



London Breed  
Mayor

Carol Isen  
Human Resources Director

Date: April 29, 2022

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Cynthia Avakian, AIR  
Joan Lubamersky / Lynn Khaw, ADM  
Esperanza Zapien / Johanna Gendelman, HSA  
Shawndrea Hale / Daniel Kwon, PUC  
Jolie Gines, TIS  
Amy Nuque, MTA  
Kelly Hiramoto, DPH  
Amanda Wentworth, TTX

Subject: **Personal Services Contracts Approval Request**

This report contains fifteen (15) 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
\$63,233,100	\$195,130,266	\$2,297,304,240

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# POSTING FOR

May 16, 2022

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
45795 - 21/22	AIRPORT COMMISSION	\$9,000,000.00	The San Francisco International Airport ("SFO" or "Airport") requires a Contractor to assist in the development and creation of SFO's strategic marketing communications plans to ensure marketing and communication efforts are leveraging the latest technologies and techniques including mobile web and app development, social media, and email and digital marketing. The Contractor will also work with SFO to promote new airlines, support new airline routes and revenue generating tenants/operations such as parking, retail, food, beverage, and SFO's Hyatt Hotel.	June 1, 2022	May 31, 2026	REGULAR
43734 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$18,000,000.00	Contractor(s) shall provide the City and County of San Francisco (the City) with unrestricted access to the following non-exhaustive list of types of technology research services: proprietary research and analysis about technology related trend; data and analytics; development and delivery; infrastructure and operations; sourcing and vendor management; strategy; change management; mission-critical solutions; security and risk; and enterprise architecture. These services are provided through access to online content in the form of research, technology related data, best practice tools, training materials, and advisory.	August 1, 2022	July 31, 2027	REGULAR
48655 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$1,000,000.00	Contractor shall provide dry-cleaning services for City-owned items for the Department of Public Health (DPH) and Public Works (PW). The items requiring services for DPH include curtains, air mattress bed covers, tablecloths, table skirts, and napkins. The items requiring services for PW include coveralls and bibs. The proposed services contract may be used by other City departments as well.	June 1, 2022	May 31, 2025	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
49741 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$4,000,000.00	Contractor shall provide towing, roadside assistance services, and storage for City-owned vehicles including light duty (Type I), medium duty (Type II), and heavy duty (Type V) for the City and County of San Francisco (the City), on behalf of Central Shops. These services shall be provided as-needed, 24/7, 365 days/year.	June 1, 2022	May 31, 2027	REGULAR
45073 - 21/22	HUMAN SERVICES	\$1,353,000.00	To provide a secure Instant Messaging Solution.	May 1, 2022	April 30, 2025	REGULAR
40159 - 21/22	PUBLIC UTILITIES COMMISSION	\$9,500,000.00	The SFPUC is issuing this RFP for the purpose of selecting and entering into an agreement with a professional services Contractor to provide as needed intermittent services related to implementation of the agency's Racial Equity Action Plan, Racial Justice Resolution and other racial equity priorities, and to make sure that City staff performing this work can access specialized services and training as needed. The scope of work will include project management and change management, system and capacity development, improvements to internal workforce systems, improvements to agency services and assets, employee engagement, staff training and facilitation, manager and supervisor training and coaching, employee support, community engagement, and effective and transparent communication.	October 1, 2022	August 1, 2026	REGULAR
44888 - 21/22	PUBLIC UTILITIES COMMISSION	\$2,330,100.00	Hetch Hetchy Water and Power (HHWP) facilities are located within the Stanislaus National Forest (STF) of the USFS, with the Cherry Reservoir watershed being located entirely within STF lands. These facilities attribute to the mission of serving the San Francisco and its Bay Area customers with reliable, high quality, and affordable water while ensuring water system reliability.  The SFPUC provides funding to the STF for technical and professional services related to watershed and lands management.	July 1, 2022	June 30, 2027	REGULAR
48569 - 21/22	PUBLIC UTILITIES COMMISSION	\$300,000.00	The Consultant will assist SFPUC in conducting a nationwide search to fill the high-level positions which are critical to the San Francisco Public Utilities Commission (SFPUC) by recruiting candidates, screening candidates, conducting interviews, vetting candidates and assisting in negotiations. Staff from the proposed Recruitment Services Firm will meet with Executive Staff and other stakeholders of the SFPUC to	November 1, 2022	October 31, 2025	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>determine the core competencies, prepare a work plan with detailed timeline to conduct a search and identify top qualified candidates.</p> <p>Additional activities include, but are not limited to the following Task Descriptions (1-5): 1) Meet with subject matter experts to obtain in-depth knowledge of position requirements, organizational needs, competencies and ideal candidate; 2) Develop recruitment strategy including development of refined job description, developing advertisement materials and diversity strategy; 3) Build candidate pool and source candidates through active recruitment and network; 4) Present candidate pool to organization, vetting candidate qualifications, conduct reference / background checks; 5) Establish final selection process with SMEs and work with organization to make a selection.</p>			
48718 - 21/22	PUBLIC UTILITIES COMMISSION	\$8,000,000.00	<p>The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco ("City"), seeks to retain the services of a qualified Proposer to provide construction management (CM) staff augmentation services for the Treasure Island Wastewater Treatment Plant (TIWWTP). As part of the SFPUC's Sewer System Improvement Program (SSIP), the existing Treasure Island Wastewater Treatment Plant will be replaced with a new wastewater treatment plant to provide reliable wastewater services for the island and to provide for the growing population. The CM staff augmentation services required for the TIWWTP Project includes construction resident engineering and office engineering services, field contract administration, construction contract administration, construction inspection, environmental inspection and project controls services. The SFPUC will manage the staff augmentation team during the construction phase of this project for a duration under 5 years.</p>	October 1, 2022	September 1, 2027	REGULAR
41485 - 21/22	GENERAL SERVICES AGENCY - TECHNOLOGY	\$6,000,000.00	<p>This contract will consist of services for captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City commissions video tape, and cablecast by the San Francisco Government Television (SEGovTV) on cable channels 26 and 78. Closed caption text will also be added to the original programs produced by SFGovTV for City departments.</p>	March 9, 2022	December 31, 2027	REGULAR
42675 - 21/22	GENERAL SERVICES AGENCY - TECHNOLOGY	\$1,000,000.00	<p>To expand its services and to provide equal access to all residents of the City. SFGovTV simulcasts its content on the internet. SFGovTV seeks a vendor that can:</p>	July 1, 2022	June 30, 2027	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			1. Video stream the SFGovTV channel live 24/7. 2. Host SFGovTV video content for on-demand viewing. 3. Conserve the City's bandwidth. 4. Increase the quality of the live stream. 5. Provide universal format delivery to PC, MAC and mobile platforms. 6. Add additional functions to improve usability of SFGovTV archive content.			

TOTAL AMOUNT \$60,483,100

# POSTING FOR

May 16, 2022

## PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATION

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
49631 - 20/21 - MODIFICATIONS	May 16, 2022	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$100,000	\$9,900,000	The contractor will lease, service and dispose of all tires used by the San Francisco Municipal Transit Agency (SFMTA) on all rubber-tire revenue vehicles. The SFMTA's rubber tire revenue fleet comprised of buses and trolleys that transport the public: diesel, hybrid buses and electric trolleys. The contractor , the will be responsible for; manufacturing, procuring and transporting a sufficient supply of tires as required to guarantee continuity of service; mounting and dismounting tires on and from the rim, balancing tires, changing wheels/rims maintaining proper tire pressure; recapping rear tires, providing emergency road-side service 24 hour / 7 days-a-week; conducting monthly maintenance checks on all tires providing required tools and equipment not furnished by SFMTA; and performing in-depth tracking of the tires	05/01/2022	04/30/2027	REGULAR



PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>through all stages, including the federally-regulated disposal of thousands of tires. In addition, the contractor is responsible for following all federally mandated regulations and guidelines and maintaining all required licenses.</p> <p><b>Scope Change:</b> The contractor will lease, service and dispose of all tires used by the San Francisco Municipal Transit Agency (SFMTA) on all rubber-tire revenue vehicles. The SFMTA's rubber tire revenue fleet comprised of buses and trolleys that transport the public: diesel, hybrid buses and electric trolleys. The contractor , the will be responsible for; manufacturing, procuring and transporting a sufficient supply of tires as required to guarantee continuity of service; mounting and dismounting tires on and from the rim, balancing tires, changing wheels/rims maintaining proper tire pressure; recapping rear tires, providing emergency road-side service 24 hour / 7 days-a-week; conducting monthly maintenance checks</p>			

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					on all tires providing required tools and equipment not furnished by SFMTA; and performing in-depth tracking of the tires through all stages, including the federally-regulated disposal of thousands of tires. In addition, the contractor is responsible for following all federally mandated regulations and guidelines and maintaining all required licenses. To inspect, service and maintain the supplied wheel balancers in adherence with the manufactures recommendations to assure proper performance throughout the usable life.			
3094 - 12/13 - MODIFICATIONS	May 16, 2022	PUBLIC HEALTH -- DPH	\$2,500,000	\$3,825,000	The Contractor will provide as needed expert consultation and training on the very complex issues and procedures related to the City and DPH receiving reimbursement for services provided to patients/clients receiving services paid for by Federal monies administered through the State- medical Administrative Activities (MAA) and Targeted case Management (TCM) Programs. These programs allow DPH to receive approximately \$10 million dollars in revenue annually. This consultation	07/01/2022	12/31/2030	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					consists of advising on validating staff time survey documentation, new issues anticipated from the programs transition to electronic claims submissions, and the expanded need and potential revenue possible with the advent of health care reform.			
42960 - 18/19 - MODIFICATIONS	May 16, 2022	PUBLIC UTILITIES COMMISSION -- PUC	\$150,000	\$375,000	Weekly Garbage and solid waste collections at Hetch Hetchy Water & Power, located in Area 4 of Tuolumne County. Moore Brothers is the sole vendor for solid waste collection and transportation in the Moccasin Area.	06/30/2022	09/30/2023	REGULAR
46598 - 17/18 - MODIFICATIONS	May 16, 2022	TREASURER/TAX COLLECTOR -- TTX	\$0	\$20,000,000	The Offices of The Treasurer & Tax Collector (TTX) and the Controller's Office (CON) are seeking a vendor to provide design, development/configuration, installation, and implementation services to replace their legacy Property Tax Systems with a modern software solution. This is a multi-year project that that has been planned alongside and will be implemented in parallel with the Office of the Assessor-Recorder (ASR) project to replace their legacy property	04/06/2022	11/14/2028	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					assessment system. Upon completion of implementation, training and knowledge transfer will be provided to City staff who will provide support services for the system.			

TOTAL AMOUNT \$2,750,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Marketing and Communications Services

Funding Source: Airport Operating Funds

PSC Amount: \$9,000,000

PSC Est. Start Date: 06/01/2022

PSC Est. End Date 05/31/2026

**1. Description of Work**

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

The San Francisco International Airport ("SFO" or "Airport") requires a Contractor to assist in the development and creation of SFO's strategic marketing communications plans to ensure marketing and communication efforts are leveraging the latest technologies and techniques including mobile web and app development, social media, and email and digital marketing. The Contractor will also work with SFO to promote new airlines, support new airline routes and revenue generating tenants/operations such as parking, retail, food, beverage, and SFO's Hyatt Hotel.

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

This service is necessary to ensure SFO is competitive with other airports. Marketing programs are needed to boost non-aviation revenues streams, which help reduce the cost for the airlines to do business at SFO, which makes SFO more attractive to new airlines. Having a strategic plan in place will ensure SFO is able to effectively use these new technologies and functionalities to our benefit. Denial will mean a lack of effective marketing communication efforts and a loss of competitive advantage to other airports.

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

These services have been previously approved under PSC #4010-11/12 and 4011-11/12.

D. Will the contract(s) be renewed?

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

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

The work involved requires a range of knowledge and expertise in creating and delivering strategic marketing communications strategies, plans, and programs for international gateway airports.

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

A. Specify required skills and/or expertise: Experience and expertise in creating, producing, and running marketing and communication campaigns specifically for airports and joint marketing services with airlines and other airport tenants; developing strategies for using digital media, and purchasing and scheduling advertisements. Additionally expertise and skills are required in producing and executing internal and external communications programs, social media campaigns, and digital asset management specifically for international gateway airports that address all communities to ensure that communications are equitable and inclusive, and the functionality of social media in emergency communications.

