Association Medical Examiners" (NAME) and "American Society of Crime Lab Directors" (ASCLD) accreditation agencies. Denial may risk accreditation of OCME and FSD operations and perceived loss of assured chain-of-custody for evidence in courts of law, putting criminal legal proceedings at risk.

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

Yes, through original PSC 4126-12/13.

**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:**

PSC term exceeds 5 years to account for actual contract duration. PSC term included time needed to advertise, negotiate, and award 2 Architectural and Engineering Service contracts for large capital projects.

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

A. Display all that apply

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

Explain the qualifying circumstances:

This service is for 2 large capital projects for the Office of Chief Medical Examiner Facility and the Traffic Company & Forensic Services Division Facility. Both projects require specialized expertise and familiarity with these special facilities in order to obtain the required accreditations.

B. Reason for the request for modification:

PSC modification request is to increase PSC duration to meet the actual term of the agreement for the Traffic Company & Forensic Services Division project, which is currently anticipated to end 1/31/2022.

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

A. Specify required skills and/or expertise: Medical Examiner Facility: Specialized architectural and engineering expertise in design and construction of medical examiner facility with autopsy, Toxicology/Histology laboratory, associated lab support, and administration spaces. Note; 80% of this facility is for laboratory functions. Experience in meeting accreditation requirements for Medical Examiner facilities, cross contamination, high security features to control chain-of-custody for evidence to be presented in court, and including biohazards isolation and

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Permanent civil service employees do not possess the experience and specialized expertise in design and construction of delivering a new medical examiner or forensic laboratory facilities.

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 highly technical and specialized services for the delivery of a new medical examiner and forensic laboratory facilities are needed once every 30 to 50 years.

**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.  
Medical Examiner and Laboratory facilities accreditation requirement
- 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, PSC modified for existing contracts.

7. **Union Notification:** On 07/31/17, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21;

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

Name: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4126-12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/09/2017



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

June 3, 2013

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4115-12/13 THROUGH 4126-12/13; 4084-05/06; 4038-12/13; AND 3104-11/12.**

At its meeting of May 20, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission:

- 1) Continued PSC 4120-12/13 to the next meeting of June 3, 2013; clarify and amend the duration; previous PSC 4056-06/07 was approved by the Civil Service Commission through 2010; include an explanation and documentation on how the contract was renewed from 2010-2013 through an annual purchase order.
- 2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION

  
JENNIFER JOHNSTON  
Executive Officer

### Attachment

Cc: Cynthia Avakian, Airport Commission  
Jeanne Buick, Department of Human Resources  
Micki Callahan, Human Resources Director  
Leorah Dang, Department of Human Resources  
Gordon Choy, Department of Public Works  
Lily Conover, Controller's Office  
Jacquie Hale, Department of Public Health  
Karen Henderson, Mayor's Office of Housing  
William Lee, Department of Emergency Management  
Donna Marion, San Francisco Public Library  
Merrick Pascual, Mayor's Office of Economic & Workforce Dev.  
Shawn Wallace, San Francisco Police Department  
Fan-Wa Wong, San Francisco Health Service Systems  
Commission File  
Chron

