



London Breed
Mayor

Carol Isen
Human Resources Director

Date: September 2, 2022

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Joyce Kimotsuki, CON
William Lee / Thomas Chen, DEM
Esperanza Zapien / Johanna Gendelman, HSA
Kate Howard, DHR
Kelly Hiramoto, DPH
Shawndrea Hale / Daniel Kwon, PUC
Cynthia Avakian, AIR
Joan Lubamersky / Lynn Khaw, GSA
Alexander Burns, DPW
Amanda Wentworth, TTX

Subject: **Personal Services Contracts Approval Request**

This report contains nineteen (19) 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 22/23 to date:

Total of this Report	YTD Expedited Approvals FY2022-2023	Total for FY2022-2023
\$142,212,629	\$97,010,005	\$940,794,783

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Table of Contents
PSC Submissions

Regular PSCs	Department	Page
41124 - 21/22	Controller	1
46164 - 21/22	Emergency Management	18
48017 - 21/22	Human Services Agency	23
42796 - 21/22	Human Resources	28
43506 - 21/22	Public Health	38
40910 - 21/22	Public Utilities Commission	43
47489 - 21/22	Public Utilities Commission	49
48577 - 21/22	Public Utilities Commission	54
49709 - 22/23	Public Utilities Commission	75
48567 - 21/22	Public Utilities Commission	80
Modification PSCs		
45340 - 13/14	Airport Commission	87
31841 - 18/19	City Administrator	99
49016 - 18/19	City Administrator	112
43367 - 17/18	Human Service Agency	121
34881 - 21/22	Public Utilities Commission	133
30360 - 17/18	Public Works	142
44102 - 15/16	Public Works	155
4083 - 12/13	Treasurer/Tax Collector	167
41074 - 15/16	Treasurer/Tax Collector	189

POSTING FOR

September 19, 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
41124 - 21/22	CONTROLLER	\$300,000.00	Proposed work includes conducting highly complex economic analysis in the following areas: Fiscal Analysis and Administration, Real Estate Analysis, Labor Market Analysis, Economic Development Strategy, Economic Research. These services may be used to assist the Controller's Office of Economic Analysis, the Office of Economic and Workforce Development and City staff from other departments. The work included may cover the independent economic studies to be conducted by outside consultants which has been required by the Board of Supervisors legislation. Experience may include, but is not limited to, research and analysis of industries, markets and communities, as well as assistance with implementation of economic strategies and recommendations.	September 19, 2022	June 30, 2027	REGULAR
46164 - 21/22	DEPARTMENT OF EMERGENCY MANAGEMENT	\$3,000,000.00	Neighborhood Solutions Pilot – DEM will contract with a CBO that has expertise in responding to non-emergency street crisis and street condition calls for service. The CBO will fully collaborate with the City's Street Response teams in responding to 3-1-1 street conditions calls and other non-emergency requests to support the needs of people in crisis on the street. The teams will provide a client-centered approach to resolution, focusing on the needs of the person, seeking to achieve a rapid resolution, and assessing if an additional call for assistance is needed. DEM expects to launch the competitive bid for services on Aug. 1, 2022	October 1, 2022	October 1, 2025	REGULAR
48017 - 21/22	HUMAN SERVICES	\$250,000.00	Professional services in the area of development and delivery of a comprehensive digital Medi-Cal handbook. Plan, design, create, and launch the final product, including any related collateral materials and content. The Medi-Cal handbook will be used to support the skills, knowledge and continued learning of San Francisco Benefits city staff. The handbook shall be housed in a digital/web-based platform and include program policies and procedures, relevant examples and scenarios, best practices, and other content in a logical, searchable, and	July 1, 2022	June 30, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42796 - 21/22	HUMAN RESOURCES	\$63,000,000.00	<p>easy-to-read format. Finally, staff training on the handbook will be offered.</p> <p>Contractor will provide complete workers' compensation claim adjusting services, including investigation and adjudication of claims; creation of claim records and data in the City's Claims Enterprise claims management system; issuance of claimant benefit payments, medical provider bills, and other non-medical vendor services; medical and disability management; cost containment; litigation support/management; ancillary services; administrative support services; reporting services; and administrative management, including performance management, reporting, and related services.</p>	July 1, 2022	June 30, 2031	REGULAR
43506 - 21/22	PUBLIC HEALTH	\$15,000,000.00	<p>Contractors will provide subacute skilled nursing care for patients who require ongoing specialized care, such as tracheostomy care, complex wound management, intravenous tube feeding and/or ventilator care after an acute hospitalization. Contractors may also provide skilled nursing level of care to accommodate surge overflow or other emergency situations. The patients will be treated for as long as medically necessary, providing uninterrupted service for the duration of the PSC.</p>	October 1, 2022	June 30, 2026	REGULAR
40910 - 21/22	PUBLIC UTILITIES COMMISSION	\$515,000.00	<p>SFPUC is part of a regional partnership that is studying potable reuse on the peninsula. BAWSCA, Cal Water, Redwood City, San Mateo, SFPUC, and SVCW have worked collaboratively since 2016 to develop a coordinated plan for potable reuse in the San Francisco Bay Region, known as the Potable Reuse Exploratory Plan ("PREP"). This collaboration has thus far produced three feasibility studies, which analyzed, in subsequently more technical detail, a number of potable reuse alternatives and described the risks and viabilities of those alternatives. Through these studies, the six Parties developing the PREP have identified a phased, hybrid potable reuse concept that they wish to move into the design phase and have named the SF-Peninsula Regional Purewater ("SPRP") Project. The partners, which now include Mid-Peninsula Water District, totaling seven agencies all together, wish to produce a "Basis of Design Report (BODR)," which will further develop the SPRP Project concept, establish design criteria, create design drawings, delineate a preliminary project footprint, and analyze costs. The estimated cost of the BODR is \$1,030,000, which would be paid by all seven partners; SFPUC's would contribute \$515,000 toward the total cost.</p>	September 1, 2022	September 1, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
47489 - 21/22	PUBLIC UTILITIES COMMISSION	\$3,100,000.00	<p>This PSC is to provide specialized, short-term staff to provide construction management services for an approximately \$20M Power Enterprise construction project to construct underground electrical duct bank and vaults, Emergency Firefighting Water System (EFWS) pipeline, San Francisco Water Department (SFWD) pipeline, installation of electrical cable and switches, inter-connection to high-voltage switchgear, and roadway and sidewalk work.</p> <p>The construction management services required under this PSC would include, but are not limited to, construction contract administration, construction inspection, construction contracts management, and project controls.</p>	February 1, 2023	February 1, 2026	REGULAR
48577 - 21/22	PUBLIC UTILITIES COMMISSION	\$33,257,629.00	<p>The scope of the existing agreement includes work in three cooperative programs:</p> <ol style="list-style-type: none"> 1) Source Water Protection – Watershed controls to preserve the San Francisco Regional Watersheds within Yosemite National Park (YNP) as high-quality drinking water sources and to maintain the filtration avoidance status of the Hetch Hetchy Supply. This includes watershed management for source water protection and implementation of the Raker Act water quality provisions, along with other source water protection initiatives. 2) Environmental Stewardship (ES) Program – Collaborative efforts to improve environmental stewardship of the Upper Tuolumne River ecosystem which affects, or is affected by, SFPUC facilities and operations within YNP. These efforts incorporate policies described in the SFPUC Water Enterprise Environmental Stewardship Policy and will also assist in carrying out stipulations entered into by the SFPUC within the Department of the Interior under provisions of the Raker Act. 3) Security Program – Providing security for facilities essential to SFPUC operations within the YNP. <p>The Agreement will refine the description of the ES Program to clarify that the scope of work for the ES Program includes NPS environmental and technical review of SFPUC projects. This work may involve, but is not limited to, investigations by NPS staff under the Raker Act in order to inform their decision-making process on special topics raised by SFPUC projects proposed or occurring within YNP, such as archaeological resources, Threatened and Endangered Species, work to address immediate or imminent hazards on roads or trails within the watershed,</p>	July 1, 2020	June 30, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
49709 - 22/23	PUBLIC UTILITIES COMMISSION	\$1,550,000.00	<p>sanitary concerns, natural or cultural resources analyses and environmental review and document preparation.</p> <p>The purpose of this contract is to provide limited Preventive Maintenance, Inspection and As-Needed Repair Services of multiple Standby Generators and Co-Generation equipment throughout the City and County of San Francisco Public Utilities Commission, Wastewater Enterprise (SFPUC-WWE) facilities. Work will entail work that is beyond the expertise, knowledge, and specialized tools needed for specific services and emergency repairs. This scope of work includes specialized knowledge of the existing generator engines, including engines using biogas methane (a byproduct of wastewater treatment) mixture as an engine fuel (co-generator). Services will be required for a Waukesha cogeneration engine which requires a specialized certification and other miscellaneous engines and equipment.</p>	September 1, 2022	August 31, 2027	REGULAR
48567 - 21/22	PUBLIC UTILITIES COMMISSION	\$15,000,000.00	<p>The Contract will provide critically important and specialized seasonal plant management work for the San Francisco Public Utilities Commission (SFPUC) on the 60,000 acres of SFPUC Alameda and Peninsula Watershed Lands, and 150 miles of Rights of Ways. The work requires knowledge of and experience with working in wildland settings, around sensitive and protected habitats, and with rare and endangered plants, and experience with habitat restoration.</p> <p>The contract will include a wide variety of specialized plant and habitat protection, enhancement, and management work including but not limited to identifying and removing target non-native and invasive plants using manual and mechanical methods, collecting seeds or cuttings, removal of herbaceous or woody vegetation, establishing native plants through plantings and hydro seeding, managing the application of herbicides, and vegetation support including weeding, irrigation systems appropriate for habitat restoration establishment, tree maintenance, and other plant protection efforts. This work also includes maintenance and implementation of plant protection tubes, cages, and other approved plant protection measures in sensitive biological habitats.</p>	October 1, 2022	September 30, 2027	REGULAR

TOTAL AMOUNT \$134,972,629

POSTING FOR

September 19, 2022

PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATIONS

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
45340 - 13/14 - MODIFICATIONS	September 19, 2022	AIRPORT COMMISSION -- AIR	\$400,000	\$1,595,000	The San Francisco International Airport ("Airport") is seeking to contract with a vendor for an advanced mass notification and emergency response management system ("System"). The System will serve to notify critical stakeholders in the event of an emergency and will allow the Airport to more effectively manage such emergencies through improved communication. The System must have the capacity to support a subscriber base of 20,000 users in a multi-jurisdictional area (including Airport staff, emergency responders from multiple counties, and members of the surrounding community) exist in a web-based "cloud" environment, provide unlimited message templates and message distributions, allow for remote development of a messaging script in the event of airport network	02/20/2025	12/31/2027	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					failures, and allow for multiple methods of communication (e.g. text and phone messaging, email, RSS feeds, etc.).			
31841 - 18/19 - MODIFICATIONS	September 19, 2022	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$0	\$167,000	The Digital Services Division promotes the development of new digital services to help meet the needs of all who use City and County of San Francisco (CCSF) on line services. Digital Services relies on user research as a fundamental means of understanding each customer's story and needs, which informs the design of accessible and intuitive on line services. Vendor will create and coordinate a User Testing Program to help CCSF departments bring public input into the design of City services. Vendor will recruit, engage and compensate residents for user testing. Target users will include residents who are low income, English as Second Language speakers, seniors, and people with disabilities. Through this program, Digital Services will conduct user testing by testing its web products on members of these	03/15/2019	07/01/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					groups and use research results to make its products more accessible by members of these groups. Vendor will assess the program at regular intervals.			
49016 - 18/19 - MODIFICATIONS	September 19, 2022	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$4,450,000	\$5,000,000	GSA Fleet Management Division has an ongoing need to provide comprehensive services for emergency and non-emergency hazardous waste management. The service is needed at our 6 shop locations for labor, materials, and equipment necessary to collect a wide range of used motor oil and industrial wastes, to provide transportation, and delivery of environmental sustainable washing and maintenance service with specialty equipment and chemicals for proper recycling, reuse, or disposal to permitted disposal facilities on an intermittent and as-needed basis. Additionally, hazardous waste emergency spill response service is needed on an as-needed basis.	08/05/2022	06/30/2024	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
43367 - 17/18 - MODIFICATIONS	September 19, 2022	HUMAN SERVICES -- DSS	\$0	\$26,000,000	Services are for the design, access, and support of information technology system solutions for the Human Services Agency. Information technology system solutions are defined as technology based systems that assist the HSA staff and clients by providing Database Applications; Client Management Software; Management Information Systems; Client Assessment Systems; Program Evaluation Systems; Program Assessment Systems ; IT System Consulting; Cloud Services;Transportation Management/Scheduling Software; Website Creation & Content Development Applications; and other ancillary services including training, technical support, installations, and upgrades of HSA's information technology system solutions.	07/01/2018	06/30/2026	ADMINISTRATIVE APPROVAL
34881 - 21/22 - MODIFICATIONS	September 19, 2022	PUBLIC UTILITIES COMMISSION -- PUC	\$100,000	\$200,000	The switchgear was installed in 2017 to serve new construction and residential loads, but was never energized due to absence of electric load from developer delays. SFPUC's	10/24/2022	10/24/2027	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					Utility Field Services (UFS) was tasked with this work, but recently informed us that they lack resources and cannot get this done. Denial of this contract request could result in losing these loads to PG&E retail service.			
					Scope Change: The switchgear was installed in 2017 to serve new construction, commercial and residential loads, but was never energized due to absence of electric load from developer delays.			
					SFPUC's Utility Field Services (UFS) was historically tasked with this work, but PG&E is now requiring testing and certification from a qualified third party. This new requirement also applies, and may not be limited to, transformers, circuit breakers, interrupters and reclosers.			
30360 - 17/18 - MODIFICATIONS	September 19, 2022	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$40,000	\$154,000	<ul style="list-style-type: none"> Enhance the Discovery Mobile App which collects data for the post-earthquake evaluation of structures Enhance the Database Management Software that can collect and process the data information sent by users of	06/01/2023	05/31/2024	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
44102 - 15/16 - MODIFICATIONS	September 19, 2022	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$300,000	\$2,550,000	the Mobile App • Host the software and data on an off-site hosting service provider. • Provide training to City and County of San Francisco personnel and provide technical support Develop construction documents, including plans and specifications, for the seismic rehabilitation of San Francisco General Hospital Building 5 (Former Main Hospital and M-Wing) to enhance seismic performance and to satisfy the UC Seismic Safety Policy standards for leased buildings to be occupied by UC employees. This will be procured as a Sole Source contract to be awarded to SOHA Engineers.	12/04/2021	12/06/2025	REGULAR
4083 12/13 - MODIFICATIONS	September 19, 2022	TREASURER/TAX COLLECTOR -- TTX	\$1,200,000	\$8,200,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The	08/19/2022	05/30/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.			
41074 - 15/16 - MODIFICATIONS	September 19, 2022	TREASURER/TAX COLLECTOR -- TTX	\$750,000	\$2,750,000	The proposed work includes hosting and supporting payment application (Interactive Voice Response), Internet, and in person payment applications, as well as ensuring the security and privacy of all transaction-related data. The selected respondent(s) will also ensure 24 hours a day 7 days per week availability to the public through many City and County of San Francisco (CCSF) websites, physical locations, and IVR that will allow payments for property taxes, fees, licenses, reservations, and other goods or services using credit/debit cards or by E-Check. Complex programs and applications that address each department's specific needs will be developed as part of this project.	07/19/2022	04/16/2026	REGULAR

TOTAL AMOUNT \$7,240,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: Professional Services

Funding Source: General Fund

PSC Amount: \$300,000

PSC Est. Start Date: 09/19/2022

PSC Est. End Date
06/30/2027

1. Description of Work

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

Proposed work includes conducting highly complex economic analysis in the following areas: Fiscal Analysis and Administration, Real Estate Analysis, Labor Market Analysis, Economic Development Strategy, Economic Research. These services may be used to assist the Controller's Office of Economic Analysis, the Office of Economic and Workforce Development and City staff from other departments. The work included may cover the independent economic studies to be conducted by outside consultants which has been required by the Board of Supervisors legislation. Experience may include, but is not limited to, research and analysis of industries, markets and communities, as well as assistance with implementation of economic strategies and recommendations.