B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS

Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1310, Public Relations Assistant; 1766, Media Production Tech; 1767, Media Programming Spec; 1769, Media Production Supv; 1770, Photographer; 5320, Illustrator and Art Designer; 5322, Graphic Artist; 5330, Graphics Supervisor; 0923, Manager II; 9251, Public Relations Mgr; 0931, Manager III; 0941, Manager VI; 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?**

None, as these services require specialized experience in strategic communications for international gateway airports, as well as marketing industry knowledge applicable to airports, which are not available through City resources.

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

A. Explain why civil service classes are not applicable.

Civil service classifications are not applicable as this work requires knowledge of strategic marketing and communications plans for international gateway airports on a project-specific basis. This work also requires personnel that is familiar with pricing, purchasing, valuation, and bartering ad space. The SFO Director of Marketing & Communications (0941) will oversee the Contractor with the assistance of the Marketing Manager (0923) and Capital Projects Marketing Manager (0931).

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 each project varies and requires a wide range of project-based expertise in running marketing and communications campaigns for airports and joint marketing services with airlines and other airport tenants.

**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 by the Contractor as the work requires creative marketing experts with knowledge of local and international airport markets.

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 02/17/2022, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Prof & Tech Eng, Local 21; SEIU 1021 Miscellaneous; Theatrical Stage Employees, L16

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: P.O. Box 8049 San Francisco, CA 94128

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45795 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/16/2022



# **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)  
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**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45795 - 21/22  
**Date:** Thursday, February 17, 2022 5:10:02 PM

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RECEIPT for Union Notification for PSC 45795 - 21/22 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 45795 - 21/22 for \$9,000,000 for Initial Request services for the period 06/01/2022 – 05/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17672> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 4010-11/12)

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

Type of Service: Strategic marketing –development and execution of innovation , cost-effective, high-impact mar

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$7,000,000

PSC Original Approved Duration: 09/01/11 - 08/30/18 (7 years)

PSC Mod#1 Amount: \$3,500,000

PSC Mod#1 Duration: 06/21/17-02/28/22 (3 years 26 weeks)

PSC Mod#2 Amount: \$3,000,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$2,000,000

PSC Mod#3 Duration: 02/28/22-12/31/22 (43 weeks 5 days)

PSC Cumulative Amount Proposed: \$15,500,000

PSC Cumulative Duration Proposed: 11 years 17 weeks

**1. Description of Work**

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

Continue to develop SFO's marketing plan and execute specific marketing plan to attract new airlines, support new airlines routes and other revenue generating tenants ( such as retail ,food and beverage) as well as SFO departments (such as parking). These programs will focus on the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing to battering advertising space or airtime and the development of a digital.

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

New and existing airlines who are expecting service require marketing support to be successful in a very competitive global marketplace. Marketing programs are needed to ensure non-aviation revenues streams, which help reduce the cost for the airlines to do business at SFO, therefore making SFO more attractive to new airlines.

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

Yes, PSC 4010-11/12

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

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

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

Need to extend the contract to align with the option term.

**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:

Work involves short-term, intermittent projects requiring a range of knowledge and expertise that changes from project to project.

B. Reason for the request for modification:

Need to increase the contract amount and extend the contract term.

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

A. Specify required skills and/or expertise: Experience and expertise in developing and implementing customer-oriented strategic marketing plans; creating, producing and running marketing campaigns for airports and joint marketing services with airlines and other airport tenants; developing strategies for using digital media and purchasing, bartering and placing ads both locally and internationally.

B. Which, if any, civil service class(es) normally perform(s) this work? 5330, Graphics Supervisor;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This work involves short intermittent projects requiring a wide range of knowledge and expertise that changes from project to project. The work is highly specialized, requiring personnel with pricing, purchasing and bartering ad space familiarity. A portion of the contract will be used for purchasing ad space and will not be used for services. While civil service classifications do not perform this work, the SFO Deputy Director of Communications & Marketing (0955) and the Marketing Manager (0923) will oversee the contractor.

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 changing natures of the work makes the adoption of a new classification impractical.

**6. Additional Information**

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

No.

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

No training is anticipated as the work is highly specialized and requires creative marketing industry experts.

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, Fuseideas/EIS Design, Davis & Associates, Hill & Knowlton

7. **Union Notification:** On 05/14/20, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4010-11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/05/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 4011-11/12)

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

Type of Service: Strategic Communications Plan

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$4,200,000

PSC Original Approved Duration: 09/01/11 - 06/30/18 (6 years 43 weeks)

PSC Mod#1 Amount: \$2,100,000

PSC Mod#1 Duration: 08/01/17-11/15/21 (3 years 19 weeks)

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

PSC Mod#2 Duration: 11/15/21-12/31/22 (1 year 6 weeks)

PSC Cumulative Amount Proposed: \$8,300,000

PSC Cumulative Duration Proposed: 11 years 17 weeks

**1. Description of Work**

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

Create SFO's strategic communications plan to ensure internal and external communications capabilities at leveraging the latest technologies including mobile device applications (Apps), social media, and social networking. To ensure SFO is compliant with all governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (29 U.S.C. §

794 d) (at <http://www.section508.gov/>) as amended by the Workforce Investment Act of 1998 (P.L. 105-220), Aug 7, 1998. To ensure SFO is competitive with other airports in terms of web, web content management, social media capability and effectiveness, and community outreach.

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

Technology and adoption continues to evolve at a rapid pace. This drives the way we communicate with our customers, our vendors, and our employees. It also drives the way news is disseminated, the way we research, compile, and share information. Having a strategic plan in place will ensure SFO is able to effectively use these new technologies and functionalities to our benefit. Denial will mean a lack of effective communication efforts and a loss competitive advantage to other airports.

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

Yes, PSC 4011-11/12

D. Will the contract(s) be renewed?

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

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

**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:

Specialized services are required on an as-needed and periodic, project-based basis.

- B. Reason for the request for modification:

Need to increase the amount and extend the term of these contracts.

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

A. Specify required skills and/or expertise: Expertise and skills in developing and implementing strategic communications plans; producing and executing communications programs, social media campaigns, digital asset management including but not limited to section 805 of the Rehabilitation Act (<http://www.section508.gov>), search engine optimization (SEO) strategies, and web based solutions for international gateway airports that address the internal communities, the external communities, and the functionality of social media in emergency communications.

B. Which, if any, civil service class(es) normally perform(s) this work? 5330, Graphics Supervisor;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classifications are not applicable as this work requires knowledge of strategic communications plans for international gateway airports on a project-specific basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as work is short-term and requires a wide range of project-based expertise in international gateway airports.

**6. Additional Information**

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

No.



- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Contractor will provide 40 hours of website training for Airport ITT Application Development team of approximately 5 staff members.
- 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, Davis & Associates, Hill & Knowlton

**7. Union Notification:** On 05/14/20, 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: P.O. Box 8097, San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4011-11/12

DHR Analysis/Recommendation:

06/15/2020

Commission Approval Required

Approved by Civil Service Commission

06/15/2020 DHR Approved for 06/15/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Subscription and Advisory Services

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$18,000,000

**1. Description of Work**

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

Contractor(s) shall provide the City and County of San Francisco (the City) with unrestricted access to the following non-exhaustive list of types of technology research services: proprietary research and analysis about technology related trend; data and analytics; development and delivery; infrastructure and operations; sourcing and vendor management; strategy; change management; mission-critical solutions; security and risk; and enterprise architecture. These services are provided through access to online content in the form of research, technology related data, best practice tools, training materials, and advisory.

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

The technology-related research and advisory services are essential to the City's technology functions. The City's technology managers need to gain access to the latest proprietary data and research in order to ensure that the City has technology that is up-to-date and that is adequately secure in lieu of the ongoing cybersecurity attacks. Without access to the requested technology-related research and advisory services, City technology managers will not be able to make well-informed technology related decisions based on proven research, data, industry standards, and best practices for their specific projects, which in turn will negatively affect the City overall. The City needs to make strategic technology purchasing decisions in order to ensure that the City is remaining competitive, relevant, and proactive in regards to technology development/advancement and cyber security risk abatement measures.

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 services were previously provided under the PSC #47642 - 18/19, attached.

D. Will the contract(s) be renewed?

No.

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

not applicable

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

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

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

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

B. Explain the qualifying circumstances:

No, the City doesn't have resources or the expertise to conduct large scale, global technology-related research and analysis. And the services required are sporadic.

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

A. Specify required skills and/or expertise: In order to adequately provide the City with the requested access to online content pertaining to technology research and advisory services, the contractor must have expertise in conducting

large scale technology-related research and analysis on technology trends and predictions, data and analytics, development and delivery, infrastructure and operations, sourcing and vendor management, strategy, change management, mission-critical solutions, security and risk, and enterprise architecture.

B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1070, IS Project Director;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor shall provide the City access to online content with technology research and advisory services.

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

The City doesn't have resources or the expertise to perform the work, and the services required are sporadic.

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

A. Explain why civil service classes are not applicable.

The City doesn't have resources or the expertise to conduct large scale, global technology-related research and analysis. And the services required are sporadic.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the City doesn't have resources or the expertise to conduct large scale, global technology-related research and analysis. And the services required are sporadic.

**6. Additional Information**

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

No.

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

No. No training will be provided.

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

No.

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

No.

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

No.

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

No.

**7. Union Notification:** On 03/21/2022, 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: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430 San Francisco, CA

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43734 - 21/22

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 05/16/2022

Civil Service Commission Action:

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org)  
**To:** [Khaw, Lynn \(ADM\); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Khaw, Lynn \(ADM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Khaw, Lynn (ADM); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43734 - 21/22  
**Date:** Monday, March 21, 2022 5:35:48 PM

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RECEIPT for Union Notification for PSC 43734 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 43734 - 21/22 for \$18,000,000 for Initial Request services for the period 08/01/2022 – 07/31/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/18111> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request:  Initial  Modification of an existing PSC (PSC # 47642 - 18/19)

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

Type of Service: Advisory services on proprietary published data and data

Funding Source: Departments using contract will determine

PSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 05/01/19 - 04/30/22 (3 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 02/14/22-07/31/22 (13 weeks 1 day)

PSC Cumulative Amount Proposed: \$5,000,000 PSC Cumulative Duration Proposed: 3 years 13 weeks

**1. Description of Work**

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

In February 2019, the City and County of San Francisco's Office of Contract Administration (OCA) issued a Request for Proposals (RFP) seeking proposals from research and advisory companies that publish and provide online access to their proprietary research and analysis about to technology-related trends and predictions, data and analytics, development and delivery, infrastructure and operations, sourcing and vendor management, strategy, change management, mission-critical solutions, security and risk, and enterprise architecture. Optionally, proposers could also offer limited advisory services and would enable technology managers to request more in-depth and customized data, research and analysis related specifically to their business needs.

OCA now seeks to execute a contract with the entities selected pursuant to its RFP for a term of three years. Under these contracts, City departments can subscribe to each proposers' proprietary research and data, as well as certain advisory service related thereto. The combined not to exceed value of such advisory services shall not exceed \$5,000,000 over three years.

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

The technology-related research and advisory services offered by these companies enables City technology managers to gain access to proprietary data and research to which they would not otherwise have access. Without the aid of such advisory services, City technology managers cannot make well-informed technology related decisions based on proven research, data, industry standards and best practices related specifically to their projects.

**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 47642 - 18/19

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

At this time, OCA does not anticipate that the two contracts will be renewed. However, we will issue a new RFP prior to each contract's expiration date so as to ensure new term contracts are in place with entities that can provide the types of technology-related research and data such as those selected pursuant to this RFP.

**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:

City employees do not have the expertise required in conducting large scale technology related research and analysis on technology trends and predictions, data and analytics, development and delivery, infrastructure and operations, sourcing and vendor management, strategy, change management, mission-critical solutions, security and risk, and enterprise architecture.

B. Reason for the request for modification:

Add time only - 3 months.

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

A. Specify required skills and/or expertise: Expertise is required in conducting large scale technology-related research and analysis on technology trends and predictions, data and analytics, development and delivery, infrastructure and operations, sourcing and vendor management, strategy, change management, mission-critical solutions, security and risk, and enterprise architecture.

B. Which, if any, civil service class(es) normally perform(s) this work? 1054, IS Business Analyst-Principal; 1070, IS Project Director;

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.

Although City employees could theoretically conduct their own research and data gathering, they would not possess either the resources or the expertise required to conduct large scale, global technology-related research and analysis on the subject matters described herein.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. although City employees could theoretically conduct their own research and data gathering, they would not possess either the resources or the expertise required to conduct large scale, global technology-related research and analysis on the subject matters described herein

**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.  
No.

**7. Union Notification:** On 02/14/22, 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: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47642 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/22/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As-Needed Dry-Cleaning Services

Funding Source: General Fund

PSC Duration: 3 years

PSC Amount: \$1,000,000

**1. Description of Work**

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

Contractor shall provide dry-cleaning services for City-owned items for the Department of Public Health (DPH) and Public Works (PW). The items requiring services for DPH include curtains, air mattress bed covers, tablecloths, table skirts, and napkins. The items requiring services for PW include coveralls and bibs. The proposed services contract may be used by other City departments as well.