**POSTING FOI**

05/20/2013

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4115-12/13	09	Controller	Regular	\$66,000	Vendor will provide proprietary hardware, software and related services for employee time collection as part of the second phase of the City's eMerge PeopleSoft Human Capital Management implementation. Services will include hardware and software installation configuration, integration with PeopleSoft 9.0, system testing and user training.	4/1/2013 - 12/31/2013
4116-12/13	21	Business, Economic Development	Regular	\$150,000	Conduct qualitative research of workforce system users in order to better understand their needs and how the workforce system can better meet those needs. The research process will include interviewing job seekers and employers, analysis of interview results, analysis of similar processes and systems, and a facilitated workshop for the creation of prototypical system users and areas for system improvement. The project will use internationally-recognized, award-winning person-centered design methodology.	5/21/2013 - 6/30/2015
4117-12/13	25	Mayor	Regular	\$520,000	Preparation of Federal Environmental Review Records (ERR) consistent with the requirements of the National Environmental Policy Act, Council on Environmental Quality Regulations and 24 Code of Federal Regulations (CFR) Part 58 for the Mayor's Office of Housing (MOH). MOH certifies to the United States Department of Housing and Urban Development (HUD) that ERRs prepared by non-profits agencies, as well as City Departments and the San Francisco Housing Authority have been prepared in accordance with the applicable federal laws, regulations and authorities. Additionally, MOH also is responsible for preparation of ERRs for various Community Development Block Grant (CDBG), HOME Investment Partnership Program, Emergency Shelter Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA) funded projects managed in-house by City staff. The records required by Part 58 include Environmental Impact Statements, Environmental Assessments, Statutory Worksheets and Exemptions.	7/1/2013 - 6/30/2016
4118-12/13	27	Airport Commission	Regular	\$500,000	The Hotel Development Consultant will advise Airport staff on the planning and development of a proposed full service luxury hotel to be built on Airport property and leased to a Hotel operator. The consultant will perform in an advisory role providing support on tasks such as: initial planning, definition of the hotel concept in terms of number and size of guest rooms, ancillary facilities and hotel branding; hotel layout; selection of a qualified hotel operator, identification of key terms in the operation agreement; and advice for work performed by other consultants.	7/1/2013 - 6/30/2018
4119-12/13	27	Airport Commission	Regular	\$500,000	Consultant will conduct coastal and geotechnical studies for channel dredging that will provide access to SFO's Marine Emergency Response Facility (MERF), Marine Emergency Reception Dock (MERD) and the boat ramp. The existing water bottom around the Airport is too high and does not meet water depth guidelines set forth by the California Department of Boating and Waterways (CDBW) and US Army Corps of Engineers (USACE) for boat access during low tide hours. The consultant will provide bathymetry data, collect and characterize soil samples, and provide expert recommendation on channel design.	7/1/2013 - 1/31/2016
4120-12/13	41	Public Library	Regular	\$1,500,000	Provide online, live tutoring/homework help to students, elementary through college entry level, as well as adult learners, of the Public Library seven days a week from 2:00-9:00PST, at the library, home or other locations with computer access. Tutoring services will include Spanish and/or Cantonese language assistance in math and science subjects as well as English in all subjects.	8/1/2013 - 1/31/2021