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

Services are needed to provide complex economic analyses and studies required by the Board of Supervisors legislation and other agencies. The consequences of denial may include the City being out of compliance with required legislation that requires independent economic consultation. If denied, there would be major consequences since City departments and the Board of Supervisors would not have the economic data or information that is necessary to make major policy decisions such as the determination of inclusionary housing requirements, major project initiatives for economic development, 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.

Consultants have provided this service in the past and has been previously approved by the Civil Service Commission.

D. Will the contract(s) be renewed?

It is possible the contract(s) will be renewed, depending on the outcome of the competitive bid process.

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):

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

Independent economic analysis required by Board of Supervisors legislation and other service needs.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills and expertise needed to conduct highly complex economic analysis in the following areas: Fiscal Analysis and Administration, Real Estate Analysis, Labor Market Analysis, Economic Development Strategy, Economic Research. Experience may include, but not limited to, research and analysis of industries, markets and communities, as well as assistance with implementation of economic strategies and recommendations.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 0931, Manager III;

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

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

It is not appropriate for City staff to perform these services, as independent outside economic consultation is needed by legislation and service needs.

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

A. Explain why civil service classes are not applicable.

It is not appropriate for City staff to perform these services, as independent outside economic consultation is needed by legislation and service needs.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It is not appropriate for City staff to perform these services, as independent outside economic consultation is needed by legislation and service 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.
Yes. If appropriate, training of 1824 Analyst for 2 hours for knowledge transfer.

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

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

7. Union Notification: On 06/30/2022, the Department notified the following employee organizations of this PSC/RFP request:
Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21;
Professional & Tech Engrs, Local 21

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

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Dr. Carlton B Goodlett Place, Room 306 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41124 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joyce.kimotsuki@sfgov.org
To: [Kimotsuki, Joyce \(CON\); amakayan@ifpte21.org; Laxamana, Junko \(DBI\); Criss@sfmea.com; camaguey@sfmea.com \(contact\); Christina@sfmea.com; staff@sfmea.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Kimotsuki, Joyce \(CON\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Kimotsuki,Joyce(CON);amakayan@ifpte21.org;Laxamana,Junko(DBI);Criss@sfmea.com;camaguey@sfmea.com(contact);Christina@sfmea.com;staff@sfmea.com;WendyWong26@yahoo.com;wendywong26@yahoo.com;tmathews@ifpte21.org;kschumacher@ifpte21.org;pkim@ifpte21.org;L21PSCReview@ifpte21.org;Kimotsuki,Joyce(CON);DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 41124 - 21/22
Date: Thursday, June 30, 2022 6:28:42 PM

RECEIPT for Union Notification for PSC 41124 - 21/22 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 41124 - 21/22 for \$300,000 for Initial Request services for the period 09/19/2022 – 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/18900> 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)



City and County of San Francisco Office of the Controller

REQUEST FOR QUALIFICATIONS FOR ECONOMIC CONSULTING SERVICES

CON | RFQ2021-02 (TO REPLACE CANCELLED CON | RFQ2020-19)

CONTACT: Joyce Kimotsuki, CentralContracts@sfgov.org

Notice: CON|RFQ2020-19 is being reissued as two (2) separate solicitations: (1) CON | RFQ 2021-01 Appraisal Services for Special Districts issued on January 21, 2021; and (2) this CON | RFQ 2021-02 Economic Consulting Services. CON|RFQ 2021-02 Economic Consulting Services reflects changes that include but are not limited to the Schedule, Minimum Qualifications, Evaluation Criteria and Point Allocation, Attachment V (Proposal Template including Prior Project Descriptions). Page limits have been removed for Attachment V (Proposal Template including Prior Project Descriptions). Frequently Asked Questions (FAQs) are provided at the end of this solicitation.

Resubmission Procedures

Firms that responded to the cancelled CON | RFQ 2020-19 that wish to reapply for CON|RFQ 2021-02, must actively reapply by the Deadline for RFQ Proposals via the following procedures:

- 1) Submit a new proposal package; **OR**
- 2) Send an email to CentralContracts@sfgov.org
 - i) to request their previous Attachment I, II, III, and IV be re-submitted without changes; and
 - ii) submit a new Attachment V Proposal Template.

Background

The City seeks Proposals from firms demonstrating successful experience in at least one of the following Service Areas:

- Service Area 1: Fiscal Analysis
- Service Area 2: Real Estate Analysis
- Service Area 3: Labor Market Analysis
- Service Area 4: Economic Development Strategy
- Service Area 5: Economic Research

Intent of this Request for Qualifications

It is the intent of the Controller's Office to create a prequalified list of firms from which interested City departments, boards, or commissions may choose prospective contractors on an as-needed basis for two (2) and up to four (4) years from the prequalification notification date if the requirements of San Francisco Administrative Code Section 21.4 (d) are met. Firms prequalified under this RFQ are not guaranteed a contract.

Anticipated Contract Period

The anticipated contract term is two (2) years, with option to extend for up to three (3) additional years. Actual contract term may vary, depending upon service and project needs at the City's sole and absolute discretion.

Anticipated Contract Budget

For each contract resulting from this RFQ, the anticipated not-to-exceed contract budget may range from \$5,000 to \$300,000 per year. Actual contract budget may vary, at the City's sole and absolute discretion.

Important City's Supplier and Bidder Resources

City Supplier and Bidder Portal:

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

Bid Opportunities:

<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

Frequently Asked Questions:

<https://sfcitypartner.sfgov.org/pages/faq.aspx>

User Support:

<https://sfcitypartner.sfgov.org/pages/contact.aspx>

User Support tel. (415) 944-2442

Chapter 14B Local Business Enterprise Subconsulting Requirement

At the time of each resulting contract, the Prime Consultant must be compliant with the S.F. Administrative Code Chapter 14B. There are no Local Business Enterprise (LBE) requirements at the RFQ stage. Contract Monitoring Division (CMD) will establish the LBE subconsulting Participation requirement for each contract valued at \$64,500 or higher. In addition, other CMD requirements will be outlined in each subsequent solicitation. The CMD Contract Compliance Officer for this solicitation is Jason Chow and can be reached at Jason.chow@sfgov.org.

Submission of Proposals Requirements

Proposals and all related materials, including all CMD forms, must be received by Deadline for RFQ Proposals. You must be a registered Bidder to submit in the Portal so it is important to follow the instructions at the above links. Proposals must be submitted electronically:

- Via the City's Supplier Portal listed under Opportunities, "CON | RFQ2021-02 Economic Consulting Services", Event ID 0000004800 and [link](#). See RFQ Section 4.1 for more information;

OR

- Via email to CentralContracts@sfgov.org.

See RFQ Section 4.1 for more information.

Schedule*		<i>This section left intentionally lbank.</i>
RFQ Issued	2-11-2021	
Deadline for RFQ Questions	2-17-2021 at 1pm PST	
Deadline for RFQ Answers available online	2-22-2021	
Deadline for Courtesy Intent to Respond via email to CentralContracts@sfgov.org	2-23-2021	
CMD Technical Assistance Period (via Jason.Chow@sfgov.org)	2-11-2021 to 3/5/2021	
Deadline for RFQ Proposals	3-08-2021 at 11 am PST	
Notice of Intent to Establish A Prequalified List	04-30-2021	

*Each date subject to change. All hours are Pacific time zone. Check website for latest schedule.

1. Introduction

1.1 General terms used in this RFQ

Terms and abbreviations used throughout this RFQ include:

- **The City** – The City and County of San Francisco.
- **Contractor** – The Proposer(s) awarded a contract for services subsequent to prequalification under this RFQ.
- **Controller’s Office** – The City and County of San Francisco Controller’s Office.
- **Local Business Enterprise (LBE)** – A business that is certified by the San Francisco Contracts Monitoring Division (CMD) as an LBE under Admin Code §14B.3. LBEs may be Small-LBEs, Micro-LBEs, or SBA-LBEs, as defined by the Contract Monitoring Division.
- **Office of Economic Analysis (OEA)** – A division of the Controller’s Office.
- **Office of Economic and Workforce Development (OEWD)** – The City and County of San Francisco Office of Economic and Workforce Development.
- **Prequalified List of Firms** – A prequalified list of firms from which interested City departments, boards, or commissions may select prospective contractors on an as-needed basis during the term of the RFQ.
- **Prior Project Description** – Past work conducted by the proposing firm and/or its Lead Staff.
- **Proposer** – Any entity submitting a Proposal to this Request for Qualifications.

1.2 Background of the City, Controller’s Office of Economic Analysis and the Office of Economic and Workforce Development

San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco, known as the “City”, was established by Charter in 1850. It is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City’s powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority. The services provided by the City include public protection, public transportation, construction and maintenance of all public facilities, water, parks, public health systems, social services, planning, tax collection, and many others.

The City Controller is the chief accounting officer and auditor for the City and County of San Francisco and responsible for all financial management systems, procedures, internal control processes and reports that disclose the fiscal condition of the City to managers, policy makers and citizens. The City Controller is also the auditor for the City performing financial and performance audits of departments, agencies, concessions and contracts. For more information regarding the Controller’ Office, visit <https://sfcontroller.org/>

Proposition I, passed by the City’s voters in November 2004, created the Office of Economic Analysis (“OEA”) within the Controller’s Office. OEA’s primary mission is identifying and reporting on legislation introduced at the Board of Supervisors that has a material economic impact on the City. The office analyzes the likely impacts of legislation on business attraction and retention, job creation, tax and fee revenues, and other matters relating to the overall economic health of the City. For more information regarding OEA’s roles and responsibilities, visit <https://sfcontroller.org/office-economic-analysis-0>

The Office of Economic and Workforce Development (“OEWD”) provides citywide leadership on economic and workforce development initiatives; identifies key cluster sectors to target for workforce training and economic growth; maintains a system that integrates economic and workforce programs and

services; supports small businesses; revitalizes and improves neighborhoods and local economic stability; and promotes San Francisco as a good place for business and investment. For more information regarding OEWD, visit <https://oewd.org/>.

1.3 Statement of Need and Intent

What Does the City Seek?

The City seeks Proposals from firms demonstrating successful experience in providing economic consulting services. Experience should include: research and analysis of industries, markets and communities, and/or assistance with the implementation of economic strategies and recommendations. Proposers should have experience working with municipalities (or similar government agencies) on complex economic projects. Proposers without government agency experience must demonstrate how their experience working for other clients is applicable to the scope of this RFQ and to providing services to the City. Additionally, Proposers must have experience in one or more “Service Areas” as described in Sections 2.1 to 2.5 below.

With Whom Will Firms Work?

Firms may work with the Controller’s Office and the Office of Economic and Workforce Development and may be selected by other interested City departments, boards, and/or commissions for the scope of services described herein.

What is the City’s Intent with this RFQ?

Based on Proposals to this RFQ, the City intends to create a prequalified list of consultants from which the City may choose prospective contractors on an as-needed basis for economic consulting services indicated below in Section 2, Scope of Work. This consultant list may be utilized by the City, at its sole and absolute discretion, for contractor selection and negotiations of contracts on an as-needed basis for two (2) and up to four (4) years from the prequalification notification date if the requirements of San Francisco Administrative Code Section 21.4(d) are met. Contracts issued to prequalified firms will have terms of varying lengths depending on the City’s needs, but in no case longer than five (5) years. The City reserves the right to procure services similar or identical to the services specified in this RFQ by any other means and/or through any other contractors and/or RFQs. Multiple contracts may be awarded at the City’s sole and absolute discretion in accordance to San Francisco Administrative Code, Section 21.8. No prequalified or selected Proposer is guaranteed a contract.

1.4 Companies Headquartered in Certain States

Subject to certain exceptions, Proposers are hereby advised that this Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into a contract with a contractor that has its headquarters in a state that has enacted a law or laws that perpetuate discrimination against LGBT people and/or has enacted a law that prohibits abortion prior to the viability of the fetus, or a contractor that will perform any or all of the work on the contract in such a state. Chapter 12X requires the City Administrator to maintain a list of such states, defined as “Covered States” under Administrative Code Sections 12X.2 and 12X.12. The list of Covered States is available at this link: <http://sfgov.org/oca/qualify-do-business>. Proposers will be required to certify compliance with Chapter 12X as part of its Proposal, unless the City determines that a statutory exception applies.

2. Scope of Work

This scope of work is a general guide to the work the City anticipates and is not a complete listing of all services that may be required or desired. The City is soliciting qualifications to create a prequalified list of firms that may be selected for the services described below.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the multiple projects solicited within this RFQ, as well as for previous and future projects and/or RFQs, the selected Contractors' findings and data may be shared by the City with other City contractors, as deemed appropriate by the City.

What if My Firm is Interested in Being Considered for More than One Service Area?

Proposers are asked to indicate the Service Areas for which they would like to be considered in RFQ Attachment V, Proposal Template. Given the broad range of possible opportunities, we encourage firms to respond for all Service Areas for which they meet or exceed minimum qualifications as described in this RFQ. Please note that qualifications are evaluated separately for each Service Area.

Is My Firm Expected to Propose for a Specific Project?

No. The Controller's Office will create a list of prequalified firms to draw from for a diverse set of possible projects that may require a range of different and varied experience. Each prequalified firm should demonstrate its capabilities by providing Prior Project Descriptions as part of RFQ Attachment V. The City will negotiate the scope of services, budget, deliverables, and timeline for each project it decides to pursue. There is no guarantee of a minimum amount of work or compensation for any of the Proposers selected for prequalification. The City may select Contractors from the prequalified list at its sole discretion, consistent with the selection requirements of Ch. 21.4 (d).

After the prequalified list has been established, the City may issue Request(s) for Proposals or Request(s) for Quotes to the prequalified consultant list to better assess qualifications for a specific scope of service, which may include staffing, scheduling, deliverable, and cost considerations. The City may instead select the highest-ranked Contractor that is available for the work.

Economic Consulting Services

Proposers must demonstrate successful experience in providing economic consulting services. Experience should include research and analysis of industries, markets and communities, as well as assistance with implementation of economic strategies and recommendations. Proposers should have experience working with municipalities (or similar government agencies) on complex economic projects. Proposers without government agency experience must demonstrate how their experience working for other clients is applicable to the scope of this RFQ and to providing services to the City.

Additionally, Proposers must have experience in one or more of the following services ("Service Areas"):

- Service Area 1: Fiscal Analysis
- Service Area 2: Real Estate Analysis
- Service Area 3: Labor Market Analysis
- Service Area 4: Economic Development Strategy
- Service Area 5: Economic Research

2.1 Fiscal Analysis

Firms may be prequalified for work based on experience analyzing the expected revenue, employment, or overall spending impact of alternative state or local tax, fee, and/or other types of public financing. Experience should include:

- a. Having performed tax or fee revenue forecast for local governments. Revenues forecasted may include but are not limited to property taxes, business taxes, sales taxes, impact fees and/or other local taxes or fees.

2.2 Real Estate Analysis

Firms may be prequalified for work based on experience that:

- a. Identified potentially appropriate uses for a given parcel, based on a review of market conditions and trends, knowledge of development, financing practices and conditions, public benefit and infrastructure requirements, and/or other relevant parameters, or;
- b. Estimated the costs of development, operation, and/or maintenance associated with proposed development projects, or;
- c. Performed pro-forma analysis of a development scheme, including multi-year cash flow analysis or land residual analysis, or;
- d. Reviewed development proposals and advised in the selection of a developer, or;
- e. Reviewed and analyzed business terms and developed counter-proposals for complex real estate transactions, or;
- f. Researched and analyzed market conditions and trends, or;
- g. Determined the fiscal impacts of alternate development proposals, or;
- h. Performed nexus studies for impact fees, or;
- i. Performed economic analysis of urban housing markets, or;
- j. Assessed the feasibility of different development finance tools or structures, or;
- k. Performed stakeholder research that was used to inform the evaluation of a proposed development project or development tool's feasibility, and/or to inform the evaluation of an ownership structure, potential partnership, proposed tenant/user, or organizational structure's feasibility.

This experience may have been gained relative to any land use or product type, including but not limited to market rate and affordable housing, commercial, hospitality and other tourism-related land uses, special event-related land uses, athletic facilities, parks and other public spaces, industrial, civic, institutional, or infrastructure.