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

The DPH and PW require dry-cleaning services for various City-owned items in order to ensure that City employees have clothing or linens that are consistently professional in appearance (no wrinkles), clean, and sanitized. The City does not have its own dry-cleaning facilities and it is impractical for the City to invest in the equipment or machines for these services. For PW, without this contract, the department will be in violation of a labor agreement for not providing professionally cleaned apparels or clothing for employees to use or wear. And for DPH, without this contract, it will pose sanitation and hygiene issues as well. The City is required to provide and maintain linens and clothing in a clean and sanitary conditions for employees to wear or use.

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 services were provided using other City procurement methods.

D. Will the contract(s) be renewed?

If funds are available and the services from the awarded supplier are reliable and satisfactory to the City, this contract will be renewed.

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

not applicable

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

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

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

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

B. Explain the qualifying circumstances:

These services are as-needed to fulfill the dry-cleaning services for DPH and PW. The City doesn't have employees or facilities to perform the work.

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

A. Specify required skills and/or expertise: Contractor must comply with all relevant industry standard requirements for dry-cleaning services related to its business operations and the environmental safety requirements. The requirements are CAL/OSHA- Title 8; California Code of Regulations (CCR) Title 26. Toxics. Division 11; State Board of Fabric Care (Title 16), Sections 512, 512.2, 555.1, 555.3, 555.6, and 556; OSHA Public Law 91-596; and California Code of

Regulations (CCR) Title 22.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2770, Senior Laundry Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will be taking the items to their laundering facilities to perform dry-cleaning.

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

There are no resources 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.  
Currently there are no civil service classifications that 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 City doesn't have the facilities to perform the work.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No 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 02/19/2022, the Department notified the following employee organizations of this PSC/RFP request:**

SEIU 1021 Miscellaneous

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

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

Address: City Hall, RM 430 San Francisco, CA

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48655 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/16/2022

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

## Khaw, Lynn (ADM)

---

**From:** dhr-psccordinator@sfgov.org on behalf of lynn.khaw@sfgov.org  
**Sent:** Saturday, February 19, 2022 8:25 PM  
**To:** Khaw, Lynn (ADM); Frigault, Noah (HRC); Meyers, Julie (HSA); thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48655 - 21/22

RECEIPT for Union Notification for PSC 48655 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 48655 - 21/22 for \$1,000,000 for Initial Request services for the period 06/01/2022 – 05/31/2025. 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/18001> 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: As-Needed Towing and Roadside Assistance for City-Owned Vehicles

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:

Contractor shall provide towing, roadside assistance services, and storage for City-owned vehicles including light duty (Type I), medium duty (Type II), and heavy duty (Type V) for the City and County of San Francisco (the City), on behalf of Central Shops. These services shall be provided as-needed, 24/7, 365 days/year.

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

These services are necessary because City-owned vehicles break down on streets and freeway/highways, in the San Francisco Bay Area with nine counties: San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa, Solano, Napa, Sonoma, and Marin. Additionally, City-owned vehicles may travel to and from the San Francisco Public Utilities Commission's (SFPUC) Hetch Hetchy Water & Power in Moccasin, California and other areas for City's business. Vehicles that require a tow will be picked up and returned to a City facility for repairs.

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

These services are being provided using different procurement methods. And similar services are being performed for large vehicles such as buses and trolleys for the San Francisco Municipal Transportation Agency (SFMTA) under PSC #47215 - 20/21, attached.

D. Will the contract(s) be renewed?

No.

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

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

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

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

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

B. Explain the qualifying circumstances:

These services are required on an as-needed basis, 24/7 and 365 days/year, when vehicles break down on streets and freeway/highways.

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

A. Specify required skills and/or expertise: Contractor must be available 24/7, 365 days/year for emergency road side assistance service to tow City-owned vehicles, including but not limited to sedans, trucks, SUVs, street sweepers, etc.

B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7410, Automotive Service Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide tow trucks with specialize equipment to tow small and large size vehicles.

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

No resources are available because the City doesn't have tow trucks with specialized equipment.

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

A. Explain why civil service classes are not applicable.

No resources are available because the City doesn't have tow trucks with specialized 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. These services are required on an as-needed basis and be available 24/7, 365 days/year.

**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 as there will be no City employee's engagement with contractor in the servicing of this contract.

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

No.

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

No.

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

No.



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

7. **Union Notification:** On 03/18/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Automotive Machinists, Local 1414; TWU - Automotive Service Worker

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

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

Address: City Hall, Room 430 San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49741 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/16/2022

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org)  
**To:** [Khaw, Lynn \(ADM\); mdennis@twusf.org; roger\\_marenco; pwilson@twusf.org; Mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.com; Khaw, Lynn \(ADM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Khaw, Lynn (ADM); mdennis@twusf.org; roger_marenco; pwilson@twusf.org; Mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.com; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49741 - 21/22  
**Date:** Friday, March 18, 2022 6:41:11 PM

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RECEIPT for Union Notification for PSC 49741 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49741 - 21/22 for \$4,000,000 for Initial Request services for the period 06/01/2022 – 05/31/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhr Drupal/node/18145> 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: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request:  Initial  Modification of an existing PSC (PSC # 47215 - 20/21)

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

Type of Service: Bus Towing and Roadside Assistance

Funding Source: Operating Funds

PSC Original Approved Amount: \$1,200,000 PSC Original Approved Duration: 07/01/21 - 06/30/25 (4 years)

PSC Mod#1 Amount: \$4,800,000 PSC Mod#1 Duration: 03/01/22-02/28/27 (1 year 34 weeks)

PSC Cumulative Amount Proposed: \$6,000,000 PSC Cumulative Duration Proposed: 5 years 34 weeks

**1. Description of Work**

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

Contractor will provide 24-hour, 7 days a week as-needed roadside assistance and/or towing services for San Francisco Municipal Transportation Agency (SFMTA's) rubber tire revenue vehicles, to include diesel, electric, and electric buses and trolleys.

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

The service is necessary because broken down buses and trolleys must be either promptly repaired or towed to SFMTA repair facilities. If this service is denied, the SFMTA will not be able to respond to disabled buses and trolleys that must be repaired or removed from the locations where they break downs.

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

Yes PSC 47215 20/21 approved 10/19/2020

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 service provider must possess the ability to tow a bus or trolley using a Lowboy trailer and be able to provide year-round, 24-hour emergency roadside service (such as tire inflation in order to move a bus or trolley)

**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 City lacks staffing, facility space and the required equipment.

B. Reason for the request for modification:

Extension of the contract and more funding added to the contract

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

- A. Specify required skills and/or expertise: The service provider must possess the ability to tow a bus or trolley using a Lowboy trailer and be able to provide year-round, 24-hour emergency roadside service (such as tire inflation in order to move a bus or trolley).
- B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The awarded contractor must have a tow truck with Lowboy trailer for towing a bus or trolley. The SFMTA does not have this specialized equipment.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
While civil service classes could perform the work, the work requires utilization of specialized equipment that the SFMTA does not have.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the work requires that the SFMTA have specialized equipment used for towing buses and trolleys.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
None
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
Yes, PSC47215 20/21 approved 10/19/2020
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes, current contractor will mostly continue the proposed work.

**7. Union Notification: On 12/06/21, the Department notified the following employee organizations of this PSC/RFP request:  
TWU - Automotive Service Worker; Automotive Machinists, Local 1414;**

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

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

Address: 1 S Van Ness Ave, HR ELR, 6th Fl, 6029

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47215 - 20/21

DHR Analysis/Recommendation:

02/07/2022

Commission Approval Required

Approved by Civil Service Commission

02/07/2022 DHR Approved for 02/07/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: Secure Messaging

Funding Source: State, Local, Fed

PSC Amount: \$1,353,000

PSC Est. Start Date: 05/01/2022

PSC Est. End Date 04/30/2025

**1. Description of Work**

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

To provide a secure Instant Messaging Solution.

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

San Francisco Human Services Agency (HSA) staff increasingly encounter clients who are unwilling, or cannot, use email when communicating regarding benefits and case related matters. Instant Messaging (IM) is an alternative that works well in such circumstances; however, a serious drawback is that communications conducted via IM are not confidential – information contained in IM messages can be intercepted and read by a 3rd party. As such, sensitive information (Personal Identifiable Information (PII) or Protected Health Information (PHI)) cannot be protected when using regular IM. This prevents HSA staff from using IM when conducting business with clients. Using a secure version of IM, known as secure IM, communications are protected by encrypting messages. Consequences of denial for this service would mean missing the opportunities to communicate with clients in a manner that they felt comfortable doing thereby potentially causing delays to benefits by having to wait to speak in person or other means of communication.

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. Depending on funding, need, and performance.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

The city does not currently own a software solution for a secure Instant Messaging system.

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

A. Specify required skills and/or expertise: Creating IT based supportive systems is a very specialized service in programming and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. These tend to be proprietary business solutions that have been previously developed and are used by multiple agencies across many states and counties.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer 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?**

These services are highly specialized and mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system.

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

A. Explain why civil service classes are not applicable.

These services are mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No as the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. Training is on the use of the final product for end-users. These are mostly online or in-application but can be intermittently on-site a few times per year as needed.

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

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

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

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

**7. Union Notification: On 03/18/2022, the Department notified the following employee organizations of this PSC/RFP request:**

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

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

Name: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street, 5th Floor San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45073 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/16/2022

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [johanna.gendelman@sfgov.org](mailto:johanna.gendelman@sfgov.org)  
**To:** [Gendelman, Johanna \(HSA\)](mailto:Gendelman,Johanna@HSA); [Laxamana, Junko \(BOS\)](mailto:Laxamana,Junko@BOS); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [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); [Acevedo, Annyse \(HSA\)](mailto:Acevedo,Annyse@HSA); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45073 - 21/22  
**Date:** Friday, March 18, 2022 2:17:08 PM

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RECEIPT for Union Notification for PSC 45073 - 21/22 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 45073 - 21/22 for \$1,353,000 for Initial Request services for the period 05/01/2022 – 04/30/2025. 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/18146> 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: Professional Service

Funding Source: GM COA

PSC Duration: 3 years 43 weeks

PSC Amount: \$9,500,000

**1. Description of Work**

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

The SFPUC is issuing this RFP for the purpose of selecting and entering into an agreement with a professional services Contractor to provide as needed intermittent services related to implementation of the agency's Racial Equity Action Plan, Racial Justice Resolution and other racial equity priorities, and to make sure that City staff performing this work can access specialized services and training as needed. The scope of work will include project management and change management, system and capacity development, improvements to internal workforce systems, improvements to agency services and assets, employee engagement, staff training and facilitation, manager and supervisor training and coaching, employee support, community engagement, and effective and transparent communication.

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

In 2020, the SFPUC completed its first-ever Racial Equity Action Plan under direction from the SF Office of Racial Equity, and the SFPUC Commission also passed a resolution entitled, "Condemning Systemic Racism and Taking Action to Promote Justice". Both of these charging documents require significant focused attention to implement, as this is an entirely new area of focused work for the agency. The City staff performing racial equity work will utilize this RFP to access external support to ensure delivery on the action items identified in the charging documents, on an as-needed basis, as our equity mandates require specialized knowledge and subject matter expertise on a range of topics, such as trauma-informed resilient systems, etc.

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

No

D. Will the contract(s) be renewed?

No

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

not applicable

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

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

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

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).

B. Explain the qualifying circumstances:

The services being sought will be intermittent and on an as-needed basis. SFPUC City staff will perform and direct the additional specialized as needed services identified through the RFP.

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

- A. Specify required skills and/or expertise: A minimum of three (3) years of current and continuous experience and expertise with racial equity-specific program design and facilitation, organizational development, staff development and research and evaluation services. Clearly demonstrate experience in a Principal, Lead Role or subject matter expert on racial equity issues, racial equity-specific program design and facilitation and how to implement organization change. Strong project management experience in developing and/or implementing strategic plans, clear metrics and evaluation systems. Must have an established Diversity, Equity and Inclusion program or equivalent. Knowledge of best practices in establishing racial equity as a key driver of an organization. Minimum of three (3) relevant, verifiable projects in the last five years, need not be in the same firm.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1825, Prnpl Admin Analyst 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?**

For over two years, SFPUC staff have worked to perform and carry these efforts and have identified the scopes of work needed, as the support the agency needs to successfully deliver required action items.