**POSTING FOK**

05/20/2013

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4121-12/13	77	Emergency Management	Regular	\$240,000	This UASI 2012 Grant project is designed to replace the existing Mobile VPN System for the Department of Emergency Management, Police Department (PD) and Fire Department (FD). The Mobile VPN System operates daily to allow field officers from PD and FD to communicate with back-end CAD (Computer-aided Dispatch) and other applications. In addition to the purchase of proprietary software and hardware, vendor(s) will also provide professional services including system design, installation, testing, training, support, and overall project management.	6/1/2013 - 1/30/2013
4122-12/13	77	Emergency Management	Regular	\$450,000	Contractor will coordinate and evaluate pre-disaster planning, response, and resource sharing amongst the Bay Area UASI Region and private sector businesses in order to address community resiliency, infrastructure, and economic recovery gaps. Contractor will provide a Bay Area Public-Private Strategic Plan which will include communication and collaboration protocols to facilitate information sharing. The Plan will also include resource and donation access, logistic/supply chain resumption, and a recovery plan with the private sector. Contractor will also conduct tabletop and virtual exercises to test protocols prior to finalizing the Strategic Plan.	5/1/2013 - 4/30/2016
4123-12/13	81	Public Health	Regular	\$1,220,000	Contractors will provide nutrition education and support services, with the goal of transforming environments in order to make healthy eating and physical activity possible in a variety of settings including schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations.	10/1/2013 - 9/30/2016
4124-12/13	81	Public Health	Regular	\$5,000,000	The contractor(s) will develop and implement an integrated communicable disease data system to coordinate data collection, processing, management, analysis and interpretation related to health, morbidity and program services to support public health actions (e.g., outbreak investigation, partner services, etc.) and preventative services, as well as delivering integrated services at both the individual and community level. *NOTE: The value of this request is the estimated cost of the professional services needed to implement the system, and does not include the license or maintenance cost of the software.	6/1/2013 - 6/30/2018
4125-12/13	81	Public Health	Regular	\$575,000	Part of the Affordable Care Act is establishing Nurse-Family Partnership (NFP) programs to help first-time mothers using a proven evidence-based community health program model that meets federal requirements and recommendations. This program establishes a partnership between a new mom early in her pregnancy with a registered nurse making ongoing home visits. This well-researched program is being federally funded on a national level as it has been proven to help families and communities become stronger while saving money for state, local and federal governments. These services will establish a direct connection with the federal NFP reporting system that aligns with DPH's Targeted Case Management (TCM) Online Billing System in order to meet all federal requirements for the documentation required to receive federal funding for both programs by providing a web-based case management system enabled for access by DPH Maternal and Child Health (MCAH) visiting nurses using handheld devices.	7/1/2013 - 6/30/2018
4126-12/13	90	Public Works	Regular	\$20,558,000	Department of Public Works (DPW) is seeking two qualified teams of architectural and engineering (A/E) consultants to provide architectural engineering design and construction support services for the new Office of Chief Medical Examiner (OCME) Facility and Forensic Services Division & Traffic Company (FSD/TC) Facility. The two contract amounts are approximately \$5,120,000 and \$15,438,000 for the OCME and FSD/TC facilities respectively.	4/1/2013 - 4/1/2019

**POSTING FOK**

05/20/2013

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
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Total Amount - Regular: \$31,279,000

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request:  Initial  Modification of an existing PSC (PSC # 30326 - 18/19)

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

Type of Service: Modified Platform, Upload Data and Develop Reporting

Funding Source: Departmental Budget

PSC Original Approved Amount: \$60,000 PSC Original Approved Duration: 08/10/18 - 08/10/22 (4 years 1 day)

PSC Mod#1 Amount: \$30,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 08/11/22-08/10/23 (1 year)

PSC Mod#3 Amount: \$45,000 PSC Mod#3 Duration: 08/11/22-08/09/23 (0 sec)

PSC Cumulative Amount Proposed: \$135,000 PSC Cumulative Duration Proposed: 5 years

**1. Description of Work**

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

Professional services will be charged by Nordsense at \$175/hr rate. Examples of work include upload of historical can data into the Nordsense Platform; development of additional use of the 311 API (Application Programmer Interface); development of any integrations between Nordsense and SFPW (San Francisco Public Works).

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

Without the work noted above, we will not be able to fully implement the system. This will result in the project not meeting its goal and inability to support the department's goal of improving street cleanliness.

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, please see PSC approval history

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 additional time in the PSC Duration is to allow for processing time for awarding the contract and amendments issued to existing contract. The existing contract duration is 4 years and 6 months.

**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:

Additional changes in the Nordsense platform and the related integration between the sensor and 311 are required in order to fully realize the benefits of the acquired technology.

B. Reason for the request for modification:

Increase PSC authority to cover for labor and installation costs.

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



- A. Specify required skills and/or expertise: Extensive experience and access to Nordsense platform.
- 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?**

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
No experience and no access to the Nordsense Platform.
- 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. Department is buying Nordsense product with the service. The work is required highly specialized to set up, and it is not regularly required.