2.3 Labor Market Analysis

Firms may be prequalified for work based on experience that:

- a. Analyzed a community's workforce skills and capabilities, or;
- b. Analyzed the employment opportunities and projections, skills and competencies required, career lattices, or career development opportunities in an industry or specific employer, or;
- c. Conducted statistical analysis of employee wage data within or across sectors, industries, or employers, or;
- d. Analyzed employee wage data for disparities based on race/ethnicity, gender, and/or other factors, or;
- e. Analyzed race and/or gender-based discrimination among employees within or across sectors, industries, or employers; or
- f. Analyzed labor market demand, including skills required for employment and/or the impacts of technological change on employment;
- g. Performed follow-up activities to implement the recommended programs and strategies resulting from any of the tasks listed above in Section 2.3.

2.4 Economic Development Strategy

Firms may be prequalified for work based on experience that:

- a. Developed an economic strategy that analyzed neighborhood, city, or regional economic composition and performance, the structure and competitiveness of an industry or industry clusters, local factor conditions, and best practices in local economic development policy areas, or;
- b. Conducted retail sales surplus and leakage analysis, or;
- c. Performed quantitative or qualitative market research in neighborhoods to inform economic development strategy recommendations, or;
- d. Performed follow-up activities to implement recommended programs and strategies resulting from any of the three tasks listed above under 2.4.

2.5 Economic Research

Firms may be prequalified for work based on experience that:

- a. Prepared and implemented survey or interview research designs concerning business and consumer behavior, or;
- b. Performed econometric analysis of statistical data related to urban policy issues.

3. City-Proposer Communications

Proposers are specifically directed NOT to contact any employees or officials of the City other than those specifically designated in this RFQ and its Attachments. Unauthorized contact may be cause for rejection of Proposals at the City's sole and absolute discretion.

3.1 Questions

Please e-mail any questions to CentralContracts@sfgov.org. No oral questions will be accepted. Questions must be in writing and received before the **Deadline for RFQ Questions**. No questions will be accepted after this time with the exception of those concerning City vendor compliance. All inquiries should include the number and title of the RFQ. Substantive replies will be memorialized in written addenda to be made part of this RFQ. This RFQ will only be governed by information provided through written addenda.

3.2 Summary of Information Requested and Presented

A summary of all addenda, questions and answers pertaining to this RFQ will be posted on the City's website at the following link under Opportunities, "CON | RFQ2021-02 Economic Consulting Services", Event ID 0000004800: <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

It is the Proposer's responsibility to check this Website for any updates. The City recommends that Proposers check the Website for updates on a daily basis at a minimum.

3.3 City Communication Following Receipt of Proposals

The City may contact the Proposers for clarification or correction of minor errors or deficiencies in their Proposals prior to deeming a Proposal as non-responsive. Clarifications are "limited exchanges" between

the City and a Proposer for the purpose of clarifying certain aspects of the Proposals, and do not give a Proposer the opportunity to revise or modify its Proposal. Minor errors or deficiencies are defined as those that do not materially impact the City's evaluation of the Proposal. For information regarding the City's Evaluation Process, see RFQ Section 5 - Evaluation Criteria.

4. Proposal Requirements

4.1 Time and Place for Submission of Proposals

Late submissions will not be considered. Late submissions will be rejected and considered non-responsive.

Proposals and all related materials, including CMD forms, must be received by **Deadline for RFQ Proposals**.

Proposals **must** be submitted electronically:

Via the City's Supplier Portal listed under Opportunities, "CON | RFQ2021-02 Economic Consulting Services", Event ID 0000004800: <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>
OR

- Via email to CentralContracts@sfgov.org.

Please note that the SF City Supplier Portal has a hard-stop at the due date and time and will become inaccessible within the next second. You must be a registered Bidder to submit in the Portal.

Please reference the Event ID 0000004800 when contacting User Support for any troubleshooting: <https://sfcitypartner.sfgov.org/pages/contact.aspx> or tel. (415) 944-2442, 8:30 am – 5:00 pm PST, Monday through Friday.

4.2 Proposal Package

Complete but concise Proposals are recommended for ease of review by the Evaluation Team. Proposals should provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFQ. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled.

For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a clear font (e.g., Times Roman) and no smaller than size 12-point font, and that pages have margins of at least 1" on all sides (excluding headers and footers). Please include a Table of Contents.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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: Various

PSC Duration: 4 years

PSC Amount: \$300,000

1. Description of Work

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

Proposed work includes conducting highly complex economic analysis in the following areas: Fiscal Analysis and Administration, Real Estate Analysis, Labor Market Analysis, Economic Development Strategy, Economic Research. These services may be used to assist the Controller's Office of Economic Analysis, the Office of Economic and Workforce Development, and staff from other departments. The work included may cover the independent economic studies to be conducted by outside consultants which has been required by Board of Supervisors legislation. Experience may include, but is not limited to, research and analysis of industries, markets and communities, as well as assistance with implementation of economic strategies and recommendations.

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

Service are needed to provide complex economic analyses and studies required by the Board of Supervisors legislation and other agencies. The consequences of denial may include the City being out of compliance with required legislation that requires independent economic consultation. If denied, there would be major consequences since City departments and the Board of Supervisors would not have the economic data or information that is necessary to make major policy decisions such as the determination of inclusionary housing requirements, major project initiatives for economic development, 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.

Consultants have provided this service in the past and has been previously approved by the Civil Service Commission.

D. Will the contract(s) be renewed?

It is possible the contract(s) will be renewed, depending on the outcome of the competitive bidding process.

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):

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

Independent appraisals using consultants are required for these highly complex economic studies that impact major City economic policies.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills and expertise needed to conduct highly complex economic analysis in the following areas: Fiscal Analysis and Administration, Real Estate Analysis, Labor Market Analysis, Economic Development Strategy, Economic Research. Experience may include, but is not limited to, research and analysis of industries, markets and communities, as well as assistance with implementation of economic strategies and recommendations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 0931, Manager III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

City resources are not appropriate due to the requirement of work to be conducted by independent firms.

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

- A. Explain why civil service classes are not applicable.
Civil Services classes are not applicable due to requirement that the economic analysis work be done by independent consultants.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not appropriate due to requirement that the economic analysis work must be done by independent consultants.

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 not appropriate due to requirement that independent consultants conduct the work.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

7. Union Notification: On 11/09/2018, the Department notified the following employee organizations of this PSC/RFP request:
Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21;
Professional & Tech Engrs, Local 21

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

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 306 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44811 - 18/19

DHR Analysis/Recommendation:

action date: 02/04/2019

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Professional Services

Funding Source: General Fund

PSC Duration: 3 years 1 day

PSC Amount: \$3,000,000

1. Description of Work

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

Neighborhood Solutions Pilot – DEM will contract with a CBO that has expertise in responding to non-emergency street crisis and street condition calls for service. The CBO will fully collaborate with the City's Street Response teams in responding to 3-1-1 street conditions calls and other non-emergency requests to support the needs of people in crisis on the street. The teams will provide a client-centered approach to resolution, focusing on the needs of the person, seeking to achieve a rapid resolution, and assessing if an additional call for assistance is needed. DEM expects to launch the competitive bid for services on Aug. 1, 2022

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

This project is a one-year pilot. There is no guaranteed funding beyond the initial allocation by the Mayor's Office. CBO's retain needed flexibility in hiring when there is an uncertain project timeline. As well, this project will benefit from the hiring of people who have successfully navigated through lived experience with homelessness or mental/behavioral health challenges. By virtue of their proximity in San Francisco communities, CBO's may be able to expedite a broader recruitment reach of talent with the expertise required by this project. As well, Neighborhood Solutions efforts are part of a much broader, police alternative, Street Response continuum that already includes city and non-profit service providers. The existing Street Response teams focus their efforts on higher priority street condition and crisis calls for service. Through community conversations and data analysis, DEM has identified that there are a volume of important but lower priority calls that could be best served by a community organization that has experience doing healthy streets and street crisis response work. Lastly, a denial of this request would prevent DEM from fulfilling a requirement by the Budget Committee of the Board of Supervisors to use these funds to identify a non-profit, community based organization to operate Neighborhood Solutions.

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 previous PSC has been requested for Neighborhood Solutions.

D. Will the contract(s) be renewed?

There is no expectation or guarantee that the work 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):

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

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

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

B. Explain the qualifying circumstances:

Not Applicable

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Project management, direct services working with people in crisis and ensuring healthy and safe streets. Administrative, data tracking and reporting.

B. Which, if any, civil service class(es) normally perform(s) this work? 2586, Health Worker 2;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: This work is temporary is a one-year pilot. It requires the knowledge, skills and abilities of an outreach worker, health worker, street environmental services director as well as someone who has the administrative skills to track data, analyze and report back on it. This combination of skills does not currently exist in any one person at DEM.

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

This work is a pilot. It is not anticipated to be longer than one year. The project can benefit from an organization that is rooted in a community that is most impacted by street level crisis and by hiring people whose life experiences makes them more proximate to the needs of people and communities who will be served through this work and more proximate to expedited solutions.

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

A. Explain why civil service classes are not applicable.

If there were staff available, they would have to have the knowledge, skills and abilities of an outreach worker, health worker, street environmental services director as well as someone who has the administrative skills to track data, analyze and report back on it. This combination of skills does not currently exist in any one person at DEM.

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 a one-year pilot. It would not make sense operationalize this position moving forward.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. This is an one time 1 year pilot program. The contractor will not work with City Employees.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 06/24/2022, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Misc. Unrepresented Employees; Prof & Tech Eng, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021; Unrepresented Management; Unrepresented Miscellaneous

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

Name: Thomas Chen Phone: 4152696562 Email: Thomas.Chen@sfgov.org

Address: 1011 Turk Street San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46164 - 21/22

DHR Analysis/Recommendation:
 Commission Approval Required
 DHR Approved for 09/19/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

Chen, Thomas (DEM)

From: dhr-psccoordinator@sfgov.org on behalf of Thomas.Chen@sfgov.org
Sent: Friday, June 24, 2022 3:08 PM
To: Chen, Thomas (DEM); Laxamana, Junko (BOS); sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Jason Klumb; Frigault, Noah (HRC); Meyers, Julie (HSA); thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Chen, Thomas (DEM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46164 - 21/22

RECEIPT for Union Notification for PSC 46164 - 21/22 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 46164 - 21/22 for \$3,000,000 for Initial Request services for the period 10/01/2022 – 10/01/2025. Notification of
30
2
days (60 days for SEIU) is required.

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

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhdrupal%2Fnode%2F18758&data=05%7C01%7CThomas.Chen%40sfgov.org%7C4aa92ad6f45548c9b34108da5630a47c%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C637917064200692928%7CUnknown%7CTWFpbGZsb3d8eyJWljoImFCNDQwLjAwMDAilCJQjoiV2luMzIilCJBTiI6IjE1haWwIlCjVCI6Mn0%3D%7C3000%7C%7C%7C&data=%2Bwwme8FIV4KUFOEacLop%2FYV9HcQvju983CML0BNAR14%3D&reserved=0> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: 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: Medi-Cal Handbook Consultant

Funding Source: local, federal

PSC Amount: \$250,000

PSC Est. Start Date: 07/01/2022

PSC Est. End Date
06/30/2024

1. Description of Work

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

Professional services in the area of development and delivery of a comprehensive digital Medi-Cal handbook. Plan, design, create, and launch the final product, including any related collateral materials and content. The Medi-Cal handbook will be used to support the skills, knowledge and continued learning of San Francisco Benefits city staff.

The handbook shall be housed in a digital/web-based platform and include program policies and procedures, relevant examples and scenarios, best practices, and other content in a logical, searchable, and easy-to-read format.

Finally, staff training on the handbook will be offered.

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

Failure to adhere with local, state and fed guidelines could jeopardize state and federal funding and clients would potentially not access or get essential benefits that they need daily.

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 handbook has never been organized. The Medi-Cal program's eligibility policies and procedures are ever changing and can be very complex. New or updated federal and state guidance are released regularly to counties. Currently, the SFHSA Medi-Cal program does not have a formal policy handbook for its staff to use.

D. Will the contract(s) be renewed?

This is one time only project

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

This is one time only project required so that staff can be fully compliant with all MediCAL requirements.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Planning and coordination skills; project management, development of communications strategy, knowledge of digital platforms, detailed understanding of Medi-Cal policy and procedures. Staff training on manual

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr 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.

There is no one civil service class; in addition; this is a short term project. The department would have to recruit, hire and train temporary staff who would be released from employment once project is completed.

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 work is to develop a one time only, time limited digital Medi-Cal handbook. Once it is created, we will most likely not need to create another handbook any time soon.

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 would be provided to staff on use of the manual once completed. We predict about 20 hours of training for all staff working in SF Benefits

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 07/08/2022, 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: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street, 5th Floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48017 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

Gendelman, Johanna (HSA)

From: dhr-psccordinator@sfgov.org on behalf of johanna.gendelman@sfgov.org
Sent: Friday, July 08, 2022 10:44 AM
To: Gendelman, Johanna (HSA); Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Alvarez, Tara (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48017 - 21/22

RECEIPT for Union Notification for PSC 48017 - 21/22 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 48017 - 21/22 for \$250,000 for Initial Request services for the period 07/01/2022 – 06/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/18403> 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: HUMAN RESOURCES -- HRD

Dept. Code: HRD

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

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

Type of Service: Third Party Administrator for Workers' Compensation Claims Administration

Funding Source: General and Special Funds

PSC Amount: \$63,000,000

PSC Est. Start Date: 07/01/2022

PSC Est. End Date
06/30/2031

1. Description of Work

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

Contractor will provide complete workers' compensation claim adjusting services, including investigation and adjudication of claims; creation of claim records and data in the City's Claims Enterprise claims management system; issuance of claimant benefit payments, medical provider bills, and other non-medical vendor services; medical and disability management; cost containment; litigation support/management; ancillary services; administrative support services; reporting services; and administrative management, including performance management, reporting, and related services.

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

These services are necessary to handle the number of claims generated by City employees that exceed the caseload that can be processed by the City's claim administration unit. Additionally, the City requires an independent third-party agency to administer claims for the Department of Human Resources, the City Attorney's Office, and other confidential claims to eliminate potential conflicts of interest. Denial of this service would adversely affect the City's ability to meet benefit requirements of the California Labor Code, and could jeopardize the City's license to self-insure for workers' compensation and would generally undermine the City's ability to manage its liability for the provision of workers' compensation benefits to its employees.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
It was provided under 4093-11/12.

D. Will the contract(s) be renewed?

Renewal depends on request for proposals language and performance of selected contractor.

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 estimated contract duration will be an initial three-year term with two additional three-year options.

2. Reason(s) for the Request

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

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

This service is necessary to supplement City Staff when caseloads exceed staffing capacity; and when claims are filed by staff members of the Department of Human Resources and the City Attorney's Office. The Third Party Administrator services will also be available should the City experience an emergency or natural disaster that will generate a spike in workers' compensation claims.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must have expertise and experience in Workers' Compensation claims administration, self-insurance administration, public entity expertise, and professional staff who possess minimum training and experience qualifications as determined by the California State Department of Insurance to administer workers' compensation claims in the State of California.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1209, Benefits Technician; 1404, Clerk; 8141, Worker's Compensation Adjuster; 8165, Worker's Comp Supervisor 1; 0931, Manager III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will maintain an office/storage space sufficient to house its staff and approximately 30,000 files.

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

Over the last seven years, DHR has redirected contract work from the existing third-party claims administrator covering 20 City departments to its in-house claims operations and expanded internal staffing accordingly. The City maintains an ongoing need for contract services.

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because claims filed by employees of the Department of Human Resources and the City Attorney's Office should be processed by a third party.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil Service Classifications already exist. This service is necessary to supplement City Staff when caseloads exceed staffing capacity; and when claims are filed by employees of the Department of Human Resources and the City Attorney's Office. Third Party Claims Administration services will also be available should the City experience an emergency, natural disaster or other event causing a spike or sustained increase in workers' compensation claims that could not be managed by the existing personnel resources of the Workers' Compensation Division.