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

- A. Explain why civil service classes are not applicable.  
SFPUC has identified several civil service classifications (1824, 1825, 0932) to perform as much of the racial equity work as possible, but these employees need these additional identified specialized support services to successfully deliver on required action items.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the contracted scope of work will be for as needed intermittent services requiring subject matter expertise in a variety of areas.

**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. City staff will receive the following training services as requested, on an as-needed basis; diversity, equity, inclusion and belonging (DEIB); racial-equity evidence-based modules, trainings and interventions; interactive trainings tailored for various audiences on topics including implicit bias, microaggression, and cultural competency; creating inclusive and welcoming work cultures, etc. Variety of racial equity topics in alignment with and complimentary to existing training from DHR as well as SFPUC's leadership model. This will be for all employees but will require customized training depending on location/classification/specific circumstances of Enterprises and Bureaus. There will also be a set of trainings specifically designed for managers and supervisors.
- 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 03/14/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40159 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/16/2022

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@swater.org](mailto:shale@swater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [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(BOS)); [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 # 40159 - 21/22  
**Date:** Monday, March 14, 2022 4:15:24 PM

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

RECEIPT for Union Notification for PSC 40159 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 40159 - 21/22 for \$9,500,000 for Initial Request services for the period 10/01/2022 – 08/01/2026. 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/18118> 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: Watershed protection

Funding Source: Hetch Hetchy Water and Power Operating

PSC Duration: 5 years

PSC Amount: \$2,330,100

**1. Description of Work**

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

Hetch Hetchy Water and Power (HHWP) facilities are located within the Stanislaus National Forest (STF) of the USFS, with the Cherry Reservoir watershed being located entirely within STF lands. These facilities attribute to the mission of serving the San Francisco and its Bay Area customers with reliable, high quality, and affordable water while ensuring water system reliability.

The SFPUC provides funding to the STF for technical and professional services related to watershed and lands management.

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

Cherry Reservoir is a popular outdoor recreation destination, and recreational use continues to increase. Fishing, swimming, water skiing, and use of personal watercraft are very popular activities. Cumulative impacts from human recreation have negative results on natural resources. These impacts include increased soil compaction; increased soil erosion; decreased visual enjoyment; decreased plant and animal species diversity; and increase potential for campfire ash, debris, and fecal contamination to enter Cherry Reservoir. These impacts have the potential to increase contamination in Cherry Reservoir and decrease overall water quality and watershed health.

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

This service is currently being provided by an existing agreement with the SFPUC and the USFS. This agreement is due to expire June 30, 2022, under Resolution #17-0122, adopted by the SFPUC Commission on May 23, 2017. This was an MOU.

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 proposed Agreement between the United States Department of Agriculture, U.S. Forest Service (USFS), Stanislaus National Forest and the San Francisco Public Utilities Commission (SFPUC) will provide comprehensive management of watersheds supplying the San Francisco Regional Water System within National Forest lands. The agreement term is for five (5) years to provide watershed protection for the SFPUC facilities, approved water sources and the surrounding lands.

**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.

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

B. Explain the qualifying circumstances:

The Cherry Reservoir and watershed reside entirely on Stanislaus National Forest (STF) lands. The USFS is incorporated under "exclusive federal jurisdiction". The federal government has exclusive authority for the law enforcement within USFS boundaries and therefore, is responsible for securing the law enforcement duties of land within the STF.

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

A. Specify required skills and/or expertise: Skills include patrolling, public education, stock management, improvement maintenance, campsite restoration, garbage removal, and basic law enforcement, etc. The main objectives include managing the water source watershed to mitigate potential sanitary concerns and to provide watershed protection for the approved water sources and surrounding lands.

B. Which, if any, civil service class(es) normally perform(s) this work? 7470, Watershed Keeper;

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 - The USFS is an area of

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

A. Explain why civil service classes are not applicable.

The USFS is an area of "exclusive federal jurisdiction" and as such the federal government has exclusive authority for law enforcement within the USFS boundaries. The USFS is charged with the duties of law enforcement within the Stanislaus National Forest.

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 USFS is an area of "exclusive federal jurisdiction" and as such the federal government has exclusive authority for law enforcement within the USFS boundaries. The USFS is charged with the duties of law enforcement within the Stanislaus National Forest.

**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. There is no need for Forest Service personnel to train City and County employees, so training is not included in the agreement scope.

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. SFPUC Commission

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 02/17/2022, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44888 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/16/2022

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfgov.org](mailto:shale@sfgov.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); [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 # 44888 - 21/22  
**Date:** Thursday, February 17, 2022 2:13:04 PM

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RECEIPT for Union Notification for PSC 44888 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44888 - 21/22 for \$2,330,100 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/17996> 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)**

**PUBLIC UTILITIES COMMISSION**

City and County of San Francisco

RESOLUTION NO. 17-0122

WHEREAS, Cherry Reservoir Watershed, Cherry Reservoir, and Cherry Creek above the to SFPUC’s Lower Cherry Diversion Dam are approved standby water sources for the San Francisco Regional Water System (SFRWS), and the Cherry Creek watershed is located entirely on lands within the Stanislaus National Forest (SNF); and

WHEREAS, While water from the Cherry Creek watershed is normally used for generation of power and to meet Raker Act flow release obligations to the Modesto and Turlock Irrigation Districts, during droughts the Lower Cherry Aqueduct can be used to transport water to the Mountain Tunnel for delivery to the Bay Area; and

WHEREAS, Water from the Cherry Creek watershed used for domestic purposes must be treated at the Sunol Valley Water Treatment Plant, and in order to maintain the existing high quality of this resource Hetch Hetchy Water and Power works with STF as the landowner to undertake activities to protect water quality within the watershed; and

WHEREAS, The SFPUC and the SNF have a long history of cooperation with the common goals of protecting water quality and stewardship of environmental resources, enabling the SFPUC to secure essential facilities and meet system reliability needs; and

WHEREAS, This agreement will provide funding to improve and maintain water quality through patrolling, public education, stock management, campsite restoration, garbage removal, and basic law enforcement within the Cherry Creek Watershed; and

WHEREAS, The estimated cost of services provided by SNF is \$806,919; and

WHEREAS, Services are anticipated to begin on July 1, 2017 and end on June 30, 2022; the total duration of this agreement is five years; and

WHEREAS, The Agreement will be funded from future appropriations to Hetch Hetchy Water and Power’s Operating Budget, and future funding requests will be submitted and approved based upon the City and County of San Francisco’s budget cycle; now, therefore, be it

RESOLVED, That this Commission hereby authorizes the General Manager of the San Francisco Public Utilities Commission to execute a Memorandum of Agreement with the United States Department of Agriculture, U.S. Forest Service, Stanislaus National Forest, for an amount not to exceed \$806,919, and with a total duration of five years.

*I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of May 23, 2017.*

  
\_\_\_\_\_  
Secretary, Public Utilities Commission

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 Recruitment Services

Funding Source: TBD - Based on the Enterprise or Bureau

PSC Duration: 3 years

PSC Amount: \$.300,000

**1. Description of Work**

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

The Consultant will assist SFPUC in conducting a nationwide search to fill the high-level positions which are critical to the San Francisco Public Utilities Commission (SFPUC) by recruiting candidates, screening candidates, conducting interviews, vetting candidates and assisting in negotiations. Staff from the proposed Recruitment Services Firm will meet with Executive Staff and other stakeholders of the SFPUC to determine the core competencies, prepare a work plan with detailed timeline to conduct a search and identify top qualified candidates.

Additional activities include, but are not limited to the following Task Descriptions (1-5): 1) Meet with subject matter experts to obtain in-depth knowledge of position requirements, organizational needs, competencies and ideal candidate; 2) Develop recruitment strategy including development of refined job description, developing advertisement materials and diversity strategy; 3) Build candidate pool and source candidates through active recruitment and network; 4) Present candidate pool to organization, vetting candidate qualifications, conduct reference / background checks; 5) Establish final selection process with SMEs and work with organization to make a selection.

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

This service is critical to the ongoing operations of the SFPUC as the organization provides quality drinking water and wastewater services to the city of San Francisco, wholesale water to three Bay Area counties, and green hydroelectric and solar power to our municipal departments. The inability to secure top talent to fill key positions at the SFPUC can have an adverse impact operations throughout the agency creating safety and financial liabilities and cause for PUC to fall out of compliance with policies, laws and regulations.

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

Yes, PSC # 38403-17/18 Executive Search Services

D. Will the contract(s) be renewed?

No



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

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

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

This work is very specialized and the consultant selected depends on the type of position that needs to be filled. This work is not necessarily needed on a continued basis and the needs fluctuate due to several factors.

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

A. Specify required skills and/or expertise: Expertise in high level executive recruitments with nationwide reach; have a good understanding of the political climate; strong relationships with top level government, nonprofit, and private sector executives; experience working with professional utilities related agencies; experience conducting nationwide executive searches; ability to invest resources needed to ensure a successful executive search.

B. Which, if any, civil service class(es) normally perform(s) this work? 1250, Recruiter;

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?**

We have requested to use DHRs existing executive search firm contract.

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

A. Explain why civil service classes are not applicable.

Classified civil service positions do not require the depth and breadth of experience and networks that consultants provide in conducting searches for top level leadership positions. PUC Human Resources analysts will collaborate with the executive search firms around the recruitment and selection process and ensure that recruitment processes comply with City and County of San Francisco policy, processes and procedures. The City and County employees do not have the network, candidate databases and recruitment strategy that an executive search firm will have.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. This work is very specialized and the consultant selected depends on the type of position that needs to be filled. This work is not necessarily needed on a continued basis and the needs fluctuate due to several factors such as the labor market, retirement eligibility status, operational needs and line 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. Although no formal training will be provided to City and County employees, city staff will learn industry best practices and standards for recruiting through working with the executive search firm.
- 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 03/14/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48569 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/16/2022

# **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 # 48569 - 21/22  
**Date:** Monday, March 14, 2022 2:48:24 PM

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RECEIPT for Union Notification for PSC 48569 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48569 - 21/22 for \$300,000 for Initial Request services for the period 11/01/2022 – 10/31/2025. 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/18117> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

# **Additional Attachment(s)**

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

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # 38403 - 17/18)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Executive Search Services (PRO.0100)Funding Source: Wastewater & Power EnterprisesPSC Original Approved Amount: \$66,000PSC Original Approved Duration: 11/30/17 - 11/30/19 (2 years)PSC Mod#1 Amount: \$100,000PSC Mod#1 Duration: 12/01/19-03/30/20 (17 weeks 1 day)PSC Mod#2 Amount: \$80,000PSC Mod#2 Duration: no duration addedPSC Cumulative Amount Proposed: \$246,000PSC Cumulative Duration Proposed: 2 years 17 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The proposed Executive Search Firm will conduct nationwide searches to fill the Assistant General Manager (AGM) position of Wastewater Enterprise (WWE) and the Deputy AGM of Power Enterprise. These two positions are critical at the San Francisco Public Utilities Commission (SFPUC). Staff from the proposed Executive Search Firm will meet with Executive Staff of the SFPUC to determine the core competencies, prepare a work plan with detailed timeline to conduct executive searches and identify top notch candidates.

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

The AGM for WWE and the Deputy AGM for Power Enterprise positions are key to the SFPUC. Securing services provided by the proposed Executive Search Firm is essential to ensure that top notch candidates, with the skill-set needed are recruited for these positions. Lack of top talent to fill these key positions at the SFPUC can have devastating consequences for the Wastewater and Power Enterprises of the SFPUC as it can negatively impact operations of the sewer services and the implementation of Power initiatives at the SFPUC.

**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 38403 - 17/18

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

No.

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

## 2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The Wastewater Enterprise AGM position was recently vacated and the General Manager has requested the services of an Executive Search Firm to ensure that best potential candidates are identified for this position. This is a critical and key position to fill. Also, Power Enterprise is in the process of implementing new initiatives and expanding services provided. The Deputy AGM, Power position requires a high level of expertise in the new and expanded areas of power. The field is very competitive and there is a shortage of leaders with the skill set needed for this top level position in the Power Enterprise.

B. Reason for the request for modification:

Additional executive level recruitment searches are required. Consultant will assist in the recruitment for executive level positions at the SFPUC. The Consultant will meet with SFPUC to determine the core competencies, prepare the work plan with detailed timeline to conduct executive searches and identify qualified candidates. Project tasks include: (1) Active Recruitment, (2) Direct Contact, (3) Advertisement, (4) Candidate Evaluation, (5) Progress Report Meeting, (6) Preliminary Interviews, (7) Interviews, and (8) As-needed Services.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in high level executive recruitments; have a good understanding of the political climate; strong relationships with top level government, nonprofit, and private sector executive; experience working with professional power related agencies; experience conducting nationwide executive searches; ability to invest resources needed to ensure a successful executive search.