**6. Additional Information**

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

**7. Union Notification: On 02/02/22, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 30326 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2022

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
**To:** [Burns, Alexander \(DPW\)](mailto:Burns,Alexander@DPW); [kennethlomba@gmail.com](mailto:kennethlomba@gmail.com); [snaranjo@cirseiu.org](mailto:snaranjo@cirseiu.org); [mdennis@twusf.org](mailto:mdennis@twusf.org); [roger\\_marenco; pwilson@twusf.org](mailto:roger_marenco;pwilson@twusf.org); [cmoyer@nccrc.org](mailto:cmoyer@nccrc.org); [Frigault, Noah \(HRC\)](mailto:Frigault,Noah@HRC); [sfdpoa@icloud.com](mailto:sfdpoa@icloud.com); [Mjayne@iam1414.org](mailto:Mjayne@iam1414.org); [Emanuel, Rachel \(DEM\)](mailto:Emanuel,Rachel@DEM); [laborers261@gmail.com](mailto:laborers261@gmail.com); [Laxamana, Junko \(BOS\)](mailto:Laxamana,Junko@BOS); [jennifer.esteen@seiu1021.org](mailto:jennifer.esteen@seiu1021.org); [emathurin@cirseiu.org](mailto:emathurin@cirseiu.org); [abush@cirseiu.org](mailto:abush@cirseiu.org); [sbalaria@cirseiu.org](mailto:sbalaria@cirseiu.org); [anthony@dc16.us](mailto:anthony@dc16.us); [mlobre@sfpoa.org](mailto:mlobre@sfpoa.org); [@sfpoa.org](mailto:@sfpoa.org); [tracym@sfpoa.org](mailto:tracym@sfpoa.org); [mleach@ibt856.org](mailto:mleach@ibt856.org); [rooferslocal40@gmail.com](mailto:rooferslocal40@gmail.com); [sal@local16.org](mailto:sal@local16.org); [Cris@sfmea.com](mailto:Cris@sfmea.com); [Meyers, Julie \(HSA\)](mailto:Meyers,Julie@HSA); [seichenberger@local39.org](mailto:seichenberger@local39.org); [camaguey@sfmea.com](mailto:camaguey@sfmea.com) (contact); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [kcartermartinez@cirseiu.org](mailto:kcartermartinez@cirseiu.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto>wendywong26@yahoo.com); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [tjenkins@uapd.com](mailto:tjenkins@uapd.com); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [jb@local16.org](mailto:jb@local16.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconcillo, Katherine \(PUC\)](mailto:Basconcillo,Katherine@PUC); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [MRainsford@local39.org](mailto:MRainsford@local39.org); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [agonzalez@iam1414.org](mailto:agonzalez@iam1414.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [gail@sfdlocal798.org](mailto:gail@sfdlocal798.org); [cityworker@sfcwu.org](mailto:cityworker@sfcwu.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [djohnson@opcmialocal300.org](mailto:djohnson@opcmialocal300.org); [Ramon Hernandez](mailto:Ramon.Hernandez); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [pkarinen@nccrc.org](mailto:pkarinen@nccrc.org); [tony@dc16.us](mailto:tony@dc16.us); [stevek@bac3-ca.org](mailto:stevek@bac3-ca.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Poon, Sin Yee \(HSA\)](mailto:Poon,SinYee@HSA); [smcgarry@nccrc.org](mailto:smcgarry@nccrc.org); [rmitchell@twusf.org](mailto:rmitchell@twusf.org); [grojo@local39.org](mailto:grojo@local39.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [staff@sfmea.com](mailto:staff@sfmea.com); [mike@dc16.us](mailto:mike@dc16.us); [khughes@ibew6.org](mailto:khughes@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [sfmsa@gmail.com](mailto:sfmsa@gmail.com); [bart@dc16.us](mailto:bart@dc16.us); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [oashworth@ibew6.org](mailto:oashworth@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [laborers261@gmail.com](mailto:laborers261@gmail.com); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); [speedy4864@aol.com](mailto:speedy4864@aol.com); [Christina@sfmea.com](mailto:Christina@sfmea.com); [ecdemvoter@aol.com](mailto:ecdemvoter@aol.com); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Macaranas, Belle \(DPW\)](mailto:Macaranas,Belle@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)  
**Subject:** Receipt of Modification Request to PSC # 30326 - 18/19 - MODIFICATIONS  
**Date:** Wednesday, February 2, 2022 6:04:13 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$45,000 for services for the period August 11, 2022 – August 9, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12496>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered in the system by that particular union