6. Additional Information

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

7. Union Notification: On 04/22/2022, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Ian Hart Phone: 415-557-4912 Email: Ian.Hart@sfgov.org

Address: 1 South Van Ness Avenue, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42796 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of Ian.Hart@sfgov.org
Sent: Friday, April 22, 2022 10:18 AM
To: Hart, Ian (HRD); sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Frigault, Noah (HRC); Meyers, Julie (HSA); thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconciello, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; Brusaca, Christina; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42796 - 21/22

RECEIPT for Union Notification for PSC 42796 - 21/22 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 42796 - 21/22 for \$63,000,000 for Initial Request services for the period 07/01/2022 – 06/30/2031. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/18149> 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

DATE: January 5, 2011; February 13, 2012 - revised

DEPARTMENT NAME: Department of Human Resources DEPARTMENT NUMBER 33

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

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

TYPE OF SERVICE: Third Party Administrator for Workers' Compensation Claims Administration

FUNDING SOURCE: Administration Budget of Workers' Compensation Section

PSC AMOUNT: \$12,500,000 PSC DURATION: 09/1/2012 to 8/31/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.

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

These services are necessary to handle the number of claims generated by City employees that exceed the caseloads that can be processed by the City's claims administration unit. Denial of this service would adversely affect the City's ability to meet benefit requirements of the California Labor Code, and could jeopardize the City's license to self insure for workers' compensation and would generally undermine the City's ability to control workers' compensation costs.

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

Previous services were provided by Intercare Insurance Services under PSC#4064-04/05, approved 2/25/2005.

D. Will the contract(s) be renewed:

Subject to evaluation of contract performance and Department needs.

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

Local 21 Union Name

[Signature] Signature of person mailing/faxing form

1/9/12 Original 2/13/12 Revision Date

MEA Union Name

[Signature] Signature of person mailing/faxing form

2/6/12 Date

RFP sent to _____, on _____ Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4093-11/12

STAFF ANALYSIS/RECOMMENDATION:

Original received 1/9/12
Revision received 2/13/12
[Signature]

VIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have expertise and experience in Workers' Compensation claims processing, adjusting and self-insured administration; and must have professional level staff who are ICA/IEA (or comparable) and SIP.

B. Which, if any, civil service class normally performs this work?

Civil Service Classifications that would normally perform this work include: 8141, Workers' Compensation Adjuster; 8165, Workers' Compensation Supervisor; 0932, Workers' Compensation Claims Manager; and 1209, Benefits Technician.

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

Contractor will maintain an office/storage space sufficient to house its staff and approximately 30,000 files.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are applicable.

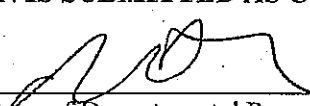
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Civil Service Classifications already exist. This service is necessary to supplement City Staff when caseloads exceed staffing capacity; when City Staff do not have adequate expertise and/or experience to process claims in a timely manner, and when claims are filed by staff members of the Workers' Compensation Division. The Third Party Administrator services will also be available should the City experience an emergency or natural disaster that will generate a spike in workers' compensation claims.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:


Signature of Departmental Personal Services Contract Coordinator

Brent Lewis

415-557-4944

Print or Type Name

Telephone Number

1 S. Van Ness, 4th Floor
San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 24, 2005

DEPARTMENT NAME: Department of Human Resources

DEPARTMENT NUMBER: 33

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Third party administration of workers' compensation claims

FUNDING SOURCE: General fund

PSC AMOUNT: \$7,000,000

PSC DURATION: 2/1/2005 - 1/31/2008

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor will provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation and preparation of reports.
- B. Explain why this service is necessary and the consequences of denial: This service is necessary because the number of claims generated by CCSF employees is significantly greater than what can be handled by the City's in-house claims administration unit. Denial of these services would result in caseloads far beyond industry standards, would adversely affect the City's ability to meet benefit requirements of the California Labor Code, would jeopardize the City's license to self insure for workers' compensation and would generally undermine the City's ability to control workers compensation costs.
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been provided by a third party administrator (TPA) since 1993. The most recent contract was PSC#4005-04/05.
- D. Will the contract(s) be renewed: Unknown at this time.

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

IFPTE, Local 21
Union Name

[Signature]
Signature of person mailing / faxing form

1-24-05
Date

SEIU, Local 790
Union Name

[Signature]
Signature of person mailing / faxing form

1-24-05
Date

RFP sent to _____, on _____, _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4064-04/05

Approved
[Signature]

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

05 FEB -3 PM 1:1
APPROVED BY
DEPARTMENT OF
HUMAN RESOURCES
PSC FORM 1 (9/96)
10

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: *Workers' compensation claims processing, adjusting and self-insured administration.*
- B. Which, if any, civil service class normally performs this work? *Skilled staff possessing expertise in some aspects of services required includes 8141 Workers' Compensation Adjuster, 8165 Workers' Compensation Supervisor I, 8166 Workers' Compensation Claims Manager, and 1209 Benefits Technician classifications.*
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: *Contractor will maintain an office and storage space sufficient to house its staff and approximately 30,000 files.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: *Based on a longstanding (1993) policy determination, the City has elected to maintain a dual workers' compensation claims administration function: an in-house claims administration division staffed by City employees, and an external third party administrator (TPA). While appropriate civil service classes exist, the City's caseload has been administered by both the City and a TPA since 1993. The City plans to form a task force during the term of this contract to review the efficacy of this arrangement.*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No, appropriate classes exist.*

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

Yes No

- A. Will the contractor directly supervise City and County employees?
- B. Will the contractor train City and County employees?
 - Describe training and indicate approximate number of hours.
 - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Kerry K. Ko

Signature of Departmental Personal Services Contract Coordinator

Kerry K. Ko
44 Gough Street
San Francisco, CA 94103

415-557-4875
Telephone Number



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Subacute Skilled Nursing and Skilled Nursing Beds for Overflow/Emergency Needs

Funding Source: General Fund

PSC Amount: \$15,000,000

PSC Est. Start Date: 10/01/2022

PSC Est. End Date
06/30/2026

1. Description of Work

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

Contractors will provide subacute skilled nursing care for patients who require ongoing specialized care, such as tracheostomy care, complex wound management, intravenous tube feeding and/or ventilator care after an acute hospitalization. Contractors may also provide skilled nursing level of care to accommodate surge overflow or other emergency situations. The patients will be treated for as long as medically necessary, providing uninterrupted service for the duration of the PSC.

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

San Francisco only has one sub-acute skilled nursing facility in the county. This unit is not accepting new patients and it will stop providing sub-acute skilled nursing services when the last patient leaves. San Francisco patients who need this level of care are transferred out of county. If approval is denied, San Francisco residents will continue to be transferred out of county to receive this level of care making it difficult, if not impossible, for family and friends to visit them. Lack of familiar social interactions can result in poor health outcomes, up to and including death. San Francisco has limited access to skilled nursing facility beds for hospital discharges. This results in patients remaining in acute care beds while waiting for an opening in a skilled nursing facility. Having patients stay when they are no longer acute limits access for new acute admissions. Patients waiting in the Emergency Department creates overflow conditions for the hospital which can result in poor health outcomes.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes if there is a continued need and funding available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
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 have sufficient capacity to serve current level of need for subacute and skilled nursing and provide the facility-dependent, highly regulated and specialized services in the projected volume needed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Ability and capacity to provide subacute and general skilled nursing care in San Francisco licensed by the State of California. Services would be provided by a comprehensive care team comprised of many civil service classes, such as, but not limited to, 1095, 1636, 1657, 1662, 2114, 2232, 2233, 2242, 2303, 2312, 2320, 2542, 2548, 2550, 2556, 2558, 2606, 2654, 2738.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1094, IT Operations Support Admin IV; 1636, Health Care Billing Clerk 2; 1657, Accountant IV; 1662, Patient Accounts Asst Sprv; 2114, Medical Records Tech Sprv; 2232, Senior Physician Specialist; 2233, Supervising Physician Spec; 2303, Patient Care Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2542, Speech Pathologist; 2548, Occupational Therapist; 2550, Senior Occupational Therapist; 2556, Physical Therapist; 2558, Senior Physical Therapist; 2606, Senior Food Service Worker; 2654, Cook; 2738, Porter Assistant Supervisor; 2242, Senior Psychiatric Physician Specialist; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractors will provide facilities certified to provide medical services for subacute and skilled nursing care.

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

The Department has looked at repurposing or reprogramming existing capacity, however, at the present time, that is not feasible because it would reduce or eliminate capacity in other needed areas.

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

- A. Explain why civil service classes are not applicable.
Civil service classifications are applicable but due to the need for subacute and additional skilled nursing beds, City capacity is not enough to maintain ongoing services and meet any surges in need for care created by unforeseen health or environmental emergencies.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No because civil service classifications already exist. The contract is needed in order to provide subacute skilled nursing care and skilled nursing care to meet surge needs due to capacity issues, not because new classifications are needed.

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

7. Union Notification: On 06/05/2022, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Municipal Executive Association; Physicians and Dentists - 11AA; Physicians and Dentists - 8CC; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); Teamsters, Local 856 Health Workers; Teamsters, Local 856 Supv Nurses

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

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

Address: 1380 Howard Street, 419B San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43506 - 21/22

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 09/19/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

Receipt of Notice for new PCS over \$100K PSC # 43506 - 21/22

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

on behalf of

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

Sun 6/5/2022 4:28 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;mleach <mleach@ibt856.org>;snaranjo@cirseiu.org <snaranjo@cirseiu.org>;jennifer.esteen@seiu1021.org <jennifer.esteen@seiu1021.org>;emathurin@cirseiu.org <emathurin@cirseiu.org>;abush@cirseiu.org <abush@cirseiu.org>;sbabaria@cirseiu.org <sbabaria@cirseiu.org>;kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>;ablood@cirseiu.org <ablood@cirseiu.org>;sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>;Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>;leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>;Frigault, Noah (HRC) <noah.frigault@sfgov.org>;Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>;thomas.vitale@seiu1021.org <thomas.vitale@seiu1021.org>;Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>;Basconillo, Katherine (PUC) <kbasconillo@sfgov.org>;pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>;Wendy.Frigillana@seiu1021.org <Wendy.Frigillana@seiu1021.org>;pscreview@seiu1021.org <pscreview@seiu1021.org>;ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>;davidmkersten@gmail.com <davidmkersten@gmail.com>;xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>;Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>;david.canham@seiu1021.org <david.canham@seiu1021.org>;jtanner940@aol.com <jtanner940@aol.com>;amakayan@ifpte21.org <amakayan@ifpte21.org>;tjenkins@uapd.com <tjenkins@uapd.com>;jduritz@uapd.com <jduritz@uapd.com>;Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>;Criss@sfmea.com <Criss@sfmea.com>;camaguey@sfmea.com (contact) <camaguey@sfmea.com>;Christina@sfmea.com <Christina@sfmea.com>;staff@sfmea.com <staff@sfmea.com>;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>;Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 43506 - 21/22 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 43506 - 21/22 for \$15,000,000 for Initial Request services for the period 10/01/2022 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/18584> 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: Basis of Design Report for Crystal Springs Purified Water Project

Funding Source: Water Enterprise Alternative Water Supply PSC Duration: 2 years 1 day

PSC Amount: \$515,000

1. Description of Work

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

SFPUC is part of a regional partnership that is studying potable reuse on the peninsula. BAWSCA, Cal Water, Redwood City, San Mateo, SFPUC, and SVCW have worked collaboratively since 2016 to develop a coordinated plan for potable reuse in the San Francisco Bay Region, known as the Potable Reuse Exploratory Plan ("PREP"). This collaboration has thus far produced three feasibility studies, which analyzed, in subsequently more technical detail, a number of potable reuse alternatives and described the risks and viabilities of those alternatives. Through these studies, the six Parties developing the PREP have identified a phased, hybrid potable reuse concept that they wish to move into the design phase and have named the SF-Peninsula Regional Purewater ("SPRP") Project.

The partners, which now include Mid-Peninsula Water District, totaling seven agencies all together, wish to produce a "Basis of Design Report (BODR)," which will further develop the SPRP Project concept, establish design criteria, create design drawings, delineate a preliminary project footprint, and analyze costs. The estimated cost of the BODR is \$1,030,000, which would be paid by all seven partners; SFPUC's would contribute \$515,000 toward the total cost.

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

The SPRP is a regional collaboration effort that include no only wastewater but water agencies outside the City and County of San Francisco. It is intended to augment our regional water supply and therefore require a partnership of water and wastewater agencies. The partnership makes decision through a consensus process and it has decided together that the next step for the collaboration is moving to preliminary design and producing the BODR using a consultant that has carried out the previous three phases of the feasibility study. If denied, the SFPUC would not be able to participate in this regional water supply project and as such our overall water supply resiliency would be diminished.

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

B. Explain the qualifying circumstances:

The work is as-needed, short-term, and highly specialized and involves infrastructure and facilities not owned by San Francisco, which means that it will be needed to fulfill those short-term needs applicable in a regional context.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor has the necessary skills, experience, and expertise to perform the services under this contract, including: (1) Expertise in advanced treatment of wastewater to drinking water standards; (2) Potable reuse, including indirect and direct potable reuse, regulations; (3) Permitting of potable reuse systems; (4) Knowledge of regional wastewater and potable water facilities; (5) cost estimation; (6) public outreach and stakeholder engagement for potable reuse project.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5148, Water Operations Analyst; 5207, Assoc Engineer; 5241, Engineer; 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

These services are not available through the city because it is a regional collaboration that involve outside agencies including wastewater and water utilities outside of city jurisdiction. This a joint effort and using City resources would not be feasible in the context of performing technical analyses on facilities not owned or operated by San Francisco.

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

A. Explain why civil service classes are not applicable.

While certain functions performed under this contract could be performed by civil service staff, the primary benefit of this agreement is to participate in an regional partnership that involve the facilities of multiple utilities located on the peninsula. The SFPUC would not have access to the available wastewater supply or realize the entire water supply benefits of this project to the regional water system without participating in this collaboration. The Water Enterprise is looking at potable reuse of in-City wastewater resources and for such projects, civil service classes may be applicable. However, this particular project require the SFPUC to be a part of the regional partnership due to the location of the available wastewater and the potential water customers of the potable reuse water supply. Using City civil classes to perform technical analyses on facilities owned and operated by other utilities outside of the City would not be applicable to this project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. As indicated above, some of the functions performed under this contract could be performed by existing civil service classifications. However, due to the program’s regional nature, it is not practical or feasible to conduct these activities internally as part of the regional collaboration.

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 a part of this PSC because of the short-term and highly specialized and regional nature of the work that it will consist of.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 06/29/2022, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40910 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 40910 - 21/22
Date: Wednesday, June 29, 2022 1:49:39 PM

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RECEIPT for Union Notification for PSC 40910 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 40910 - 21/22 for \$515,000 for Initial Request services for the period 09/01/2022 – 09/01/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/18862> 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: Construction management (CM) staff augmentation services for the Islais Creek Bypass Project

Funding Source: Bay Corridor Transmission and Distribution PSC Duration: 3 years 1 day

PSC Amount: \$3,100,000

1. Description of Work

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

This PSC is to provide specialized, short-term staff to provide construction management services for an approximately \$20M Power Enterprise construction project to construct underground electrical duct bank and vaults, Emergency Firefighting Water System (EFWS) pipeline, San Francisco Water Department (SFWD) pipeline, installation of electrical cable and switches, inter-connection to high-voltage switchgear, and roadway and sidewalk work.

The construction management services required under this PSC would include, but are not limited to, construction contract administration, construction inspection, construction contracts management, and project controls.

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

The SFPUC does not have the staff resources to perform all of the required work nor could the SFPUC locate enough current staff be transferred from other City departments such as San Francisco Public Works (SFPW). Also, no new hires could be added to meet the timing and/or requirements of the limited duration and specialized expertise for this proposed work effort. If denied, there would not be adequate staff and the necessary construction management expertise to manage the construction, which would increase the likelihood of inadequate execution of the project and delays to the energization of the new City Distribution Division's headquarters at 2000 Marin Street.