B. Which, if any, civil service class(es) normally perform(s) this work? 1250, Recruiter;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will be using their own resources, tools and network to reach out to potential candidates on a nationwide basis.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

There is currently class 1250 Recruiter, which performs some of the duties identified by the consultant; however, positions in this class do not require the depth and breadth of experience that consultants provide in conducting executive searches for top level leadership positions.

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: Creation of new classes is

managed by the Department of Human Resources at City and County of San Francisco (CCSF). The need for executive searches is sporadic and performed on as needed basis. Recommendation to create a new class is not supported by the current needs.

**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.  
The contractor will be conducting executive searches which do not require training staff. Contractor will be working with Human Resources Services staff in coordinating recruitment and selection activities.

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.  
Alliance Resource Consulting, LLC

**7. Union Notification:** On 02/20/19, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 38403 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/05/2019



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 38403 - 17/18)

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

Type of Service: Executive Search Services (PRO.0100)

Funding Source: Wastewater & Power Enterprises

PSC Original Approved Amount: \$66,000 PSC Original Approved Duration: 11/30/17 - 11/30/19 (2 years)

PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: 12/01/19-03/30/20 (17 weeks 1 day)

PSC Cumulative Amount Proposed: \$166,000 PSC Cumulative Duration Proposed: 2 years 17 weeks

**1. Description of Work**

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

The proposed Executive Search Firm will conduct nationwide searches to fill the Assistant General Manager (AGM) position of Wastewater Enterprise (WWE) and the Deputy AGM of Power Enterprise. These two positions are critical at the San Francisco Public Utilities Commission (SFPUC). Staff from the proposed Executive Search Firm will meet with Executive Staff of the SFPUC to determine the core competencies, prepare a work plan with detailed timeline to conduct executive searches and identify top notch candidates.

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

The AGM for WWE and the Deputy AGM for Power Enterprise positions are key to the SFPUC. Securing services provided by the proposed Executive Search Firm is essential to ensure that top notch candidates, with the skill-set needed are recruited for these positions. Lack of top talent to fill these key positions at the SFPUC can have devastating consequences for the Wastewater and Power Enterprises of the SFPUC as it can negatively impact operations of the sewer services and the implementation of Power initiatives at the SFPUC.

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

This service is currently being provided via PSC No. 38403 - 17/18.

D. Will the contract(s) be renewed?

No.

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

The Wastewater Enterprise AGM position was recently vacated and the General Manager has requested the services of an Executive Search Firm to ensure that best potential candidates are identified for this position. This is a critical and key position to fill. Also, Power Enterprise is in the process of implementing new initiatives and expanding services provided. The Deputy AGM, Power position requires a high level of

expertise in the new and expanded areas of power. The field is very competitive and there is a shortage of leaders with the skill set needed for this top level position in the Power Enterprise.

B. Reason for the request for modification:

To provide Executive Search Services for SFPUC's Power Enterprise management positions.

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

A. Specify required skills and/or expertise: Expertise in high level executive recruitments; have a good understanding of the political climate; strong relationships with top level government, nonprofit, and private sector executive; experience working with professional power related agencies; experience conducting nationwide executive searches; ability to invest resources needed to ensure a successful executive search.

B. Which, if any, civil service class(es) normally perform(s) this work? 1250, Recruiter;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will be using their own resources, tools and network to reach out to potential candidates on a nationwide basis.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

There is currently class 1250 Recruiter, which performs some of the duties identified by the consultant; however, positions in this class do not require the depth and breadth of experience that consultants provide in conducting executive searches for top level leadership positions.

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: Creation of new classes is managed by the Department of Human Resources at City and County of San Francisco (CCSF). The need for executive searches is sporadic and performed on as needed basis. Recommendation to create a new class is not supported by the current needs.

**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 be conducting executive searches which do not require training staff. Contractor will be working with Human Resources Services staff in coordinating recruitment and selection activities.

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.  
Alliance Resource Consulting, LLC

7. **Union Notification:** On 06/25/18, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 38403 - 17/18

DHR Analysis/Recommendation:

08/06/2018

Commission Approval Required

Approved by Civil Service Commission

08/06/2018 DHR Approved for 08/06/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Construction Management (CM) Staff Augmentation Services for the Treasure Island Wastewater Tr

Funding Source: Sewer System Improvement Program (SSIP) PSC Duration: 4 years 48 weeks

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), a department of the City and County of San Francisco ("City"), seeks to retain the services of a qualified Proposer to provide construction management (CM) staff augmentation services for the Treasure Island Wastewater Treatment Plant (TIWWTP). As part of the SFPUC's Sewer System Improvement Program (SSIP), the existing Treasure Island Wastewater Treatment Plant will be replaced with a new wastewater treatment plant to provide reliable wastewater services for the island and to provide for the growing population. The CM staff augmentation services required for the TIWWTP Project includes construction resident engineering and office engineering services, field contract administration, construction contract administration, construction inspection, environmental inspection and project controls services. The SFPUC will manage the staff augmentation team during the construction phase of this project for a duration under 5 years.

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

The SFPUC does not have the staff resources to perform the required work. These services are needed to ensure compliance with contract specifications, drawings and procedures. Due to the unique complexities of the design and construction required for the Project, the City has determined that the Project requires specialized expertise and skill. If denied, there would not be adequate staff and the necessary CM expertise to manage the construction of this new treatment plant, thus increasing the overall likelihood of poor construction and inadequate performance of the TIWWTP 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.

N/A

D. Will the contract(s) be renewed?

No

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

N/A

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

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The skills and expertise required for this scope are directly related to construction management (CM) work in the following CM areas: construction administration and change management; construction inspection (general, warranty, & specialty); project controls (cost and schedule); special inspection (coating, welding, geotechnical, marine, tunnel, etc.); supplier quality surveillance; special laboratory testing; testing, startup, & commissioning assistance; surveying; construction safety inspection; and technical data entry and document control including engineering archives. In addition, and to the extent possible, City staff will be utilized to provide CM services for the SFPUC's SSIP construction projects. However, additional resources will be required on an as-needed basis to help accommodate peak workloads during relatively short-term capital projects and to provide specialized expertise for the anticipated work.

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

- A. Specify required skills and/or expertise: Construction management skills include contract administration, inspection services, contracts management, and project controls with expertise in wastewater treatment facility construction, specifically treatment plant construction, including: contractor means and methods, safety regulations, water quality standards, compliance with State and Federal regulations applicable to the treatment and disposal of sewage and storm water runoff, system shutdowns and start-up procedures, equipment and performance testing, compliance with the latest building codes, and claims expertise. These specialized skills and knowledge are essential for building the wastewater treatment plant and maintaining treatment services for San Francisco customers during the overall construction period.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1426, Senior Clerk Typist; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The SFPUC has discussed with San Francisco Public Works (SFPW) the potential for obtaining CM services by using its available resources. The SFPUC has previously used and is currently using SFPW resources to support the operation, maintenance, and repair of its existing wastewater treatment facilities located primarily at the Southeast and Oceanside Water Pollution Control Plants but also located throughout San Francisco. For example, SFPW has partnered with the SFPUC to provide all CM staffing resources for its North Shore Pump Station Wet Weather Improvements Project, a project for which professional CM services were originally sought. The SFPUC will continue to partner with SFPW, but on a larger scale, the SFPUC will need to augment its existing CM staffing resources to meet the specialized needs and peak workload demands of SSIP construction projects.

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

A. Explain why civil service classes are not applicable.

Some work can and will be done by City staff whenever possible. This is a request to “augment” City staff on intermittent, short duration work when City staff is otherwise tasked. Current civil service staff are not always able to perform this scope of services because they don’t always have the specialized experience and/or knowledge required to adequately manage the construction of a large, complex wastewater treatment plant, such as the TIWWTP Project. Construction Engineers and Inspectors are needed to perform the construction management work, and for a wastewater treatment plant, these positions also require specialized skills in the areas of coating inspection, instrumentation & control (I&C), electrical engineering and electrical inspection, and testing, startup, and commissioning. The level of CM resources required for the TIWWTP Project is not a long-term need that would warrant the hiring of new SFPUC personnel; these CM positions are needed in part due to peak workload staffing requirements resulting from the increase of SSIP construction projects in the next 4-8 years. Except for the Project Construction Manager, who’s an SFPUC staff person, the contract is meant to fully augment the project CM team. Once project construction begins, and if an SFPUC or SFPW staff person becomes available, then that person may be assigned to the project to gain experience and training for similar work on future construction projects.

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 specialized needs of construction management for the TIWWTP Project, are not consistent (steady) or long enough in duration to make it feasible 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. Except for the Project Construction Manager, who’s an SFPUC staff person, the contract is meant to fully augment the project CM team. Once project construction begins, and if an SFPUC or SFPW staff person becomes available, then that person may be assigned to the project to gain experience and training for similar work on future construction projects

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

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

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

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

7. **Union Notification:** On 02/10/2022, the Department notified the following employee organizations of this PSC/RFP request:  
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 Avenue 8th Floor San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48718 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/16/2022

# **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.); [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); [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 # 48718 - 21/22  
**Date:** Thursday, February 10, 2022 10:01:35 AM

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

RECEIPT for Union Notification for PSC 48718 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48718 - 21/22 for \$8,000,000 for Initial Request services for the period 10/01/2022 – 09/01/2027. 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/17908> 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 - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Captioning Services

Funding Source: General Fund

PSC Amount: \$6,000,000

PSC Est. Start Date: 03/09/2022

PSC Est. End Date 12/31/2027

**1. Description of Work**

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

This contract will consist of services for captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City commissions video tape, and cablecast by the San Francisco Government Television (SEGovTV) on cable channels 26 and 78. Closed caption text will also be added to the original programs produced by SFGovTV for City departments.

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

The closed caption text is necessary for the City to comply with the Federal Americans with Disabilities Act (ADA). Closed captioning provides equal access to city government hearings and proceedings to people with hard of hearing conditions and to the hearing impaired. Denial would jeopardize the City's obligations under the ADA and compromise our efforts in ensuring that the City and its programs are fully accessible by people with disabilities.

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 services were rendered by a vendor approved by the Civil Service Commission, PSC 47902-15/16.

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.

This request is needed in the foreseeable future for the City to comply with the Federal American Disabilities Act (ADA).

**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:

Real time captioning requires additional training and operations of computer software to encode text to video. The City does not have City staff trained with the proficiency to comply with the Federal American Disabilities Act to provide real time captioning for City Board of Supervisors and commission meetings. Finally, the lengths of meetings are unpredictable and can range from 30 minutes to 10 plus hours making it prohibitive for City staff to conform to its normal working hours.

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

A. Specify required skills and/or expertise: A Real-time captioner must be able to caption at a minimum rate of 225 wpm and must have strong vocabulary and language skills. Captionists must accurately convey the dialogue and other audio information in the program. The captions must be spelled correctly and be reasonably in synch with program audio.

B. Which, if any, civil service class(es) normally perform(s) this work? 1769, Media Production Supv;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, because SFGovTV facilities does not have the space for on-site personnel or equipment, but the work will be closely coordinated with the vendor.

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

There is no civil service class that normally performs this work. Real time captioning requires additional training and operations of computer software to encode text to video.

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

- A. Explain why civil service classes are not applicable.  
There is no civil service class that normally performs this work. Real time captioning requires additional training and operations of computer software to encode text to video.
- 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. Due to the amount of meetings video taped by SFGovTV, it would not be feasible to have on-site staff. The lengths of meetings are unpredictable and can range from 30 minutes to 10 plus hours.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. Training is not needed because the City cannot transition this work to City staff. The City does not have the equipment nor the expertise to complete this task and fully comply with the American Disabilities Act.
- 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 03/09/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Theatrical Stage Employees, L16

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

Name: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave., 2nd Floor San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41485 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/16/2022

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

**Choi, Suzanne (HRD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org  
**Sent:** Wednesday, March 9, 2022 4:27 PM  
**To:** Gines, Jolie (TIS); sal@local16.org; jb@local16.org; Gines, Jolie (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41485 - 21/22

RECEIPT for Union Notification for PSC 41485 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 41485 - 21/22 for \$6,000,000 for Initial Request services for the period 03/09/2022 – 12/31/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/18085> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

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

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TISDept. Code: TISType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: SFGovTV Captioning ServicesFunding Source: General FundsPSC Amount: \$3,000,000PSC Est. Start Date: 09/06/2016PSC Est. End Date 06/30/2021**1. Description of Work**

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

This contract will consist of services for captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City commissions video tape, and cablecast by the San Francisco Government Television (SEGovTV) on cable channels 26 and 78. Closed caption text will also be added to the original programs produced by SFGovTV for City departments.