# **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request:  Initial  Modification of an existing PSC (PSC # 30326 - 18/19)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Modified Platform, Upload Data and Develop ReportingFunding Source: Departmental BudgetPSC Original Approved Amount: \$60,000PSC Original Approved Duration: 08/10/18 - 08/10/22  
(4 years 1 day)PSC Mod#1 Amount: \$30,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 08/11/22-08/10/23 (1 year)PSC Cumulative Amount Proposed: \$90,000PSC Cumulative Duration Proposed: 5 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Professional services will be charged by Nordsense at \$175/hr rate. Examples of work include upload of historical can data into the Nordsense Platform; development of additional use of the 311 API; development of any integrations between Nordsense and SFPW.

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

Without the work noted above, we will not be able to fully implement the system. This will result in the project not meeting its goal and inability to support the department's goal of improving street cleanliness.

**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 30326 - 18/19

**D. Will the contract(s) be renewed?**

No.

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

n/a

**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:

Additional changes in the Nordsense platform and the related integration between the sensor and 311 are required in order to fully realize the benefits of the acquired technology.

B. Reason for the request for modification:

Extend PSC duration to cover contract amendment extension by 18 months.

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

A. Specify required skills and/or expertise: Extensive experience and access to Nordsense platform.

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?**

Not Applicable

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

A. Explain why civil service classes are not applicable.

No experience and no access to the Nordsense Platform.

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. Department is buying Nordsense product with the service. The work is required highly specialized to set up, and it is not regularly required.

**6. Additional Information**

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

No.

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

The work required for this project is highly specialized and Public Works does not have access.

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 01/10/22, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 30326 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/18/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request:  Initial  Modification of an existing PSC (PSC # 40494 - 19/20)

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

Type of Service: Body Worn Camera Infrastructure Maintenance and Support

Funding Source: General Fund

PSC Original Approved Amount: \$525,000 PSC Original Approved Duration: 02/24/20 - 02/26/21 (1 year 3 days)

PSC Mod#1 Amount: \$540,000 PSC Mod#1 Duration: 02/27/21-02/26/22 (1 year)

PSC Mod#2 Amount: \$557,440 PSC Mod#2 Duration: 02/27/22-02/26/23 (1 year)

PSC Cumulative Amount Proposed: \$1,622,440 PSC Cumulative Duration Proposed: 3 years 3 days

**1. Description of Work**

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

The contractor will provide maintenance and support of the San Francisco Police Department's (SFPD) Body Worn Camera (BWC) System, a law enforcement video data infrastructure with 2200 deployed units. Contracting staff will maintain and support the BWC eco-system of cameras, charging stations, fiber ring network, Azure cloud for evidence, evidence management through the portal and user/device management, desktop and mobile applications for uploading/tagging of metadata, and integrations with Computer Aided Dispatch for Records Management System.

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

It is critical for the SFPD to maintain the BWC system which impacts the evidence/camera footage for the SFPD and public. Denial of this request would jeopardize the infrastructure support system of the SFPD Body Worn Camera 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 40494 - 19/20

D. Will the contract(s) be renewed?

It will be renewed if we are not able to secure requested Civil Service Classification positions.

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

The SFPD currently does not have the positions to cover the work needed.

B. Reason for the request for modification:

Continued need for body worn camera infrastructure support services

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

A. Specify required skills and/or expertise: The contractor staff must have experience including, but not limited to, (1)Enterprise Software Solutions, (2) Audio Video streaming to cloud-based storage systems such as Microsoft



Azure, (3) Ticketing Systems such as ServiceNow, (4) Troubleshooting and resolving Axon mobile application issues.

B. Which, if any, civil service class(es) normally perform(s) this work? 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classifications are applicable and will be used 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. Civil Service classifications are available to cover 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.