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):

- 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. To the fullest extent possible, City staff will be utilized to provide construction management services for the construction project. 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 underground electrical distribution construction, including: contractor means and methods, safety regulations, water quality standards, compliance with State and Federal regulations applicable to the work, system shutdowns and start-up procedures, equipment and performance testing, compliance with the latest building codes, and claims expertise.
- B. Which, if any, civil service class(es) normally perform(s) this work? 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 previously used resources from SFPW to support projects throughout San Francisco. As such, the SFPUC and SFPW will continue to partner by augmenting existing CM staffing resources to meet the specialized needs and peak workload demands of SFPUC's construction projects. However, neither department has the staff available during the project's timeframe.

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

- A. Explain why civil service classes are not applicable.
The SFPUC does not have staff available to perform these services, as they are committed to other projects. Once project construction begins and if a 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. Not applicable. Existing civil service classifications can 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 specific training is identified. However, if City-staff become available to replace a consultant under this contract, a transition period of between two-weeks and one-month will be scheduled so the new person can become familiar with the project and its issues.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 06/29/2022, 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@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47489 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgov.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 47489 - 21/22
Date: Wednesday, June 29, 2022 8:16:28 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 47489 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47489 - 21/22 for \$3,100,000 for Initial Request services for the period 02/01/2023 – 02/01/2026. 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/18808> 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: Comprehensive Management of Watersheds within Yosemite National Park

Funding Source: Hetch Hetchy Water and Power Operating Bud

PSC Amount: \$33,257,629

PSC Est. Start Date: 07/01/2020

PSC Est. End Date
06/30/2024

1. Description of Work

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

The scope of the existing agreement includes work in three cooperative programs:

1) Source Water Protection – Watershed controls to preserve the San Francisco Regional Watersheds within Yosemite National Park (YNP) as high-quality drinking water sources and to maintain the filtration avoidance status of the Hetch Hetchy Supply. This includes watershed management for source water protection and implementation of the Raker Act water quality provisions, along with other source water protection initiatives.

2) Environmental Stewardship (ES) Program – Collaborative efforts to improve environmental stewardship of the Upper Tuolumne River ecosystem which affects, or is affected by, SFPUC facilities and operations within YNP. These efforts incorporate policies described in the SFPUC Water Enterprise Environmental Stewardship Policy and will also assist in carrying out stipulations entered into by the SFPUC within the Department of the Interior under provisions of the Raker Act.

3) Security Program – Providing security for facilities essential to SFPUC operations within the YNP.

The Agreement will refine the description of the ES Program to clarify that the scope of work for the ES Program includes NPS environmental and technical review of SFPUC projects. This work may involve, but is not limited to, investigations by NPS staff under the Raker Act in order to inform their decision-making process on special topics raised by SFPUC projects proposed or occurring within YNP, such as archaeological resources, Threatened and Endangered Species, work to address immediate or imminent hazards on roads or trails within the watershed, sanitary concerns, natural or cultural resources analyses and environmental review and document preparation.

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

The services performed are necessary in order to provide controls to preserve the San Francisco Regional Watersheds within Yosemite National Park (YNP) as high-quality drinking water sources, in compliance with the Raker Act, and to maintain the filtration avoidance status of the Hetch Hetchy Supply, in compliance with federal and state regulations; to provide services for environmental stewardship of the Upper Tuolumne River ecosystem which affects, or is affected by, SFPUC facilities and operations within YNP; and for security of SFPUC facilities within YNP. This will establish that these services also encompass reviews for SFPUC projects occurring within the Park. A denial in approval would jeopardize watershed protection, environmental stewardship and certain 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.

The NPS has provided these watershed management services for decades, and the current agreement is one in a series of agreements between the SFPUC and the NPS. This service is currently being provided by an existing agreement with the SFPUC and the NPS; adopted by the San Francisco Board of Supervisors on April 30, 2019; Resolution #219-19, File #190347 and adopted by the SFPUC Commission on March 26, 2019; Resolution #19-0058. It is due to expire on June 30, 2024. No PSC was attached to this agreement.

D. Will the contract(s) be renewed?

No

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

N/A

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

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

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

B. Explain the qualifying circumstances:

The scope of work in the existing agreement is occurring in Yosemite National Park, an area under federal government jurisdiction. The National Park Service has exclusive federal jurisdiction for law enforcement within Yosemite National Park, including the protection of SFPUC facilities. Additionally, the City and County of San Francisco is obligated to pay the Department of the Interior/Yosemite National Park for implementation of the Raker Act water quality provisions and reimbursement of expenses incurred in making certain investigations or decisions respecting the SFPUC's rights, benefits, and obligations under the Raker Act.

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

A. Specify required skills and/or expertise: Skills include providing law enforcement within Yosemite National Park (YNP) to prevent and respond to attacks on SFPUC facilities within YNP; Watershed protection; Monitoring, treatment and disposal of wastewater; Trails, corrals and watershed maintenance; Interpretation to provide education to watershed visitors. The main objective is to protect water quality, environmental resources, and security for essential facilities, while maintaining the filtration avoidance designation of Hetch Hetchy's water supply.

- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

This work is occurring in Yosemite National Park, an area under federal government jurisdiction. The National Park Service has exclusive federal jurisdiction for law enforcement within Yosemite National Park, including the protection of SFPUC facilities. Additionally, the City and County of San Francisco is obligated to pay the Department of the Interior/Yosemite National Park for implementation of the Raker Act water quality provisions and reimbursement of expenses incurred in making certain investigations or decisions respecting the SFPUC's rights, benefits, and obligations under the Raker Act.

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

- A. Explain why civil service classes are not applicable.
N/A - This work is occurring in Yosemite National Park, an area under federal government jurisdiction. The National Park Service has exclusive federal jurisdiction for law enforcement within Yosemite National Park, including the protection of SFPUC facilities. Additionally, the City and County of San Francisco is obligated to pay the Department of the Interior/Yosemite National Park for implementation of the Raker Act water quality provisions and reimbursement of expenses incurred in making certain investigations or decisions respecting the SFPUC's rights, benefits, and obligations under the Raker Act.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work is occurring in Yosemite National Park, an area under federal government jurisdiction. The National Park Service has exclusive federal jurisdiction for law enforcement within Yosemite National Park, including the protection of SFPUC facilities. Additionally, the City and County of San Francisco is obligated to pay the Department of the Interior/Yosemite National Park for implementation of the Raker Act water quality provisions and reimbursement of expenses incurred in making certain investigations or decisions respecting the SFPUC's rights, benefits, and obligations under the Raker Act.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. There is no need for National Park Service personnel to train City and County of San Francisco employees; therefore, training is not included in the scope of the agreement.
- C. Are there legal mandates requiring the use of contractual services?
Yes. The City and County of San Francisco is obligated to pay the Department of the Interior/Yosemite National Park for implementation of the Raker Act water quality provisions (federal law) and to reimburse its expenses incurred in making certain investigations or decisions respecting the SFPUC's rights, benefits, and obligations under the Raker Act.

- 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 07/06/2022, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48577 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; [Emanuel, Rachel \(DEM\)](mailto:Emanuel,Rachel.(DEM)); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; [Basconcello, Kathy](mailto:Basconcello,Kathy); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 48577 - 21/22
Date: Wednesday, July 6, 2022 1:55:05 PM

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

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

RECEIPT for Union Notification for PSC 48577 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48577 - 21/22 for \$33,257,629 for Initial Request services for the period 07/01/2020 – 06/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/18806> 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)

RAKER ACT

(H. R. 7207)



An Act granting to the City and County of San Francisco certain rights of way in, over and through certain public lands, the Yosemite National Park and Stanislaus National Forest and certain lands in the Yosemite National Park, the Stanislaus National Forest, and the public lands in the State of California, and for other purposes.



Passed by the House of Representatives
September 3, 1913



Reprinted by
PUBLIC UTILITIES COMMISSION
City and County of San Francisco
November 1, 1953

Honorable Elmer E. Robinson	Mayor
Oliver M. Rousseau	President
Victor S. Swanson	Vice President
Sam McKee	Commissioner
Edw. B. Baron	Commissioner
Donald A. Cameron	Commissioner
James H. Turner	Manager of Utilities



RAKER ACT

(Public—No. 41.—63rd Congress)

(H.R. 7207)

AN ACT granting to the City and County of San Francisco certain rights of way in, over and through certain public lands, the Yosemite National Park and Stanislaus National Forest, and certain lands in the Yosemite National Park, the Stanislaus National Forest and the public lands in the State of California, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That there is hereby granted to the City and County of San Francisco, a municipal corporation in the State of California, all necessary rights of way along such locations and of such width, not to exceed two hundred and fifty feet, as in the judgment of the Secretary of the Interior may be required for the purposes of this Act, in, over and through the public lands of the United States in the counties of Tuolumne, Stanislaus, San Joaquin and Alameda, in the State of California, and in, over and through the Yosemite National Park and the Stanislaus National Forest, or portions thereof, lying within the said counties, for the purpose of constructing, operating and maintaining aqueducts, canals, ditches, pipes, pipe lines, flumes, tunnels and conduits for conveying water for domestic purposes and uses to the City and County of San Francisco and such other municipalities and water districts as, with the consent of the City and County of San Francisco, or in accordance with the laws of the State of California in force at the time application is made, may hereafter participate in the beneficial use of the rights and privileges granted by this Act; for the purpose of constructing, operating and maintaining power and electric plants, poles and lines for generation and sale and distribution of electric energy; also for the purpose of constructing, operating and maintaining telephone and telegraph lines, and for the purpose of constructing, operating and maintaining roads, trails, bridges, tramways, railroads and other means of locomotion, transportation and communication, such as may be necessary or proper in the construction, maintenance and operation of the works constructed by the grantee herein; together with such lands in the Hetch Hetchy Valley and Lake Eleanor Basin within the Yosemite National Park, and the Cherry Valley within the Stanislaus National Forest, irrespective of the width or extent of said lands, as may be determined by the Secretary of the Interior to be actually necessary for surface or underground reservoirs, diverting and storage dams; together with such lands as the Secretary of the Interior may determine to be actually necessary for power houses, and all other structures or buildings necessary or properly incident to the construction,

operation and maintenance of said water power and electric plants, telephone and telegraph lines, and such means of locomotion, transportation and communication as may be established; together with the right to take, free of cost, from the public lands, the Yosemite National Park and the Stanislaus National Forest adjacent to its right of way, within such distance as the Secretary of the Interior and the Secretary of Agriculture may determine, stone, earth, gravel, sand, tufa and other materials of like character actually necessary to be used in the construction, operation and repair of its said water power and electric plants, its said telephone and telegraph lines, and its said means of locomotion, transportation or communication, under such conditions and regulations as may be fixed by the Secretary of the Interior and the Secretary of Agriculture, within their respective jurisdictions, for the protection of the public lands, the Yosemite National Park and the Stanislaus National Forest: *Provided*, That said grantee shall file, as hereinafter provided, a map or maps showing the boundaries, location and extent of said proposed rights of way and lands for the purposes hereinabove set forth: *Provided further*, That the Secretary of the Interior shall approve no location or change of location in the national forests unless said location or change of location shall have been approved in writing by the Secretary of Agriculture.

Sec. 2. That within three years after the passage of this Act said grantee shall file with the registers of the United States land offices, in the districts where said rights of way or lands are located, a map or maps showing the boundaries, locations and extent of said proposed rights of way and lands required for the purposes stated in section one of this Act; but no permanent construction work shall be commenced on said land until such map or maps shall have been filed as herein provided and approved by the Secretary of the Interior: *Provided, however*, That any changes of location of any of said rights of way or lands may be made by said grantee before the final completion of any of said work permitted in section one hereof, by filing such additional map or maps as may be necessary to show such changes of location, said additional map or maps to be filed in the same manner as the original map or maps; but no change of location shall become valid until approved by the Secretary of the Interior, and the approval by the Secretary of the Interior of said map or maps showing changes of location of said rights of way or lands shall operate as an abandonment by the City and County of San Francisco to the extent of such change or changes of any of the rights of way or lands indicated on the original maps: *And provided further*, That any rights inuring to the grantee under this Act shall, on the approval of the map or maps referred to herein by the Secretary of the Interior, relate back to the date of the filing of said map or maps with the register of the United States Land Office as provided herein, or to the date of the filing of such maps as they may be

copies of as provided for herein: *And provided further*, That with reference to any map or maps heretofore filed by said City and County of San Francisco or its grantor with any officer of the Department of the Interior or the Department of Agriculture, and approved by said department, the provisions hereof will be considered complied with by the filing by said grantee of copies of any of such map or maps with the register of the United States Land Office as provided for herein, which said map or maps and locations shall as in all other cases be subject to the approval of the Secretary of the Interior.

Sec. 3. That the rights of way hereby granted shall not be effective over any lands upon which homestead, mining or other existing valid claim or claims shall have been filed or made and which now in law constitute prior rights to any claim of the grantee until said grantee shall have purchased such portion or portions of such homestead, mining or other existing valid claims as it may require for right-of-way purposes and other purposes herein set forth, and shall have procured proper relinquishments of such portion or portions of such claims, or acquired title by due process of law and just compensation paid to said entrymen or claimants, and caused proper evidence of such fact to be filed with the Commissioners of the General Land Office, and the right of such entrymen or claimants to sell and of said grantee to purchase such portion or portions of such claims are hereby granted: *Provided, however*, that this Act shall not apply to any lands embraced in rights of way heretofore approved under any Act of Congress for the benefit of any parties other than said grantee or its predecessors in interest.

Sec. 4. That the said grantee shall conform to all regulations adopted and prescribed by the Secretary of the Interior governing the Yosemite National Park and by the Secretary of Agriculture governing the Stanislaus National Forest, and shall not take, cut or destroy any timber within the Yosemite National Park or the Stanislaus National Forest except such as may be actually necessary in order to construct, repair and operate its said reservoirs, dams, power plants, water power and electric works, and other structures above mentioned, but no timber shall be cut or removed from lands outside of the right of way until designated by the Secretary of the Interior or the Secretary of Agriculture, respectively; and it shall pay to the United States the full value of all timber and wood cut, injured or destroyed on or adjacent to any of the rights of way and lands, as required by the Secretary of the Interior or the Secretary of Agriculture: *Provided*, That no timber shall be cut by the grantee in the Yosemite National Park except from land to be submerged or which constitutes an actual obstruction to the right or rights of way or to any road or trail provided in this Act: *Provided, further*, That for and in consideration of the rights and privileges hereby granted to it the said grantee shall construct and maintain in good

repair such bridges or other practicable crossings over its rights of way within the Stanislaus National Forest as may be prescribed in writing by the Secretary of Agriculture, and elsewhere on public lands along the line of said works, and within the Yosemite National Park as may be prescribed in writing by the Secretary of the Interior; and said grantee shall, as said water works are completed, if directed in writing by the Secretary of the Interior or the Secretary of Agriculture, construct and maintain along each side of said right of way a lawful fence of such character as may be prescribed by the proper Secretary, with such suitable lanes or crossings as the aforesaid officers shall prescribe: *And provided further*, That the said grantee shall clear its rights of way within the Yosemite National Park and the Stanislaus National Forest and over any public land of any debris or inflammable material as directed by the Secretary of the Interior and the Secretary of Agriculture, respectively; and said grantee shall permit any road or trail which it may construct over the public lands, the Yosemite National Park or the Stanislaus National Forest to be freely used by the officials of the Government and by the public, and shall permit officials of the Government, for official business only, the free use of any telephone or telegraph lines, or equipment, or railroads that it may construct and maintain within the Yosemite National Park and the Stanislaus National Forest, or on the public lands, together with the right to connect with any such telephone or telegraph lines private telephone wires for the exclusive use of said Government officials: *And provided further*, That all reservoirs, dams, conduits, power plants, water power and electric works, bridges, fences and other structures not of a temporary character shall be sightly and of suitable exterior design and finish so as to harmonize with the surrounding landscape and its use as a park; and for this purpose all plans and designs shall be submitted for approval to the Secretary of the Interior.