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

The closed caption text is necessary for Americans with Disabilities Act (ADA) compliance. It provides equal access to city government hearings and proceedings to people with hard of hearing conditions and to the hearing impaired. Denial would jeopardize the City's obligations under the ADA and compromise our efforts in ensuring that the City and its programs are fully accessible to and useable by people with disabilities.

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 services were rendered by a vendor approved by the Civil Service Commission under 4099-11/12.

D. Will the contract(s) be renewed?

Yes.

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

These services will always be needed because of the Federal requirement to comply with the ADA regulations.

**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 City does not have the equipment to complete this initiative.

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

A. Specify required skills and/or expertise: A Real-time captioner must be able to caption at a minimum rate of 225 wpm and must have strong vocabulary and language skills. Captionists must accurately convey the dialogue and other audio information in the program. The captions must be spelled correctly and be reasonably in synch with program audio.

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, because SFGovTV facilities does not have the space for on-site personnel, but the work will be closely coordinated with the vendor.

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

**City?**

There is no civil service class that normally performs this work. Real time captioning requires additional training and operations of computer software to encode text to video.

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

A. Explain why civil service classes are not applicable.

There is no civil service class that normally performs this work. Real time captioning requires additional training and operations of computer software to encode text to video.

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., Due to the amount of meetings video taped by SFGovTV, it would not be feasible to have on-- site staff. The lengths of meetings are unpredictable and can range from 30 minutes to 10 plus hours.

**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.

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

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

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

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

**7. Union Notification:** On 07/26/2016, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave., 2nd Floor San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47902 - 15/16

DHR Analysis/Recommendation:

action date: 09/19/2016

Commission Approval Required

Approved by Civil Service Commission

09/19/2016 DHR Approved for 09/19/2016



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Video Streaming Services

Funding Source: General Fund

PSC Amount: \$1,000,000

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:

To expand its services and to provide equal access to all residents of the City. SFGovTV simulcasts its content on the internet. SFGovTV seeks a vendor that can:

1. Video stream the SFGovTV channel live 24/7.
2. Host SFGovTV video content for on-demand viewing.
3. Conserve the City's bandwidth.
4. Increase the quality of the live stream.
5. Provide universal format delivery to PC, MAC and mobile platforms.
6. Add additional functions to improve usability of SFGovTV archive content.

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

SFGovTV is required to comply with the Americans with Disabilities Act (ADA) provide video streaming for the general public and Americans with Disabilities Act (ADA)-related access to official City business as well as City and County of San Francisco feature programming.

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 video streaming service has been provided by a supplier who was awarded the RFP and approved by PSC 45047 - 16/17.

D. Will the contract(s) be renewed?

Yes, the City will continue to need video streaming services. This service was never more vital during the pandemic when all City Board of Supervisors and commission meetings were live streamed.

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

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

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

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

- B. Explain the qualifying circumstances:

SFGovTV is required to comply with the Americans with Disabilities Act (ADA) provide video streaming for the general public and Americans with Disabilities Act (ADA)-related access to official City business as well as City and County of San Francisco feature programming. In addition, the City and County of San Francisco has outsourced these required services since 2007 because hardware and software advancements over time make this specialized work difficult to justify bringing in-house to the Department of Technology.

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

- A. Specify required skills and/or expertise: Expert knowledge of video streaming equipment and multi-platform software technologies.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1769, Media Production Supv;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, mobile encoding, indexing, storage, and high-definition audio and video equipment. Closed captioning equipment may also be offered by vendors.

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

The City and County of San Francisco has outsourced these required services since 2007. Hardware and software advancements over time make this specialized work difficult to justify bringing in-house to the Department of Technology.

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

- A. Explain why civil service classes are not applicable.  
Real-time events may require off-site or extended programming hours that would be difficult to plan and schedule for regular 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, the classes already exist but this specialized work, including the advances in technology makes it difficult to justify bringing in-house to the Department of Technology. In addition, off-site and extended programming hours may not conform to regular civil service employee work hours.

**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 is required due to the limited overlap between SFGovTV production performed in-house, and the post-production services 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.  
No.

**7. Union Notification:** On 03/04/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Theatrical Stage Employees, L16

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

Name: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave., 2nd Floor San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42675 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/16/2022

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org  
**Sent:** Friday, March 4, 2022 5:06 PM  
**To:** Gines, Jolie (TIS); sal@local16.org; jb@local16.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Gines, Jolie (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42675 - 21/22

RECEIPT for Union Notification for PSC 42675 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 42675 - 21/22 for \$2,500,000 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/18069> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY

Dept. Code: TIS

Type of Request:  Initial  Modification of an existing PSC (PSC # 45047 - 16/17)

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

Type of Service: Video streaming

Funding Source: Departmental budget

PSC Original Approved Amount: \$250,000 PSC Original Approved Duration: 12/15/16 - 12/14/21 (5 years)

PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: 07/01/21-06/30/22 (28 weeks 1 day)

PSC Mod#2 Amount: \$100,000 PSC Mod#2 Duration: 07/01/22-06/30/23 (1 year)

PSC Cumulative Amount Proposed: \$450,000 PSC Cumulative Duration Proposed: 6 years 28 weeks

**1. Description of Work**

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

To expand its services and to provide equal access to all of the residents of the City, SFGovTV simulcasts its content on the internet. SFGovTV seeks a vendor that can:

1. Video stream the SFGovTV channel live 24/7.
2. Host SFGovTV video content for on-demand viewing.
3. Conserve the City's bandwidth.
4. Increase the quality of the live stream.
5. Provide universal format delivery to PC, MAC and mobile platforms.
6. Add additional functions to improve usability of SFGovTV archive content.

**Scope Change**

The supplier provides streaming services of all City Board of Supervisors and Commission meetings. The agreement is needed for the City to expand its services and to provide equal access to all San Francisco residents, and for SFGovTV to simulcasts its content on the internet. Streaming services has proven to be vital

service during the pandemic when the City's Board of Supervisors and Commission meetings were all being held virtually. The SFGovTeam had hoped to develop a scope of work for the new RFP, but the pandemic limited their time to complete their task because they were assisting the Board of Supervisors and City Commissions to successfully set up their virtual environment.

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

SFGovTV requires video streaming to provide general and Americans with Disabilities Act (ADA)-related access to official City business as well as City and County of San Francisco feature programming.

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 Dec 5 2016

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:

This agreement is needed for the City to expand its services and to provide equal access to all San Francisco residents, and for SFGovTV to simulcasts its content on the internet.

## 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 City and County of San Francisco does not possess or intend to acquire specialized equipment to perform video streaming and storage.

B. Reason for the request for modification:

The supplier provides streaming services of all City Board of Supervisors and Commission meetings. The agreement is needed for the City to expand its services and to provide equal access to all San Francisco residents, and for SFGovTV to simulcasts its content on the internet. Streaming services has proven to be vital service during the pandemic when the City's Board of Supervisors and Commission meetings were all being held virtually.

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

A. Specify required skills and/or expertise: Expert knowledge of video streaming equipment and multi-platform software technologies.

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: mobile encoding, indexing, storage, and high-definition audio and video equipment. Closed captioning equipment may also be offered by vendors.

## 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.



Real-time events may require off-site or extended programming hours that would be difficult to plan and schedule for regular 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.

**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 due to the limited overlap between SFGovTV production performed in-house, and the post-production services 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, the City is exercising its option to extend the agreement

**7. Union Notification:** On 03/31/22, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness, 2d floor, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45047 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2022

# **Modification**

## **Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request:  Initial  Modification of an existing PSC (PSC # 49631 - 20/21)

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

Type of Service: TIRE LEASE AND ASSOCIATED SERVICES

Funding Source: Operating Funds

PSC Original Approved Amount: \$9,800,000

PSC Original Approved Duration: 10/01/21 - 09/30/24 (3 years)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: 05/01/22-04/30/27 (2 years 30 weeks)

PSC Cumulative Amount Proposed: \$9,900,000

PSC Cumulative Duration Proposed: 5 years 30 weeks

**1. Description of Work**

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

The contractor will lease, service and dispose of all tires used by the San Francisco Municipal Transit Agency (SFMTA) on all rubber-tire revenue vehicles. The SFMTA's rubber tire revenue fleet comprised of buses and trolleys that transport the public: diesel, hybrid buses and electric trolleys. The contractor, the will be responsible for; manufacturing, procuring and transporting a sufficient supply of tires as required to guarantee continuity of service; mounting and dismounting tires on and from the rim, balancing tires, changing wheels/rims maintaining proper tire pressure; recapping rear tires, providing emergency road-side service 24 hour / 7 days-a-week; conducting monthly maintenance checks on all tires providing required tools and equipment not furnished by SFMTA; and performing in-depth tracking of the tires through all stages, including the federally-regulated disposal of thousands of tires. In addition, the contractor is responsible for following all federally mandated regulations and guidelines and maintaining all required licenses.

**Scope Change**

The contractor will lease, service and dispose of all tires used by the San Francisco Municipal Transit Agency (SFMTA) on all rubber-tire revenue vehicles. The SFMTA's rubber tire revenue fleet comprised of buses and trolleys that transport the public: diesel, hybrid buses and electric trolleys. The contractor, the will be responsible for; manufacturing, procuring and transporting a sufficient supply of tires as required to guarantee continuity of service; mounting and dismounting tires on and from the rim, balancing tires, changing wheels/rims maintaining proper tire pressure; recapping rear tires, providing emergency road-side service 24 hour / 7 days-a-week; conducting monthly maintenance checks on all tires providing required tools and equipment not furnished by SFMTA; and performing in-depth tracking of the tires through all stages, including the federally-regulated disposal of

thousands of tires. In addition, the contractor is responsible for following all federally mandated regulations and guidelines and maintaining all required licenses. To inspect, service and maintain the supplied wheel balancers in adherence with the manufactures recommendations to assure proper performance throughout the usable life.

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

SFMTA's revenue fleet requires between six to ten tires per vehicle, not including spares. SFMTA is not able to provide a large-scale tire program with specialized equipment in-house. It is common practice for transit agencies to lease tires rather than purchase them and to contract out all support services. This program also includes 24-hour/7 days-a-week emergency towing of large-scale vehicles. Denial of this contract would severely impact, if not ground SFMTA's rubber-tire revenue fleet.

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

No

D. Will the contract(s) be renewed?

No

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

To include the service and maintenance of MTA owned tire balancer

## 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 city lacks the scale of resources to facilitate the servicing of the tires on a revenue fleet the size that the SFMTA operates.

B. Reason for the request for modification:

To add service and maintenance to SFMTA-owned tire balancer.

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

A. Specify required skills and/or expertise: To conduct a successful in-house tire program, skills and expertise are required in the following are manufacturing, purchasing, installation, mounting and dismounting of tires. Department of Transportation (DOT) and Department of the Environment (DOE) regulations, tire tracking expertise, including original equipment manufacturer initiated product recalls and all related tracking and assistance providing emergency road-side service on a 24-hour/7 days-a-week basis, knowledge of hazardous materials acquisition and licensing requirements, etc.

B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7382, Automotive Mechanic Asst Sprv; 7410, Automotive Service Worker; 7412, Auto

Svc Wrk Asst Sprv;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide air tools and all tire components required to mount, dismount, support and maintain large scale rubber tires and all other necessary materials and equipment, including customized, lift-gate-equipped, emergency road-side service response/tow trucks.

**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 perform some of these services, but not at the level of capacity for large-scale tires and provide services at that capacity.
- 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: Civil service classifications already exist. Due to the impracticality of bringing a large scale tire program in-house, it is standard practice in the industry to lease tires and to outsource all related activities to the tire supplier

**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 to service and maintain wheel balancer to be done by contractor. There will be no training required to employees, contractor will train staff once contract is awarded.
- 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, Michelin North America, Contract # 1000012572

7. **Union Notification:** On 04/12/22, the Department notified the following employee organizations of this PSC/RFP request:  
Transport Workers Union, L 200; TWU - Automotive Service Worker; Prof & Tech Eng, Local 21; Automotive Machinists, Local 1414;

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

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

Address: 1 S Van Ness Ave, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49631 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/16/2022

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

## Nuque, Amy

---

**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Tuesday, April 12, 2022 10:38 AM  
**To:** Nuque, Amy; local200twu; mdennis@twusf.org; roger marengo; Pete Wilson - Union 250A VP; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.com; dhr-psccordinator@sfgov.org  
**Subject:** Receipt of Modification Request to PSC # 49631 - 20/21 - MODIFICATIONS

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$100,000 for services for the period May 1, 2022 – April 30, 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/18134>

Email sent to the following addresses: speedy4864@aol.com agonzalez@iam1414.org Mjayne@iam1414.org L21PSCReview@ifpte21.org amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com pwilson@twusf.org rmarengo@twusf.org mdennis@twusf.org local200twu@sbcglobal.net



# **Additional Attachment(s)**

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

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: TIRE LEASE AND ASSOCIATED SERVICESFunding Source: Operating FundsPSC Duration: 3 yearsPSC Amount: \$9,800,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will lease, service and dispose of all tires used by the San Francisco Municipal Transit Agency (SFMTA) on all rubber-tire revenue vehicles. The SFMTA's rubber tire revenue fleet comprised of buses and trolleys that transport the public: diesel, hybrid buses and electric trolleys. The contractor, the will be responsible for; manufacturing, procuring and transporting a sufficient supply of tires as required to guarantee continuity of service; mounting and dismounting tires on and from the rim, balancing tires, changing wheels/rims maintaining proper tire pressure; recapping rear tires, providing emergency road-side service 24 hour / 7 days-a-week; conducting monthly maintenance checks on all tires providing required tools and equipment not furnished by SFMTA; and performing in-depth tracking of the tires through all stages, including the federally-regulated disposal of thousands of tires. In addition, the contractor is responsible for following all federally mandated regulations and guidelines and maintaining all required licenses.