Contractor staff will train the civil service employees who will be hired to perform the work.

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. Contractor will continue services.

**7. Union Notification: On 01/19/22, the Department notified the following employee organizations of this PSC/RFP request:**

Architect & Engineers, Local 21;

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40494 - 19/20

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/07/2022

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [Genie.Wong@sfgov.org](mailto:Genie.Wong@sfgov.org)  
**To:** [Wong, Genie \(POL\); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Wong, Genie (POL); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Modification Request to PSC # 40494 - 19/20 - MODIFICATIONS  
**Date:** Wednesday, January 19, 2022 4:33:44 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$557,440 for services for the period February 27, 2022 – February 26, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/16144>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[pkim@ifpte21.org](mailto:pkim@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com)

# **Additional Attachment(s)**

**From:** [Eng, Sandra \(CSC\)](#)  
**To:** [Wong, Genie \(POL\)](#)  
**Cc:** [DHR-PSCCoordinator, DHR \(HRD\)](#); [L21PSCReview@ifpte21.org](#); [tmathews@ifpte21.org](#); [Leung, Patrick \(POL\)](#); [Khimji, Rishma \(POL\)](#); [Ali, Mir Amanath \(POL\)](#); [Sanson-Mosier, William \(POL\)](#); [Moosavi, Salma \(POL\)](#); [Henriquez, Lizzette \(CSC\)](#)  
**Subject:** Fw: 3/7/2022 CSC Meeting  
**Date:** Friday, February 11, 2022 11:33:28 AM  
**Attachments:** [Mod7\\_POL1\\_40494 - 1920\\_03072022.pdf](#)  
[image001.png](#)  
[Local 21 Objection Jan 2022.pdf](#)

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Hi Genie,

Thank you for forwarding this information to us. The union may protest to DHR and appeal this PSC request to the Civil Service Commission. If an appeal is received during DHR's 7 day posting or before close of business on Tuesday, March 1, 2022, this matter will be placed on the Regular Agenda. In addition to the union objection, the department should provide a copy of any communication with the union and any records provided to the union for the Commission to review.

If the union decides not to appeal, the union may also request during public comment at the March 7th meeting to sever the PSC from the ratification agenda to have the PSC heard separately for discussion with the Commission.

Sincerely,

Sandra

*Sandra Eng  
Executive Director  
Civil Service Commission  
City and County of San Francisco  
25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102  
Direct (628) 652-1110  
Main (628) 652-1100*

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**From:** CivilService, Civil (CSC) <civilservice@sfgov.org>  
**Sent:** Friday, February 11, 2022 11:03 AM  
**To:** Eng, Sandra (CSC) <sandra.eng@sfgov.org>  
**Subject:** Fw: 3/7/2022 CSC Meeting

Civil Service Commission Representative  
25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102  
Office (628) 652-1110  
Main (628) 652-1100

Fax (628) 652-1109

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**From:** Wong, Genie (POL) <Genie.Wong@sfgov.org>  
**Sent:** Friday, February 11, 2022 10:47 AM  
**To:** DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; CivilService, Civil (CSC) <civilservice@sfgov.org>  
**Cc:** L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; tmathews@ifpte21.org <tmathews@ifpte21.org>; Leung, Patrick (POL) <patrick.n.leung@sfgov.org>; Khimji, Rishma (POL) <rishma.khimji@sfgov.org>; Ali, Mir Amanath (POL) <amanath.ali@sfgov.org>; Sanson-Mosier, William (POL) <william.sanson-mosier@sfgov.org>; Moosavi, Salma (POL) <salma.moosavi@sfgov.org>  
**Subject:** 3/7/2022 CSC Meeting

Hi Suzanne and CSC Staff,

This is correct. You were not cc'd on an objection from Local 21, so I am attaching it for you and Civil Service Commission staff to review. I believe SFPD has provided all documents Local 21 has requested from us. Both parties agree the Civil Service positions are needed. However, SFPD has not been able to secure them.