Sec. 5. That all lands over which the rights of way mentioned in this Act shall pass shall be disposed of only subject to such easements: *Provided, however*, That the construction of the aforesaid works shall be prosecuted diligently, and no cessation of such construction shall continue for a period of three consecutive years, and in the event that the Secretary of the Interior shall find and determine that there has not been diligent prosecution of the work or of some integral and essential part thereof, or that there has been a cessation of such construction for a period of three consecutive years, then he may declare forfeited all rights of the grantee herein as to that part of the works not constructed, and request the Attorney General, on behalf of the United States, to commence suit in the United States District Court for the Northern District of California for the purpose of procuring a judgment declaring all such rights to that part of the works not constructed to be forfeited to the United States, and upon such request it shall be the duty of the

said Attorney General to cause to be commenced and prosecuted to a final judgment such suit: *Provided, further,* That the Secretary of the Interior shall make no such finding and take no such action if he shall find that the construction or progress of the works has been delayed or prevented by the act of God or the public enemy, or by engineering or other difficulties that could not have been reasonably foreseen and overcome, or by other special or peculiar difficulties beyond the control of the said grantee: *Provided, further,* That, in the exercise of the rights granted by this Act, the grantee shall at all times comply with the regulations herein authorized, and in the event of any material departure therefrom the Secretary of the Interior or the Secretary of Agriculture, respectively, may take such action as may be necessary in the courts or otherwise to enforce such regulations.

Sec. 6. That the grantee is prohibited from ever selling or letting to any corporation or individual, except a municipality or a municipal water district or irrigation district, the right to sell or sublet the water or the electric energy sold or given to it or him by the said grantee: *Provided,* That the rights hereby granted shall not be sold, assigned, or transferred to any private person, corporation, or association, and in case of any attempt to so sell, assign, transfer, or convey, this grant shall revert to the Government of the United States.

Sec. 7. That for and in consideration of the grant by the United States as provided for in this Act the said grantee shall assign, free of cost to the United States, all roads and trails built under the provisions hereof; and further, after the expiration of five years from the passage of this Act the grantee shall pay to the United States the sum of \$15,000 annually for a period of ten years, beginning with the expiration of the five-year period before mentioned, and for the next ten years following \$20,000 annually, and for the remainder of the term of the grant shall, unless in the discretion of Congress the annual charge should be increased or diminished, pay the sum of \$30,000 annually, said sums to be paid on the first day of July of each year. Until otherwise provided by Congress, said sums shall be kept in a separate fund by the United States, to be applied to the building and maintenance of roads and trails and other improvements in the Yosemite National Park and other national parks in the State of California. The Secretary of the Interior shall designate the uses to be made of sums paid under the provisions of this section under the conditions specified herein.

Sec. 8. That the word "grantee" as used herein shall be understood as meaning the City and County of San Francisco and such other municipalities or water district or water districts as may, with the consent of the City and County of San Francisco or in accordance with the laws of the State of California, hereafter participate

in or succeed to the beneficial rights and privileges granted by this Act.

Sec. 9. That this grant is made to the said grantee subject to the observance on the part of the grantee of all the conditions hereinbefore and hereinafter enumerated:

(a) That upon the completion of the Hetch Hetchy Dam or the Lake Eleanor Dam, in the Yosemite National Park, by the grantee, as herein specified, and upon the commencement of the use of any reservoirs thereby created by said grantee as a source of water supply for said grantee, the following sanitary regulations shall be made effective within the watershed above and around said reservoir sites so used by said grantee:

First. No human excrement, garbage, or other refuse shall be placed in the waters of any reservoir or stream or within three hundred feet thereof.

Second. All sewage from permanent camps and hotels within the watershed shall be filtered by natural percolation through porous earth or otherwise adequately purified or destroyed.

Third. No person shall bathe, wash clothes or cooking utensils, or water stock in, or in any way pollute, the water within the limits of the Hetch Hetchy Reservoir or any reservoir constructed by the said grantee under the provisions of this grant, or in the streams leading thereto, within one mile of said reservoir; or, with reference to the Hetch Hetchy Reservoir, in the waters from the reservoir or waters entering the river between it and the "Early intake" of the aqueduct pending the completion of the aqueduct between "Early intake" and the Hetch Hetchy dam site.

Fourth. The cost of the inspection necessary to secure compliance with the sanitary regulations made a part of these conditions, which inspection shall be under the direction of the Secretary of the Interior, shall be defrayed by the said grantee.

Fifth. If at any time the sanitary regulations provided for herein shall be deemed by said grantee insufficient to protect the purity of the water supply, then the said grantee shall install a filtration plant or provide other means to guard the purity of the water. No other sanitary rules or restrictions shall be demanded by or granted to the said grantee as to the use of the watershed by campers, tourists, or the occupants of hotels and cottages.

(b) That the said grantee shall recognize the prior rights of the Modesto Irrigation District and the Turlock Irrigation District as now constituted under the laws of the State of California, or as said districts may be hereafter enlarged to contain in the aggregate not to exceed three hundred thousand acres of land, to receive two thou-

sand three hundred and fifty second-feet of the natural daily flow of the Tuolumne River, measured at the La Grange Dam, whenever the same can be beneficially used by said irrigation districts, and that the grantee shall never interfere with said rights.

(c) That whenever said irrigation districts receive at the La Grange Dam less than two thousand three hundred and fifty second-feet of water, and when it is necessary for their beneficial use to receive more water the said grantee shall release free of charge, out of the natural daily flow of the streams which it has intercepted, so much water as may be necessary for the beneficial use of said irrigation districts not exceeding an amount which, with the waters of the Tuolumne and its tributaries, will cause a flow at La Grange Dam of two thousand three hundred and fifty second-feet; and shall also recognize the rights of the said irrigation districts to the extent of four thousand second-feet of water out of the natural daily flow of the Tuolumne River for combined direct use and collection into storage reservoirs as may be provided by said irrigation districts, during the period of sixty days immediately following and including April fifteenth of each year, and shall during such period release free of charge such quantity of water as may be necessary to secure to the said irrigation districts such four thousand second-feet flow or portion thereof as the said irrigation districts are capable of beneficially directly using and storing below Jawbone Creek: *Provided, however,* That at such times as the aggregate daily natural flow of the watershed of the Tuolumne and its tributaries measured at the La Grange Dam shall be less than said district can beneficially use and less than two thousand three hundred and fifty second-feet, then and in that event the said grantee shall release, free of charge, the entire natural daily flow of the streams which it has under this grant intercepted.

(d) That the said grantee whenever the said irrigation districts desire water in excess of that to which they are entitled under the foregoing, shall on the written demand of the said irrigation districts sell to the said irrigation districts from the reservoir or reservoirs of the said grantee such amounts of stored water as may be needed for the beneficial use of the said irrigation districts at such a price as will return to the grantee the actual total costs of providing such stored water, such costs to be computed in accordance with the currently accepted practice of public cost accounting as may be determined by the Secretary of the Interior, including, however, a fair proportion of the cost to said grantee of the conduit, lands, dams, and water-supply system included in the Hetch Hetchy and Lake Eleanor sites; upon the express condition, however, that the said grantee may require the said irrigation districts to purchase and pay for a minimum quantity of such stored water, and that the said grantee shall be entitled to receive compensation for a minimum

quantity of stored water and shall not be required to sell and deliver to the said irrigation districts more than a maximum quantity of such stored water to be released during any calendar year: *Provided, however,* That if the said irrigation districts shall develop sufficient water to meet their own needs for beneficial use and shall so notify in writing the Secretary of the Interior, the said grantee shall not be required to sell or deliver to said irrigation districts the maximum or minimum amount of stored waters hereinbefore provided for, and shall release the said districts from the obligation to pay for such stored water: *And provided further,* That said grantee shall without cost to said irrigation district return to the Tuolumne River above the La Grange Dam for the use of the said irrigation districts all surplus or waste water resulting from the development of hydroelectric energy generated by the said grantee.

(e) That such minimum and maximum amounts of such stored water to be so released during any calendar year as hereinbefore provided and the price to be paid therefor by the said irrigation districts are to be determined and fixed by the Secretary of the Interior in accordance with the provisions of the preceding paragraph.

(f) That the Secretary of the Interior shall revise the maximum and minimum amounts of stored water to be supplied to said irrigation districts by said grantee as hereinbefore provided, whenever the said irrigation districts have properly developed the facilities of the Davis Reservoir of the Turlock Irrigation District and the Warner-Dallas Reservoir of the Modesto Irrigation District to the fullest practicable extent up to a development not exceeding in cost \$15 per acre-foot storage capacity, and whenever additional storage has been provided by the said irrigation districts which is necessary to the economical utilization of the waters of said watershed, and also after water losses and wastes have been reduced to such reasonable minimum as will assure the economical and beneficial use of such water.

(g) That the said grantee shall not be required to furnish more than the said minimum quantity of stored water hereinbefore provided for until the said irrigation districts shall have first drawn upon their own stored water to the fullest practicable extent.

(h) That the said grantee shall not divert beyond the limits of the San Joaquin Valley any more of the waters from the Tuolumne watershed than, together with the waters which it now has or may hereafter acquire, shall be necessary for its beneficial use for domestic and other municipal purposes.

(i) That the said grantee shall, at its own expense, locate and construct, under the direction of the Secretary of the Interior, such weirs or other suitable structures on sites to be granted, if neces-

sary, by the United States, for accurately measuring the flow in the said river at or above La Grange Dam, and measuring the flow into and out from the reservoirs or intakes of said districts, and into and out from any reservoirs constructed by the said grantee, and at any other point on the Tuolumne River or its tributaries, which he may designate, and fit the same with water-measuring apparatus satisfactory to said Secretary and keep such hydrographic records as he may direct, such apparatus and records to be open to inspection by any interested party at any time.

(j) That by "the flow," "natural daily flow," "aggregate daily natural flow," and "what is naturally flowing," as are used herein, is meant such flow as on any given day would flow in the Tuolumne River or its tributaries of said grantee had no storage or diversion works on the said Tuolumne watershed.

(k) That when the said grantee begins the development of the Hetch Hetchy Reservoir site, it shall undertake and vigorously prosecute to completion a dam at least two hundred feet high, with a foundation capable of supporting said dam when built to its greatest economic and safe height.

(l) That the said grantee shall, upon request, sell or supply to said irrigation districts, and also to the municipalities within either or both said irrigation districts, for the use of any landowner or owners therein for pumping subsurface water for drainage or irrigation, or for the actual municipal public purposes of said municipalities (which purposes shall not include sale to private persons or corporations) any excess of electrical energy which may be generated, and which may be so beneficially used by said irrigation districts or municipalities, when any such excess of electric energy may not be required for pumping the water supply for said grantee and for the actual municipal public purposes of the said grantee (which purposes shall not include sale to private persons or corporations) at such price as will actually reimburse the said grantee for developing and maintaining and transmitting the surplus electrical energy thus sold; and no power plant shall be interposed on the line of the conduit except by the said grantee, or the lessee, as hereinafter provided, and for the purposes and within the limitations in the conditions set forth herein: *Provided*, That said grantee shall satisfy the needs of the landowners in said irrigation districts for pumping subsurface water for drainage or irrigation, and the needs of the municipalities within such irrigation districts for actual municipal public purposes, after which it may dispose of any excess electrical energy for commercial purposes.

(m) That the right of said grantee in the Tuolumne water supply to develop electric power for either municipal or commercial use is to be made conditional for twenty years following the completion

of any portion of the works adapted to the generation of electrical energy, as follows: The said grantee shall within three years from the date of completion of said portion of the works install, operate, and maintain apparatus capable of developing and transmitting not less than ten thousand horsepower of electric power for municipal and commercial use, said ten thousand horsepower to be actually used or offered for use; and within ten years from the completion of said portion of the works not less than twenty thousand horsepower; and within fifteen years therefrom not less than thirty thousand horsepower; and within twenty years therefrom not less than sixty thousand horsepower, unless in the judgment of the Secretary of the Interior the public interest will be satisfied with a lesser development. The said grantee shall develop and use hydroelectric power for the use of its people and shall, at prices to be fixed under the laws of California or, in the absence of such laws, at prices approved by the Secretary of the Interior, sell or supply such power for irrigation, pumping, or other beneficial use, said prices not to be less than will return to said grantee the actual total costs of providing and supplying said power, which costs shall be computed in accordance with the currently accepted practice of public cost accounting, as shall be determined by the Secretary of the Interior, including, however, a fair proportion of cost of conduit, lands, dams, and water-supply system; and further, said grantee shall, before using any of said water for the purpose of developing hydroelectric power, file such maps, surveys, field notes, or other data as may be required by law, and shall conform to any law existing and applicable to said subject of development of said hydroelectric power for municipal or commercial uses.

(n) That after the period of twenty years hereinbefore provided for the development, transmission, use, and sale of electric power, the Secretary of the Interior, under authorization hereby given, may require the grantee, within a time fixed by the Secretary, to develop, transmit, and use, or offer for sale, such additional power, and also such power less than sixty thousand horsepower as the grantee may have failed to develop, transmit, use, or sell, within the twenty years aforesaid, as in the judgment of said Secretary the grantee may or ought to develop under this grant, and which in his judgment the public interest demands or convenience requires; and in case of the failure of the grantee to carry out any such requirements of the Secretary of the Interior the latter is hereby authorized so to do, and he may, in such manner and form and upon such terms and conditions as he may determine, provide for the development, transmission, use and sale of such additional power and such power not so developed, transmitted, or used by the grantee at the end of said twenty years up to sixty thousand horsepower; and for that purpose the Secretary of the Interior may take possession of and lease to such person or persons as he may designate such portion of the

rights of way, structures, dams, conduits, and other property acquired or constructed by the grantee hereunder as may be necessary for the development, transmission, use, and sale of such power.

(o) That the rates or charges to be made by the grantee or by any lessee under the last preceding paragraph for the use of power for commercial purposes shall at all times conform to the laws of the State of California or, in the absence of any such statutory law, be subject to the approval of the Secretary of the Interior, and in the absence of such law no rates or charges shall be made, fixed, or collected without such approval, and the grantee shall at any time, upon the demand of the Secretary of the Interior, allow the latter or such person or persons as he may designate full and free access, right, and opportunity to examine and inspect all of the grantee's books, records, and accounts, and all the works constructed and property occupied hereunder by the grantee.

(p) That this grant is upon the further condition that the grantee shall construct on the north side of the Hetch Hetchy Reservoir site a scenic road or trail, as the Secretary of the Interior may determine, above and along the proposed lake to such point as may be designated by the said Secretary, and also leading from said scenic road or trail a trail to the Tiltill Valley and to Lake Vernon, and a road or trail to Lake Eleanor and Cherry Valley via McGill Meadow; and likewise the said grantee shall build a wagon road from Hamilton or Smiths Station along the most feasible route adjacent to its proposed aqueduct from Groveland to Portulaca or Hog Ranch and into the Hetch Hetchy Dam site, and a road along the southerly slope of Smiths Peak from Hog Ranch past Harden Lake to a junction with the old Tioga Road in section four, township one south, range twenty-one east, Mount Diablo base and meridian, and such roads and trails made necessary by this grant, and as may be prescribed by the Secretary of the Interior. Said grantee shall have the right to build and maintain such other necessary roads or trails through the public lands, for the construction and operation of its works, subject, however, to the approval of the Secretary of Agriculture in the Stanislaus National Forest, and the Secretary of the Interior in the Yosemite National Park. The said grantee shall further lay and maintain a water pipe, or otherwise provide a good and sufficient supply of water for camp purposes at the Meadow, one-third of a mile, more or less, southeasterly from the Hetch Hetchy Dam site.

That all trail and road building and maintenance by the said grantee in the Yosemite National Park and the Stanislaus National Forest shall be done subject to the direction and approval of the Secretary of the Interior or the Secretary of Agriculture according to their respective jurisdictions.

(q) That the said grantee shall furnish water at cost to any authorized occupant within one mile of the reservoir and in addition to the sums provided for in section seven it shall reimburse the United States Government for the actual cost of maintenance of the above roads and trails in a condition of repair as good as when constructed.

(r) That in case the Department of the Interior is called upon, by reason of any of the above conditions, to make investigations and decisions respecting the rights, benefits, or obligations specified in this Act, which investigations or decisions involve expense to the said Department of the Interior, then such expense shall be borne by said grantee.

(s) That the grantee shall file with the Secretary of the Interior, within six months after the approval of this Act, its acceptance of the terms and conditions of this grant.