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

SFMTA's revenue fleet requires between six to ten tires per vehicle, not including spares. SFMTA is not able to provide a large-scale tire program with specialized equipment in-house. It is common practice for transit agencies to lease tires rather than purchase them and to contract out all support services. This program also includes 24-hour/7 days-a-week emergency towing of large-scale vehicles. Denial of this contract would severely impact, if not ground SFMTA's rubber-tire revenue fleet.

**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 is the pass under previously PSC # 42421 17/18 (approved 8/6/2018)

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

No

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

not applicable

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

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

**B. Explain the qualifying circumstances:**

The city lacks the scale of resources to facilitate the servicing of the tires on a revenue fleet the size that the SFMTA operates.

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

A. Specify required skills and/or expertise: To conduct a successful in-house tire program, skills and expertise are

required in the following are manufacturing, purchasing, installation, mounting and dismounting of tires. Department of Transportation (DOT) and Department of the Environment(DOE) regulations, tire tracking expertise, including original equipment manufacturer initiated product recalls and all related tracking and assistance providing emergency road-side service on a 24-hour/7 days-a-week basis, knowledge of hazardous materials acquisition and licensing requirements, etc.

- B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7382, Automotive Mechanic Asst Sprv; 7410, Automotive Service Worker; 7412, Auto Svc Wrk Asst Sprv;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide air tools and all tire components required to mount, dismount, support and maintain large scale rubber tires and all other necessary materials and equipment, including customized, lift-gate-equipped, emergency road-side service response/tow trucks.

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

There are no resources within the city to facilitate managing a tire servicing program on the scale required.

**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 perform some of these services, but not at the level of capacity for large-scale tires and provide services at that capacity.
- 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. Civil service classifications already exist. Due to the impracticality of bringing a large scale tire program in-house, it is standard practice in the industry to lease tires and to outsource all related activities to the tire supplier

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. There will be no SFTMA staff engaged in the servicing of this contract. Therefore, no training of city personnel is 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.  
No.

**7. Union Notification: On 07/21/2020, the Department notified the following employee organizations of this PSC/RFP request:**

Automotive Machinists, Local 1414; Prof & Tech Eng, Local 21; TWU - Automotive Service Worker; Transport Workers Union, L 200

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

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

Address: 1 S Van Ness Ave San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49631 - 20/21

DHR Analysis/Recommendation:

action date: 10/19/2020

Commission Approval Required

Approved by Civil Service Commission

10/19/2020 DHR Approved for 10/19/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 3094 - 12/13)

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

Type of Service: As needed consulting/training for Medi-cal Administrative Activities (MAA) and Targeted case m

Funding Source: General Fund

PSC Original Approved Amount: \$20,000

PSC Original Approved Duration: 07/01/13 - 12/31/18 (5 years 26 weeks)

PSC Mod#1 Amount: \$10,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$95,000

PSC Mod#2 Duration: 03/01/18-02/28/21 (2 years 8 weeks)

PSC Mod#3 Amount: \$1,200,000

PSC Mod#3 Duration: 01/01/21-12/31/25 (4 years 43 weeks)

PSC Mod#4 Amount: \$2,500,000

PSC Mod#4 Duration: 07/01/22-12/31/30 (5 years 1 day)

PSC Cumulative Amount Proposed: \$3,825,000

PSC Cumulative Duration Proposed: 17 years 26 weeks

**1. Description of Work**

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

The Contractor will provide as needed expert consultation and training on the very complex issues and procedures related to the City and DPH receiving reimbursement for services provided to patients/clients receiving services paid for by Federal monies administered through the State-medical Administrative Activities (MAA) and Targeted case Management (TCM) Programs. These programs allow DPH to receive approximately \$10 million dollars in revenue annually. This consultation consists of advising on validating staff time survey documentation, new issues anticipated from the programs transition to electronic claims submissions, and the expanded need and potential revenue possible with the advent of health care reform.

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

Cursory review of these programs shows the potential to increase claims significantly if they are submitted to the State in conformance with the States extremely detailed and very complex requirements. Otherwise, instructions on how to meet these requirements is only with the States outdated and very basic State manual which since its last publication has been amended by more than 50 complex policies. Access to this consultant will enable DPH to submit better claims, resulting in expected increases in revenues as well as avoiding costly paybacks due to disallowed claims and knowledge transfer to the incumbent Civil Service employee.

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?

If there is a need.

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

The duration of the services will be in excess of five years as long as the City participates in the MAA-TCM program.

**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:

Training less than 20 hours per year on an as needed basis for State Manual and reporting understanding of the MAa/TCM Program

B. Reason for the request for modification:

This Modification #4 increases the amount in order to continue services with the County of Santa Cruz in support of the County-based Medi-Cal Administrative Activities (CMAA) and Targeted Case Management (TCM) program and extends the term of the requested approval.

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

A. Specify required skills and/or expertise: Sufficient significant and broad experience in the MAA and TCM programs within California at the County level and Nationally to add value to the work of the current Civil Service Staff and to transfer knowledge to staff to reduce the need for consultants in the future.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The need for these services is intermittent and as-needed and very low volume.

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. There is not sufficient

enough work to justify one FTE. The primary purpose of the contract is to augment the expertise of existing staff and provide knowledge transfer to existing staff.

**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.  
20 hours per year on State Manual. 1823 Senior Admin Analysts.
  
- 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.  
County of Santa Cruz

**7. Union Notification:** On 04/12/22, 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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: Jacquie.Hale@sfdph.org, San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 3094 - 12/13

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 05/16/2022

Civil Service Commission Action:

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



## Receipt of Modification Request to PSC # 3094 - 12/13 - MODIFICATIONS

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

on behalf of

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

Tue 4/12/2022 3:58 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.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>; kelly.rojas@sfdph.org <kelly.rojas@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$2,500,000 for services for the period July 1, 2022

– December 31, 2030. 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/6685>

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: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 3094 - 12/13)

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

Type of Service: As needed consulting/training for Medi-cal Administrative Activities (MAA) and Targeted case m

Funding Source: General Fund

PSC Original Approved Amount: \$20,000

PSC Original Approved Duration: 07/01/13 - 12/31/18 (5 years 26 weeks)

PSC Mod#1 Amount: \$10,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$95,000

PSC Mod#2 Duration: 03/01/18-02/28/21 (2 years 8 weeks)

PSC Mod#3 Amount: \$1,200,000

PSC Mod#3 Duration: 01/01/21-12/31/25 (4 years 43 weeks)

PSC Cumulative Amount Proposed: \$1,325,000

PSC Cumulative Duration Proposed: 12 years 26 weeks

**1. Description of Work**

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

The Contractor will provide as needed expert consultation and training on the very complex issues and procedures related to the City and DPH receiving reimbursement for services provided to patients/clients receiving services paid for by Federal monies administered through the State- medical Administrative Activities (MAA) and Targeted case Management (TCM) Programs. These programs allow DPH to receive approximately \$10 million dollars in revenue annually. This consultation consists of advising on validating staff time survey documentation, new issues anticipated from the programs transition to electronic claims submissions, and the expanded need and potential revenue possible with the advent of health care reform.

**Scope Change**

Modification #3 adds the services of the Host County of the consortium of Local Government Agencies (LGAs) which coordinates and administers the federal Medi-Cal Administrative Activities (CMAA) and Targeted Case Management (TCM) programs in California. These services include administration of tasks such as collection and disbursement of participation fees, maintenance of the CMAA/TCM trust fund, paying the State for administration and other costs, and engaging a CMAA/TCM consultant to support CMAA/TCM administration, coordinate with the State, and serve as liaison between the LGAs and the State on policy issues.

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

Cursory review of these programs shows the potential to increase claims significantly if they are submitted to the State in conformance with the States extremely detailed and very complex requirements. Otherwise, instructions on how to meet these requirements is only with the States outdated and very basic State manual which since its last publication has been amended by more than 50 complex policies. Access to this consultant will enable DPH to submit better claims, resulting in expected increases in revenues as well as avoiding costly paybacks due to disallowed claims and knowledge transfer to the incumbent Civil Service employee.

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 3094 - 12/13

D. Will the contract(s) be renewed?

If there is a need.

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

The duration of the services will be in excess of five years as long as the City participates in the MAA-TCM program.

**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:

Training less than 20 hours per year on an as needed basis for State Manual and reporting understanding of the MAa/TCM Program

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

This Modification #3 increases the amount in order to establish a formal contract with the County of Santa Cruz, the Host County of the consortium of Local Government Agencies (LGAs) which coordinates and administers the federal Medi-Cal Administrative Activities (CMAA) and Targeted Case Management (TCM) programs in California. This formal contract replaces the previous arrangement, whereby San Francisco contracted with the State and paid the Host County directly without a contract. On behalf of the City and County of San Francisco, the Department of Public Health participates in a federal reimbursement program which aims to promote access to health services to residents through the provision of County-based Medi-Cal Administrative Activities (CMAA) and Targeted Case Management (TCM). Under this program, the Centers for Medicare & Medicaid Services (CMS) reimburses counties for a portion of the expense of administering the Medi-Cal program and providing Targeted Case Management for Medi-Cal- covered services. This results in nearly \$15 million in revenue annually. In California, the program is administered by the State Department of Health Care Services (DHCS) through a consortium of participating LGAs. The consortium selects a Host County to administer tasks such as collection and disbursement of participation fees, maintenance of the CMAA/TCM trust fund, paying the State for administration and other costs, and engaging a CMAA/TCM consultant to support CMAA/TCM administration, coordinate with the State, and serve as liaison between the LGAs and the State on policy issues. The current Host County is the County of Santa Cruz. In the past, SFDPH has executed separate agreements with DHCS to participate in the CMAA/TCM program, and handled payments to the Host County through direct payments. With the selection of the County of Santa Cruz as Host County, a formal contract between San Francisco and Santa Cruz is now required in order to comply with Santa Cruz's contracting requirements. (Note: The amount reflects the program's billing practices, wherein the Host County fee is for billed in the current year for claims adjudicated in prior years.)

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

- A. Specify required skills and/or expertise: Sufficient significant and broad experience in the MAA and TCM programs within California at the County level and Nationally to add value to the work of the current Civil Service Staff and to transfer knowledge to staff to reduce the need for consultants in the future.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
The need for these services is intermittent and as-needed and very low volume.
- 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. There is not sufficient enough work to justify one FTE. The primary purpose of the contract is to augment the expertise of existing staff and provide knowledge transfer to existing staff.

**6. Additional Information**

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

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

7. **Union Notification:** On 01/20/21, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: Jacquie.Hale@sfdph.org, San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 3094 - 12/13

DHR Analysis/Recommendation:

03/01/2021

Commission Approval Required

Approved by Civil Service Commission

03/01/2021 DHR Approved for 03/01/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 42960 - 18/19)

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

Type of Service: Solid Waste Collection Services(CT 6188)

Funding Source: HHWP Operating Budget

PSC Original Approved Amount: \$225,000

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

PSC Mod#1 Amount: \$150,000

PSC Mod#1 Duration: 06/30/22-09/30/23 (1 year 13 weeks)

PSC Cumulative Amount Proposed: \$375,000

PSC Cumulative Duration Proposed: 4 years 13 weeks

**1. Description of Work**

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

Weekly Garbage and solid waste collections at Hetch Hetchy Water & Power, located in Area 4 of Tuolumne County. Moore Brothers is the sole vendor for solid waste collection and transportation in the Moccasin Area.