Best Regards,

Genie Wong  
Contracts Manager  
Fiscal Unit  
San Francisco Police Department  
1245 – 3<sup>rd</sup> Street, 6<sup>th</sup> Floor  
San Francisco, CA 94158  
(415) 837-7208 (office phone line forwarded to cell phone)

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**From:** Choi, Suzanne (HRD) <Suzanne.Choi@sfgov.org>  
**Sent:** Friday, February 11, 2022 10:29 AM  
**To:** Wong, Genie (POL) <Genie.Wong@sfgov.org>  
**Cc:** DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
**Subject:** 3/7/2022 CSC Meeting

Hi Genie,

Attached are the PSCs scheduled for **3/7/2022 CSC Meeting** for your department. Please review.

Nonresponse by **cob 2/14/2022** means that the PSCs are correct, as is, for the CSC Packet.

Thank you,



Connecting People with Purpose

**Suzanne Choi, Citywide PSC Coordinator**

Department of Human Resources

One South Van Ness Ave., 4<sup>th</sup> Floor

San Francisco, CA 94103

Website: [www.sfdhr.org](http://www.sfdhr.org)

MWF: 6:30-2:00pm

T,TH: 7:30-4:00pm

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to [DHR-PSCCoordinator@sfgov.org](mailto:DHR-PSCCoordinator@sfgov.org) for record keeping and review processing. Please do not send them to my email address because it may be overlooked. Thank you



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request:  Initial  Modification of an existing PSC (PSC # 40494 - 19/20)

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

Type of Service: Body Worn Camera Infrastructure Maintenance and Support

Funding Source: General Fund

PSC Original Approved Amount: \$.525,000 PSC Original Approved Duration: 02/24/20 - 02/26/21 (1 year 3 days)

PSC Mod#1 Amount: \$.540,000 PSC Mod#1 Duration: 02/27/21-02/26/22 (1 year)

PSC Cumulative Amount Proposed: \$.1,065,000 PSC Cumulative Duration Proposed: 2 years 3 days

**1. Description of Work**

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

The contractor will provide maintenance and support of the San Francisco Police Department's (SFPD) Body Worn Camera (BWC) System, a law enforcement video data infrastructure with 2200 deployed units. Contracting staff will maintain and support the BWC eco-system of cameras, charging stations, fiber ring network, Azure cloud for evidence, evidence management through the portal and user/device management, desktop and mobile applications for uploading/tagging of metadata, and integrations with Computer Aided Dispatch for Records Management System.

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

It is critical for the SFPD to maintain the BWC system which impacts the evidence/camera footage for the SFPD and public. Denial of this request would jeopardize the infrastructure support system of the SFPD Body Worn Camera 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.

40494 - 19/20

D. Will the contract(s) be renewed?

It will be renewed if we are not able to secure requested Civil Service Classification positions.

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

The SFPD currently does not have the positions to cover the work needed.

B. Reason for the request for modification:

Continued need for body worn camera infrastructure support services

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

A. Specify required skills and/or expertise: The contractor staff must have experience including, but not limited to, (1)Enterprise Software Solutions, (2) Audio Video streaming to cloud-based storage systems such as Microsoft Azure, (3) Ticketing Systems such as ServiceNow, (4) Troubleshooting and resolving Axon mobile application issues.

B. Which, if any, civil service class(es) normally perform(s) this work? 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classifications are applicable and will be used 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. Civil Service classifications are available to cover 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 contact? If so, please explain what that will entail; if not, explain why not.

Contractor staff will train the civil service employees who will be hired to perform the work.

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. Contractor will continue services.

**7. Union Notification: On 02/25/21, the Department notified the following employee organizations of this PSC/RFP request:**

Architect & Engineers, Local 21;

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40494 - 19/20

DHR Analysis/Recommendation:

04/05/2021

Commission Approval Required  
04/05/2021 DHR Approved for 04/05/2021

Approved by Civil Service Commission with conditions