(t) That the grantee herein shall convey to the United States, by proper conveyance, a good and sufficient title free from all liens and encumbrances of any nature whatever, to any and all tracts of land which are now owned by said grantee within the Yosemite National Park or that part of the national forest adjacent thereto not actually required for use under the provisions of this Act, said conveyance to be approved by and filed with the Secretary of the Interior within six months after the said grantee ceases to use such lands for the purpose of construction or repair under the provisions of this Act.

(u) That the City and County of San Francisco shall sell to the United States, for the use of the War Department, such water as the War Department may elect to take, and shall deliver the same through its system in or near the City of San Francisco to the mains or systems of such military reservations in that vicinity as may be designated by the Secretary of War, under such rules and regulations as he may prescribe. In payment for such water and the delivery thereof the United States shall pay to the said City and County of San Francisco a rental, to be calculated at a fixed rate per one thousand gallons, said rate not to exceed the actual cost of said water to said City and County for all the water so furnished, as determined by meter measurements: *And provided further*, That payment of said rental shall be made by the local disbursing officer of the War Department in the usual manner: *Provided, however*, That the grantee shall at all times comply with and observe on its part all the conditions specified in this Act, and in the event that the same are not reasonably complied with and carried out by the grantee, upon written request of the Secretary of the Interior, it is made the duty of the Attorney General in the name of the United States to commence all necessary suits or proceedings in the proper

court having jurisdiction thereof, for the purpose of enforcing and carrying out the provisions of this Act.

Sec. 10. That this grant, so far as it relates to the said irrigation districts, shall be deemed and held to constitute a binding obligation upon said grantee in favor of the said irrigation districts which said districts, or either of them, may judicially enforce in any court of competent jurisdiction.

Sec. 11. That this Act is a grant upon certain express conditions specifically set forth herein, and nothing herein contained shall be construed as affecting or intending to affect or in any way to interfere with the laws of the State of California relating to the control, appropriation, use, or distribution of water used in irrigation or for municipal or other uses, or any vested right acquired thereunder, and the Secretary of the Interior, in carrying out the provisions of this Act, shall proceed in conformity with the laws of said State.

Passed the House of Representatives September 3, 1913.

Attest:

SOUTH TRIMBLE, Clerk.

Approved December 19, 1913.

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: Generator Maintenance Service

Funding Source: Wastewater Enterprise Operating Budget

PSC Duration: 5 years

PSC Amount: \$1,550,000

1. Description of Work

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

The purpose of this contract is to provide limited Preventive Maintenance, Inspection and As-Needed Repair Services of multiple Standby Generators and Co-Generation equipment throughout the City and County of San Francisco Public Utilities Commission, Wastewater Enterprise (SFPUC-WWE) facilities. Work will entail work that is beyond the expertise, knowledge, and specialized tools needed for specific services and emergency repairs.

This scope of work includes specialized knowledge of the existing generator engines, including engines using biogas methane (a biproduct of wastewater treatment) mixture as an engine fuel (co-generataion). Services will be required for a Waukesha cogeneration engine which requires a specialized certification and other miscellaneous engines and equipment.

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

WWE standby generators are critical in maintaining the operation of WWE facilities in the event of a power outage. Consequences of denial include decreased reliability of the standby generators and potential interruption of wastewater processing, permit violations, and potential public health hazards due to power outages and the loss of services. Additionally, our co-generation engines help to reduce the City's overall carbon footprint.

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, we had a previous generator maintenance contract from 2/6/2017-2/5/2019 with Valley Power Systems North Inc. The contract ID is 1000000489. We are requesting for a new service contract for generator maintenance as the previous one had expired.

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.

because we will have these assets in perpetuity and will continue to need additional help in keeping them running.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

SFPUC Wastewater Enterprise is requesting this service contract to provide maintenance, inspections, and repairs of generators and other equipment to ensure the equipment is fully functioning and reliable on an as-needed basis. This work requires specific expertise and skills in order for the SFPUC to maintain its National Pollutant Discharge Elimination System permit compliance.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Service technicians and diesel engine mechanics must have the ability to maintain and diagnose 1000+ horsepower engines from various manufacturers and maintain ASE certification. Technicians must maintain factory authorized training from Waukesha and other engine manufacturers. Service mechanics must have the ability perform factory required maintenance and repairs. Specialized technicians are required to diagnose and optimize co-generation fuel systems.
- 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, contractor will maintain technical and proprietary testing gear, tools, and equipment to perform diagnostic testing and repairs.

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

We have reached out to General Service Agency (Central Shops), they have stated that they cannot provide this service to SFPUC - WWE.

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

- A. Explain why civil service classes are not applicable.
Currently our City staff does perform some maintenance, repairs, and troubleshooting on our engines. However, there is specific expertise and manufacturer certification required and due to their importance to our critical Wastewater Treatment processes, it is prudent to have a contract in place so that trained technicians can respond in a timely manner.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Our current civil service staff cannot perform this work due to the lack of proper certifications and qualified training to operate proprietary controls and the specialized tools and equipment necessary to perform the work listed above. At this time, the scope of work does not warrant the effort to develop a new job 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. City staff may be escorting the contractor to our site and observing their actions for potential better troubleshooting on our part, however there will be no official training aspect to 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 07/13/2022, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49709 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; [Emanuel, Rachel \(DEM\)](mailto:Emanuel,Rachel.(DEM)); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; [Basconcello, Kathy](mailto:Basconcello,Kathy); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 49709 - 22/23
Date: Wednesday, July 13, 2022 10:40:12 AM

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RECEIPT for Union Notification for PSC 49709 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49709 - 22/23 for \$1,550,000 for Initial Request services for the period 09/01/2022 – 08/31/2027. 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/18942> 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: Plant Management and Non-Native Invasive Species Control

Funding Source: Water Enterprise Operating and Programmati PSC Duration: 5 years

PSC Amount: \$15,000,000

1. Description of Work

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

The Contract will provide critically important and specialized seasonal plant management work for the San Francisco Public Utilities Commission (SFPUC) on the 60,000 acres of SFPUC Alameda and Peninsula Watershed Lands, and 150 miles of Rights of Ways. The work requires knowledge of and experience with working in wildland settings, around sensitive and protected habitats, and with rare and endangered plants, and experience with habitat restoration.

The contract will include a wide variety of specialized plant and habitat protection, enhancement, and management work including but not limited to identifying and removing target non-native and invasive plants using manual and mechanical methods, collecting seeds or cuttings, removal of herbaceous or woody vegetation, establishing native plants through plantings and hydro seeding, managing the application of herbicides, and vegetation support including weeding, irrigation systems appropriate for habitat restoration establishment, tree maintenance, and other plant protection efforts. This work also includes maintenance and implementation of plant protection tubes, cages, and other approved plant protection measures in sensitive biological habitats.

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

This contract will allow the SFPUC to complete work that is required for compliance with state and federal environmental regulatory permits and protect SFPUC regional water system facilities, including vegetation management activities essential for wildfire protection. Specific work that must be completed includes plant management and Non-Native Invasive Plants (NNIP) control at Bio-Regional Habitat Restoration Sites, Water System Improvement Program (WSIP) Revegetation Program mitigation sites, and throughout SFPUC Watershed Lands and Rights of Ways. SFPUC is responsible for managing a wide variety of habitats, and this work is required to meet its environmental regulatory obligations and overall goals as a responsible land manager. Consequence of denial would lead to a failure to meet environmental regulatory permit requirements and a higher risk of catastrophic wildfires, including loss of life and damage or destruction of critically important water system infrastructure.

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 type of work has been provided seasonally in the past through various construction contracts (habitat restoration and plant management construction contracts). The work was not provided through the OCA under any previous PSC. The work associated with WSIP obligations is transitioning from the construction/warranty phase to the long-term maintenance phase and a General Services contract is a more appropriate type of contract for the upcoming work. Many of the WSIP environmental regulatory requirements related to vegetation management are in perpetuity.

D. Will the contract(s) be renewed?

No

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

This PSC is for 5 years. Work is expected to continue beyond 5 years, but a 5 year contract term is the preferred length by the Office of Contract Administration. It is not feasible to hire the numbers of additional staff required given the vast scale and seasonal nature of the work (e.g., most of the work is only needed from April through September of each year).

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This contract is to assist our Natural Resources and Lands Management Division in completing seasonal critically important work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This requires a specialized knowledge in identifying (potentially at the seedling stage) and avoiding impacts to rare plant species, to endangered wildlife habitat, or to other sensitive habitats such as wetlands, and knowledge of working in sensitive biological habitats in habitat restoration areas. The work also requires the ability to identify and manage hazardous wildland conditions such as poison oak, ticks, rattlesnakes, inclement weather, and fall hazards. This work is in SFPUC watershed and rights-of-way lands, and is very different in scope, scale, and expertise from landscaping work near homes and buildings. Specialized knowledge is also required related to habitat protection, habitat enhancement, identifying and removing target non-native and invasive plants, managing and installing native plants, seed and plant propagation efforts (multiplying, reproducing, or breeding new plants), collecting native seeds, and establishing native plants through plantings and hydro seeding, and managing the application of herbicides. This may require some knowledge of phenology and life history of the target invasive plants to be removed and target native plants to be planted, managed, or protected.

B. Which, if any, civil service class(es) normally perform(s) this work? 2483, Biologist; 2484, Biologist III; 3417, Gardener;

- 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?

While the SFPUC has added integrated pest management specialist and biologist positions over time, it is not feasible to hire the numbers of additional staff required given the vast scale and seasonal nature of the work (e.g., most of the work is only needed from April through September of each year).

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 can do this work, but a contract is needed to augment staff because of the vast scale and seasonal nature of the work (e.g., most of the work is only needed from April through September of each year).
- 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 are existing classifications which are qualified to perform this work including Biologists (2483 - Biologist; 2484 - Biologist III), Natural Resource Specialists (3421 - Chief Natural Resource Specialist; 3424 - Integrated Pest Management Specialist), and Integrative Pest Management Specialists (3424- Integrated Pest Management Specialist, and 3425 – Senior Integrated Pest Management Specialist).

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 needed for City employees because existing City employees are knowledgeable and experienced in this type of work. These staff will be doing this work as well as overseeing and supervising the contractors.
- 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 07/25/2022, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261; 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 8th Floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48567 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgov.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 48567 - 21/22
Date: Monday, July 25, 2022 10:09:03 AM

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RECEIPT for Union Notification for PSC 48567 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48567 - 21/22 for \$15,000,000 for Initial Request services for the period 10/01/2022 – 09/30/2027. 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/18861> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 45340 - 13/14)

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

Type of Service: Annual Subscription Service for Airport Mass Notification and Emergency Response Mgmt System

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$800,000 PSC Original Approved Duration: 03/04/14 - 06/30/21 (7 years 17 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 06/30/21-06/30/22 (1 year)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 06/30/22-12/31/22 (26 weeks 2 days)

PSC Mod#3 Amount: \$395,000 PSC Mod#3 Duration: 12/31/22-02/20/25 (2 years 7 weeks)

PSC Mod#4 Amount: \$400,000 PSC Mod#4 Duration: 02/20/25-12/31/27 (2 years 44 weeks)

PSC Cumulative Amount Proposed: \$1,595,000 PSC Cumulative Duration Proposed: 13 years 43 weeks

1. Description of Work

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

The San Francisco International Airport ("Airport") is seeking to contract with a vendor for an advanced mass notification and emergency response management system ("System"). The System will serve to notify critical stakeholders in the event of an emergency and will allow the Airport to more effectively manage such emergencies through improved communication.

The System must have the capacity to support a subscriber base of 20,000 users in a multi-jurisdictional area (including Airport staff, emergency responders from multiple counties, and members of the surrounding community) exist in a web-based "cloud" environment, provide unlimited message templates and message distributions, allow for remote development of a messaging script in the event of airport network failures, and allow for multiple methods of communication (e.g. text and phone messaging, email, RSS feeds, etc.).

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

This service is necessary to ensure that the Airport is able to communicate quickly and effectively through a variety of mediums in the event of an emergency. Failure to implement this service compromises the Airport's ability to respond to and manage aviation-related crises, jeopardizing the safety of the Airport community and traveling public.

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

Yes

D. Will the contract(s) be renewed?

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

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

Need to extend this critical system at SFO.

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:

The work is not needed full time since the City lacks access to the proprietary software.

B. Reason for the request for modification:
Need to extend this critical system at SFO.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized technical skills in developing and maintaining an advanced, cloud-based emergency mass notification system with the capacity for mobile distribution of alerts and messages for a high volume of registrants.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 0942, Manager VII;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Existing civil service classes do not have the technical expertise required for this service. Service proposed is cloud-based and therefore does not require physical equipment be purchased or maintained by the airport.
- 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. Once the system has been implemented at the Airport, the work associated with the service will be infrequent and intermittent.

6. Additional Information

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

7. Union Notification: On 08/05/22, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Architect & Engineers, Local 21;

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

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

Address: PO Box 8097, San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45340 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

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 # 45340 - 13/14)

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

Type of Service: Annual Subscription Service for Airport Mass Notification and Emergency Response Mgmt System

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$800,000 PSC Original Approved Duration: 03/04/14 - 06/30/21 (7 years 17 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 06/30/21-06/30/22 (1 year)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 06/30/22-12/31/22 (26 weeks 2 days)

PSC Mod#3 Amount: \$395,000 PSC Mod#3 Duration: 12/31/22-02/20/25 (2 years 7 weeks)

PSC Cumulative Amount Proposed: \$1,195,000 PSC Cumulative Duration Proposed: 10 years 50 weeks

1. Description of Work

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

The San Francisco International Airport ("Airport") is seeking to contract with a vendor for an advanced mass notification and emergency response management system ("System"). The System will serve to notify critical stakeholders in the event of an emergency and will allow the Airport to more effectively manage such emergencies through improved communication.

The System must have the capacity to support a subscriber base of 20,000 users in a multi-jurisdictional area (including Airport staff, emergency responders from multiple counties, and members of the surrounding community) exist in a web-based "cloud" environment, provide unlimited message templates and message distributions, allow for remote development of a messaging script in the event of airport network failures, and allow for multiple methods of communication (e.g. text and phone messaging, email, RSS feeds, etc.).

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

This service is necessary to ensure that the Airport is able to communicate quickly and effectively through a variety of mediums in the event of an emergency. Failure to implement this service compromises the Airport's ability to respond to and manage aviation-related crises, jeopardizing the safety of the Airport community and traveling public.

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

PSC 45340-13/14

D. Will the contract(s) be renewed?

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

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

Need to extend this critical system at SFO.

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:

no response from department

B. Reason for the request for modification:

Need to extend the contract.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized technical skills in developing and maintaining an advanced, cloud-based emergency mass notification system with the capacity for mobile distribution of alerts and messages for a high volume of registrants.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 0942, Manager VII;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Existing civil service classes do not have the technical expertise required for this service. Service proposed is cloud-based and therefore does not require physical equipment be purchased or maintained by the airport.
- 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. Once the system has been implemented at the Airport, the work associated with the service will be infrequent and intermittent.

6. Additional Information

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

7. Union Notification: On 06/29/22, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Architect & Engineers, Local 21;

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

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

Address: PO Box 8097, San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45340 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/11/2022

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: Annual Subscription Service for Airport Mass Notification and Emergency Response Mgmt System

Funding Source: Airport Operating Funds

PSC Amount: \$800,000

PSC Est. Start Date: 03/04/2014

PSC Est. End Date
06/30/2021

1. Description of Work

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

The San Francisco International Airport ("Airport") is seeking to contract with a vendor for an advanced mass notification and emergency response management system ("System"). The System will serve to notify critical stakeholders in the event of an emergency and will allow the Airport to more effectively manage such emergencies through improved communication.

The System must have the capacity to support a subscriber base of 20,000 users in a multi-jurisdictional area (including Airport staff, emergency responders from multiple counties, and members of the surrounding community) exist in a web-based "cloud" environment, provide unlimited message templates and message distributions, allow for remote development of a messaging script in the event of airport network failures, and allow for multiple methods of communication (e.g. text and phone messaging, email, RSS feeds, etc.).

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

This service is necessary to ensure that the Airport is able to communicate quickly and effectively through a variety of mediums in the event of an emergency. Failure to implement this service compromises the Airport's ability to respond to and manage aviation-related crises, jeopardizing the safety of the Airport community and traveling public.

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

This is a new service.