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

Regular trash pickups are necessary because of public health concerns. Accumulated trash creates a health hazard.

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 42960 - 18/19

D. Will the contract(s) be renewed?

Yes.

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

N/A

**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:

Garbage / Trash services are required for public health reasons and preclude any Civil Service Employees from performing this task.

B. Reason for the request for modification:

To mirror the existing contract between the consultant and Tuolumne County.

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

A. Specify required skills and/or expertise: A franchise agreement must be in place to pick up solid waste in Tuolumne County.

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. Trash bins of various sizes will be supplied by contractor, along with dump trucks to haul material.

**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.

Must possess a franchise agreement with the county to perform this service. Civil service staff cannot do this.

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.

**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 not train employees. This is a garbage service contract and the contractor only, will perform this work.

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

Contractor has a franchise agreement in place with Tuolumne County currently, and no other vendor may be used.

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

No.

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

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

**7. Union Notification:** On 04/14/22, 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

Address: 525 Golden Gate Avenue, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42960 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/16/2022



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

**From:** [dhr-psccoordinator@sfgov.org](mailto:dhr-psccoordinator@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); [Camaguey@sfmea.com](mailto:Camaguey@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); [dhr-psccoordinator@sfgov.org](mailto:dhr-psccoordinator@sfgov.org)  
**Subject:** Receipt of Modification Request to PSC # 42960 - 18/19 - MODIFICATIONS  
**Date:** Thursday, April 14, 2022 1:02:31 PM

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$150,000 for services for the period June 30, 2022 – September 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/18317>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered in the system by that particular union

# **Additional Attachment(s)**

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

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Solid Waste Collection Services(CT 6188)Funding Source: HHWP Operating BudgetPSC Amount: \$225,000PSC Est. Start Date: 07/01/2019PSC Est. End Date 06/30/2022**1. Description of Work**

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

Weekly Garbage and solid waste collections at Hetch Hetchy Water & Power, located in Area 4 of Tuolumne County. Moore Brothers is the sole vendor for solid waste collection and transportation in the Moccasin Area.

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

Regular trash pickups are necessary because of public health concerns. Accumulated trash creates a health hazard.

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. Moore Brothers has been providing this service to HHWP since the beginning of the franchise agreement with Tuolumne County (March 28, 1995.)

D. Will the contract(s) be renewed?

Yes.

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

N/A

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

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

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:

Garbage / Trash services are required for public health reasons and preclude any Civil Service Employees from performing this task.

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

A. Specify required skills and/or expertise: A franchise agreement must be in place to pick up solid waste in Tuolumne County.

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. Trash bins of various sizes will be supplied by contractor, along with dump trucks to haul material.

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

None. Not applicable.

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

A. Explain why civil service classes are not applicable.

Must possess a franchise agreement with the county to perform this service. Civil service staff cannot do this.

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.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The contractor will not train employees. This is a garbage service contract and the contractor only, will perform this work.

C. Are there legal mandates requiring the use of contractual services?  
Yes. Contractor has a franchise agreement in place with Tuolumne County currently, and no other vendor may be used.

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 05/02/2019, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

Address: 525 Golden Gate Avenue San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42960 - 18/19

DHR Analysis/Recommendation:

action date: 07/15/2019

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request:  Initial  Modification of an existing PSC (PSC # 46598 - 17/18)

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

Type of Service: Property Tax System Replacement Professional Services

Funding Source: General Fund

PSC Original Approved Amount: \$20,000,000

PSC Original Approved Duration: 11/15/18 - 11/15/22 (4 years 1 day)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 04/06/22-11/14/28 (6 years 1 day)

PSC Cumulative Amount Proposed: \$20,000,000

PSC Cumulative Duration Proposed: 10 years 2 days

**1. Description of Work**

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

The Offices of The Treasurer & Tax Collector (TTX) and the Controller's Office (CON) are seeking a vendor to provide design, development/configuration, installation, and implementation services to replace their legacy Property Tax Systems with a modern software solution. This is a multi-year project that that has been planned alongside and will be implemented in parallel with the Office of the Assessor-Recorder (ASR) project to replace their legacy property assessment system. Upon completion of implementation, training and knowledge transfer will be provided to City staff who will provide support services for the system.

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

The current system used by the Office of the Treasurer and Tax Collector (TTX) and the Controller (CON) is responsible for managing billing, collections and apportionment of \$2.5B in property taxes annually. The City is facing issues with its current property tax technical environment which has led to the need for a new system. The Mainframe is a legacy system that the City is attempting to phase out through various departmental replacement activities. As departments leave the shared Mainframe environment, the burden of funding will continue to increase on the remaining departments. Although the City is currently able to support its custom coded COBOL application, full, knowledgeable support will likely not continue past the near term. Technical skills to support the existing mainframe technology and develop programs in the COBOL programming language are becoming increasingly rare and there is a risk that the City will lose the ability to support its' current systems in a cost effective and quality manner. As state and local laws continue to evolve, it is becoming increasingly difficult for the current systems to adapt. New systems have been designed to operate around current laws and regulations and allow for the flexibility for future adaptations which would require significant work arounds using our current systems. A replacement system would ensure the continued ability for the City to collect nearly 30% of the general fund in an efficient manner and solidify the ability to support the system for years to come. Anticipated Outcomes: 1. Efficient Taxation: Facilitate the efficient and effective determination, collection, appropriation and distribution of property taxes 2. Revenue Forecasting: Facilitate view and use of historical statistics and current pending items to

accurately forecast future revenue through timely access to high quality data and comprehensive reporting capabilities 3. Quality and Transparent Data: Facilitate data capture and review in an easy and logical manner, including efficient interfacing and automatic system checking for correctness and completeness before acceptance by authorized users into the system's data records; provide visibility into the underlying business calculations 4. Secure and Integrated Access: Provide authorized users with an integrated access to all modules, data, and services relevant to the user group; Allow system administrators to restrict data access and transaction execution based on user role 5. Configurable Business Rules: Provide a highly configurable and adaptable system that can adjust to specific and changing needs and is easy for business users to use and change 6. Scalable and Extensible: Provide a scalable system able to accommodate additional users and expanding capabilities to meet future business needs and local and State mandates

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 46598 - 17/18

D. Will the contract(s) be renewed?

Maintenance and operational support may be renewed for parts of ongoing support, to compliment the City's IT support infrastructure

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 Office of the Treasurer and Tax Collector requires additional time to fully utilize remaining professional services hours for as needed software upgrades and modifications.

## 2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

This is a short-term, highly specialized service requiring expertise with property tax software development and implementations. Civil service classes will obtain knowledge transfer prior to implementation which will allow them to manage the system once in production, and be able to perform all on-going future upgrades.

B. Reason for the request for modification:

Add time

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Providing Property Tax System design, implementation and configuration services and employee training/knowledge transfer requires expert functional and technical knowledge of the Property Tax System and its components, the ability to provide functional and design specification writing, and extensive prior experience with teaching users how to work with the product.

- 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; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1825, Prnpl Admin Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: New facilities and/or equipment not currently owned by the City will depend on the solution chosen. These items may include equipment and servers to support a hosted solution or may only include software and licensing.

**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 is a short-term, highly specialized service requiring expertise with implementing a new property tax system not yet in widespread use. Civil service classes will manage the system once in production, and will perform all on-going future upgrades.
- 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, due to the term of the work and the very specialized nature of property tax systems, it is not practical to do so.

**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 training plan and number of hours will depend on the vendor and system that is selected. A Training Strategy and Training Plan will both be deliverables on the project to customize training for the City's project team. There will also be a knowledge transfer component as City employees will take over management of the system following implementation. The following employees will be receiving training: 0942 Manager VII, 0933 Manager V, 1070 IS Project Director, 106x series IS Programmer Analysts, 105x series IS Business Analysts, 182x series Administrative Analysts. Training to configure and maintain the system going forward. The number of staff to be trained will be dependent on the size of the City's project team. The contractor will develop manuals based on specific property tax scenarios and train existing City employees on the use of the new system.
- 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.

PSC 46598 - 17/18

7. **Union Notification:** On 04/06/22, 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: Amanda Wentworth Phone: 14155544871 Email: amanda.wentworth@sfgov.org

Address: 1 Dr. Carllton B. Goodlett Place, Room 140, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46598 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/16/2022

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [amanda.wentworth@sfgov.org](mailto:amanda.wentworth@sfgov.org)  
**To:** [Wentworth, Amanda \(TTX\); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Wentworth, Amanda (TTX); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Modification Request to PSC # 46598 - 17/18 - MODIFICATIONS  
**Date:** Wednesday, April 6, 2022 2:40:22 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The TREASURER/TAX COLLECTOR -- TTX has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period April 6, 2022 – November 14, 2028. 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/18155>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[amakayan@ifpte21.org](mailto:amakayan@ifpte21.org) [pkim@ifpte21.org](mailto:pkim@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)

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX

Dept. Code: TTX

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

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

Type of Service: Property Tax System Replacement Professional Services

Funding Source: General Fund

PSC Duration: 4 years 1 day

PSC Amount: \$20,000,000

**1. Description of Work**

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

The Offices of The Treasurer & Tax Collector (TTX) and the Controller's Office (CON) are seeking a vendor to provide design, development/configuration, installation, and implementation services to replace their legacy Property Tax Systems with a modern software solution. This is a multi-year project that has been planned alongside and will be implemented in parallel with the Office of the Assessor-Recorder (ASR) project to replace their legacy property assessment system. Upon completion of implementation, training and knowledge transfer will be provided to City staff who will provide support services for the system.

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

The current system used by the Office of the Treasurer and Tax Collector (TTX) and the Controller (CON) is responsible for managing billing, collections and apportionment of \$2.5B in property taxes annually. The City is facing issues with its current property tax technical environment which has led to the need for a new system. The Mainframe is a legacy system that the City is attempting to phase out through various departmental replacement activities. As departments leave the shared Mainframe environment, the burden of funding will continue to increase on the remaining departments. Although the City is currently able to support its custom coded COBOL application, full, knowledgeable support will likely not continue past the near term. Technical skills to support the existing mainframe technology and develop programs in the COBOL programming language are becoming increasingly rare and there is a risk that the City will lose the ability to support its' current systems in a cost effective and quality manner. As state and local laws continue to evolve, it is becoming increasingly difficult for the current systems to adapt. New systems have been designed to operate around current laws and regulations and allow for the flexibility for future adaptations which would require significant work arounds using our current systems. A replacement system would ensure the continued ability for the City to collect nearly 30% of the general fund in an efficient manner and solidify the ability to support the system for years to come. Anticipated Outcomes: 1. Efficient Taxation: Facilitate the efficient and effective determination, collection, appropriation and distribution of property taxes 2. Revenue Forecasting: Facilitate view and use of historical statistics and current pending items to accurately forecast future revenue through timely access to high quality data and comprehensive reporting capabilities 3. Quality and Transparent Data: Facilitate data capture and review in an easy and logical manner, including efficient interfacing and automatic system checking for correctness and completeness before acceptance by authorized users into the system's data records; provide visibility into the underlying business calculations 4. Secure and Integrated Access: Provide authorized users with an integrated access to all modules,

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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?

Maintenance and operational support may be renewed for parts of ongoing support, to compliment the City's IT support infrastructure

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

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

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

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

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

B. Explain the qualifying circumstances:

This is a short-term, highly specialized service requiring expertise with property tax software development and implementations. Civil service classes will obtain knowledge transfer prior to implementation which will allow them to manage the system once in production, and be able to perform all on-going future upgrades.

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

A. Specify required skills and/or expertise: Providing Property Tax System design, implementation and configuration services and employee training/knowledge transfer requires expert functional and technical knowledge of the Property Tax System and its components, the ability to provide functional and design specification writing, and extensive prior experience with teaching users how to work with the product.

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C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: New facilities and/or equipment not currently owned by the City will depend on the solution chosen. These items may include equipment and servers to support a hosted solution or may only include software and licensing.

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

This is a highly specialized project and requires expertise with Property Tax software development. During the system implementation, the City's project team will be paired with consultants to design and develop the system with the intent of City staff supporting the system upon project completion.

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

A. Explain why civil service classes are not applicable.

This is a short-term, highly specialized service requiring expertise with implementing a new property tax system not yet in widespread use. Civil service classes will manage the system once in production, and will perform all on-going future upgrades.

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, due to the term of the work and the very specialized nature of property tax systems, it is not practical to do so.

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

No.

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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 11/02/2017, 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: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carllton B. Goodlett Place, Room 140 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46598 - 17/18

DHR Analysis/Recommendation:

action date: 01/22/2018

Commission Approval Required

Approved by Civil Service Commission

01/22/2018 DHR Approved for 01/22/2018