D. Will the contract(s) be renewed?

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

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 is subscription based with an anticipated 20,000 registrants. Consistency in providing security alerts to the intended audience will be more effectively served by a longer term contract.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The work is not needed full time since the City lacks access to the proprietary software.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized technical skills in developing and maintaining an advanced, cloud-based emergency mass notification system with the capacity for mobile distribution of alerts and messages for a high volume of registrants.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 0942, Manager VII;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The Airport has not consulted with other Departments, given the specialized nature of the work.

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

- A. Explain why civil service classes are not applicable.
Existing civil service classes do not have the technical expertise required for this service. Service proposed is cloud-based and therefore does not require physical equipment be purchased or maintained by the airport.
- 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. Once the system has been implemented at the Airport, the work associated with the service will be infrequent and intermittent.

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 since we don't have access to the proprietary software.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. Union Notification: On 01/06/2014, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Municipal Executive Association

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

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

Address: PO Box 8097 San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45340 - 13/14

DHR Analysis/Recommendation:
Commission Approval Required
conditions

action date: 03/03/2014
Approved by Civil Service Commission with

03/03/2014 DHR Approved for 03/03/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 31841 - 18/19)

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

Type of Service: stakeholder outreach and program evaluation

Funding Source: General fund

PSC Original Approved Amount: \$80,000 PSC Original Approved Duration: 03/15/19 - 03/14/20 (1 year)

PSC Mod#1 Amount: \$12,000 PSC Mod#1 Duration: 03/15/19-05/15/21 (1 year 8 weeks)

PSC Mod#2 Amount: \$75,000 PSC Mod#2 Duration: 03/15/19-07/01/21 (6 weeks 5 days)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 03/15/19-07/01/22 (1 year)

PSC Mod#4 Amount: no amount added PSC Mod#4 Duration: 03/15/19-07/01/23 (1 year)

PSC Cumulative Amount Proposed: \$167,000 PSC Cumulative Duration Proposed: 4 years 15 weeks

1. Description of Work

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

The Digital Services Division promotes the development of new digital services to help meet the needs of all who use City and County of San Francisco (CCSF) on line services. Digital Services relies on user research as a fundamental means of understanding each customer's story and needs, which informs the design of accessible and intuitive on line services.

Vendor will create and coordinate a User Testing Program to help CCSF departments bring public input into the design of City services. Vendor will recruit, engage and compensate residents for user testing.

Target users will include residents who are low income, English as Second Language speakers, seniors, and people with disabilities. Through this program, Digital Services will conduct user testing by testing its web products on members of these groups and use research results to make its products more accessible by members of these groups. Vendor will assess the program at regular intervals.

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

Without having access to regular feedback from these groups, Digital Services cannot tailor its web products to be accessible to all San Franciscans

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.

There is a current contract

D. Will the contract(s) be renewed?

Unknown.

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

Duration less than 5 years.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This is a short term project with specific expertise/knowledge required.

B. Reason for the request for modification:

To add one year duration. No additional funds

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of individuals and organizations to recruit for stakeholder outreach and engagement. Ability to develop and manage relationships with individuals and organizations who will provide input. Experience in program management and evaluation of stakeholder outreach and engagement methods.

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

No civil service classifications have the range of knowledge, skills and abilities required to perform these services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Services are as needed and 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 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.
More work is needed by the contractor

7. Union Notification: On 07/30/22, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31841 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Saturday, July 30, 2022 11:00 PM
To: Lubamersky, Joan (ADM); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 31841 - 18/19 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period March 15, 2019 – July 1, 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/14766>

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: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # 31841 - 18/19)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: stakeholder outreach and program evaluationFunding Source: General fundPSC Original Approved Amount: \$80,000PSC Original Approved Duration: 03/15/19 - 03/14/20 (1 year)PSC Mod#1 Amount: \$12,000PSC Mod#1 Duration: 03/15/19-05/15/21 (1 year 8 weeks)PSC Mod#2 Amount: \$75,000PSC Mod#2 Duration: 03/15/19-07/01/21 (6 weeks 5 days)PSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 03/15/19-07/01/22 (1 year)PSC Cumulative Amount Proposed: \$167,000PSC Cumulative Duration Proposed: 3 years 15 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Digital Services Division promotes the development of new digital services to help meet the needs of all who use City and County of San Francisco (CCSF) on line services. Digital Services relies on user research as a fundamental means of understanding each customer's story and needs, which informs the design of accessible and intuitive on line services.

Vendor will create and coordinate a User Testing Program to help CCSF departments bring public input into the design of City services. Vendor will recruit, engage and compensate residents for user testing.

Target users will include residents who are low income, English as Second Language speakers, seniors, and people with disabilities. Through this program, Digital Services will conduct user testing by testing its web products on members of these groups and use research results to make its products more accessible by members of these groups. Vendor will assess the program at regular intervals.

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

Without having access to regular feedback from these groups, Digital Services cannot tailor its web products to be accessible to all San Franciscans

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

By contract

D. Will the contract(s) be renewed?

Unknown.

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

This is a short term project with specific expertise/knowledge required.

B. Reason for the request for modification:

Work is not yet complete.

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

A. Specify required skills and/or expertise: Knowledge of individuals and organizations to recruit for stakeholder outreach and engagement. Ability to develop and manage relationships with individuals and organizations who will provide input. Experience in program management and evaluation of stakeholder outreach and engagement methods.

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

No civil service classifications have the range of knowledge, skills and abilities required to perform these services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Services are as needed and 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 contact? If so, please explain what that will entail; if not, explain why not.
No training will be provided, though there will be some knowledge transfer.

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.
More work is needed by the contractor

7. Union Notification: On 05/03/21, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31841 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 05/18/2021

PERSONAL SERVICES CONTRACT SUMMARY (PSC FORM 1)

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 31841 - 18/19)

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

Type of Service: stakeholder outreach and program evaluation

Funding Source: General fund

PSC Original Approved Amount: \$80,000

PSC Original Approved Duration: 03/15/19 - 03/14/20 (1 year)

PSC Mod#1 Amount: \$12,000

PSC Mod#1 Duration: 03/15/19-05/15/21 (1 year 8 weeks)

PSC Mod#2 Amount: \$75,000

PSC Mod#2 Duration: 03/15/19-07/01/21 (6 weeks 5 days)

PSC Cumulative Amount Proposed: \$167,000

PSC Cumulative Duration Proposed: 2 years 15 weeks

1. Description of Work

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

The Digital Services Division promotes the development of new digital services to help meet the needs of all who use City and County of San Francisco (CCSF) on line services. Digital Services relies on user research as a fundamental means of understanding each customer's story and needs, which informs the design of accessible and intuitive on line services.

Vendor will create and coordinate a User Testing Program to help CCSF departments bring public input into the design of City services. Vendor will recruit, engage and compensate residents for user testing.

Target users will include residents who are low income, English as Second Language speakers, seniors, and people with disabilities. Through this program, Digital Services will conduct user testing by testing its web products on members of these groups and use research results to make its products more accessible by members of these groups. Vendor will assess the program at regular intervals.

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

Without having access to regular feedback from these groups, Digital Services cannot tailor its web products to be accessible to all San Franciscans

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

By contract

D. Will the contract(s) be renewed?

Unknown.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This is a short term project with specific expertise/knowledge required.

B. Reason for the request for modification:

To add funds

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of individuals and organizations to recruit for stakeholder outreach and engagement. Ability to develop and manage relationships with individuals and organizations who will provide input. Experience in program management and evaluation of stakeholder outreach and engagement methods.

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

No civil service classifications have the range of knowledge, skills and abilities required to perform these services.

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

More work is needed by the contractor

7. **Union Notification:** On 07/24/20, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31841 - 18/19

DHR Analysis/Recommendation:

09/21/2020

Commission Approval Required

Approved by Civil Service Commission

09/21/2020 DHR Approved for 09/21/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 49016 - 18/19)

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

Type of Service: Hazardous Waste Management Services

Funding Source: General fund

PSC Original Approved Amount: \$550,000 PSC Original Approved Duration: 11/01/19 - 06/30/24 (4 years 34 weeks)

PSC Mod#1 Amount: \$4,450,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$5,000,000 PSC Cumulative Duration Proposed: 4 years 34 weeks

1. Description of Work

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

GSA Fleet Management Division has an ongoing need to provide comprehensive services for emergency and non-emergency hazardous waste management. The service is needed at our 6 shop locations for labor, materials, and equipment necessary to collect a wide range of used motor oil and industrial wastes, to provide transportation, and delivery of environmental sustainable washing and maintenance service with specialty equipment and chemicals for proper recycling, reuse, or disposal to permitted disposal facilities on an intermittent and as-needed basis. Additionally, hazardous waste emergency spill response service is needed on an as-needed basis.

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

Fleet Management Division provides vehicle and equipment maintenance to over 30 departments to operate their City vehicles. The maintenance or repair of vehicles often involves changing of oils/coolants/lubricants, and debris from the work are also a source of contamination. Proper hazardous waste disposal and maintenance of waste storage containers/sites are highly important as they have a direct impact on the employees' health and work environment. The aforementioned are also required by regulatory authorities. The City must manage its hazardous wastes in a manner that protects the environment and the health of its residents and employees. The City must comply with state and federal laws and regulations regarding the management of hazardous wastes. Denial of the services will have negative safety, environmental, and legal consequences.

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 49016 - 18/19

D. Will the contract(s) be renewed?

The OMP contracts will be renewed on an annual basis.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Vendors provide their specialized equipment.

B. Reason for the request for modification:

To increase the PSC amount from \$550,000 to \$5,000,000 as the contract will be open for use by all departments' Central Shops in the City and not just SFMTA and the ADM Central Shop. The modification will only be to increase the PSC amount. No extension on the expiration date of 6/30/24 is required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires expertise in the management of chemical hazards and a thorough knowledge of federal and state requirements pertaining to the transportation and disposal of hazardous wastes. The work must be done by persons meeting Occupational Safety and Health Act (OHSA) training and medical monitoring requirements. Vehicle drivers must possess a license with a hazardous materials certification.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractors will use permitted and specialized equipment they have that is necessary to complete the contracted work.

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 contracted work requires specialized and skilled labor and equipment, as well as other supporting activities such as record keeping and regulatory reporting to associated authorities. There are no civil service classes related to the required processes.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This type of service would not be in the best interest of the City to attempt to provide.

6. Additional Information

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

7. Union Notification: On 08/05/22, 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: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49016 - 18/19

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/19/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lynn.khaw@sfgov.org
To: [PSC RECEIPT of Modification notification sent to Unions and DHR](mailto:Khaw, Lynn (ADM); kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marengo; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; wendy.frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 49016 - 18/19 - MODIFICATIONS
Date: Friday, August 5, 2022 4:58:04 PM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$4,450,000 for services for the period August 5, 2022 – June 30, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/19021>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - 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: Hazardous Waste Management Services

Funding Source: General fund

PSC Duration: 4 years 34 weeks

PSC Amount: \$550,000

1. Description of Work

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

GSA Fleet Management Division has an ongoing need to provide comprehensive services for emergency and non-emergency hazardous waste management. The service is needed at our 6 shop locations for labor, materials, and equipment necessary to collect a wide range of used motor oil and industrial wastes, to provide transportation, and delivery of environmental sustainable washing and maintenance service with specialty equipment and chemicals for proper recycling, reuse, or disposal to permitted disposal facilities on an intermittent and as-needed basis. Additionally, hazardous waste emergency spill response service is needed on an as-needed basis.

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

Fleet Management Division provides vehicle and equipment maintenance to over 30 departments to operate their City vehicles. The maintenance or repair of vehicles often involves changing of oils/coolants/lubricants, and debris from the work are also a source of contamination. Proper hazardous waste disposal and maintenance of waste storage containers/sites are highly important as they have a direct impact on the employees' health and work environment. The aforementioned are also required by regulatory authorities. The City must manage its hazardous wastes in a manner that protects the environment and the health of its residents and employees. The City must comply with state and federal laws and regulations regarding the management of hazardous wastes. Denial of the services will have negative safety, environmental, and legal consequences.

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 an annual Open Market Purchase (OMP) Purchasing Authority.

D. Will the contract(s) be renewed?

The OMP contracts will be renewed on an annual basis.

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:
Vendors provide their specialized equipment.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Requires expertise in the management of chemical hazards and a thorough knowledge of federal and state requirements pertaining to the transportation and disposal of hazardous wastes. The work must be done by persons meeting Occupational Safety and Health Act (OHS) training and medical monitoring requirements. Vehicle drivers must possess a license with a hazardous materials certification.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractors will use permitted and specialized equipment they have that is necessary to complete the contracted work.

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

These services are not available within the City.

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

A. Explain why civil service classes are not applicable.
The contracted work requires specialized and skilled labor and equipment, as well as other supporting activities such as record keeping and regulatory reporting to associated authorities. There are no civil service classes related to the required processes.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This type of service would not be in the best interest of the City to attempt to provide.

6. Additional Information

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

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

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

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

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

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

7. Union Notification: On 10/30/2019, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49016 - 18/19

DHR Analysis/Recommendation:

action date: 02/03/2020

Commission Approval Required

Approved by Civil Service Commission

02/03/2020 DHR Approved for 02/03/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 43367 - 17/18)

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

Type of Service: Information Technology System Solutions

Funding Source: County, State, Federal

PSC Original Approved Amount: \$26,000,000

PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/18-06/30/24 (1 year 1 day)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 07/01/18-06/30/26 (2 years)

PSC Cumulative Amount Proposed: \$26,000,000

PSC Cumulative Duration Proposed: 8 years 1 day

1. Description of Work

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

Services are for the design, access, and support of information technology system solutions for the Human Services Agency. Information technology system solutions are defined as technology based systems that assist the HSA staff and clients by providing Database Applications; Client Management Software; Management Information Systems; Client Assessment Systems; Program Evaluation Systems; Program Assessment Systems ; IT System Consulting; Cloud Services;Transportation Management/Scheduling Software; Website Creation & Content Development Applications; and other ancillary services including training, technical support, installations, and upgrades of HSA's information technology system solutions.

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

These services are required to process and manage client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

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 43367 - 17/18

D. Will the contract(s) be renewed?

Yes, based upon funding, performance and procurement.

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

This PSC is for multiple IT contracts for HSA. Several of these contracts have been extended and now need the PSC to extend to match the contract term.

2. Reason(s) for the Request

A. Display all that apply

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

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

REASON FOR CHECKING OTHER:

This PSC is being created to divide the HSA's previous grouped supportive services PSC in to a more definitive IT system services PSC. We are narrowing the focus of existing PSCs for existing contracts.

Explain the qualifying circumstances:

These are generally for large scale IT projects that require both technological knowledge as well as knowledge on a particular field of social services. Examples might include developing a database to track service openings in child care or data analytical systems off of a state wide database.

B. Reason for the request for modification:

To add an additional two years due to a contract under this PSC being extended.

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?

Not Applicable

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

A. Explain why civil service classes are not applicable.

These services 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 the 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 contact? If so, please explain what that will entail; if not, explain why not.
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. End-users are HSA staff and others who work directly with HSA clients to through contracted services and programs.

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

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

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

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

7. Union Notification: On 06/08/22, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, SFAPP; 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: Esperanza Zapien Phone: 557-5657 Email: esperanza.zapien@sfgov.org

Address: 1650 Mission St #300, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43367 - 17/18

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of esperanza.zapien@sfgov.org
To: [PSC RECEIPT of Modification notification sent to Unions and DHR](mailto:Zapien, Esperanza (HSA); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Acevedo, Annysse (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 43367 - 17/18 - MODIFICATIONS
Date: Wednesday, June 8, 2022 10:06:24 AM</p><hr/></div><div data-bbox=)

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2018 – June 30, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/17303>

Email sent to the following addresses: L21PSCReview@ifpte21.org
amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com
junko.laxamana@sfgov.org jtanner940@aol.com david.canham@seiu1021.org
Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com
leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net pscreview@seiu1021.org
Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net
Sandeep.lal@seiu1021.me Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org
thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICESDept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 43367 - 17/18)

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

Type of Service: Information Technology System SolutionsFunding Source: County, State, FederalPSC Original Approved Amount: \$26,000,000PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/18-06/30/24 (1 year 1 day)PSC Cumulative Amount Proposed: \$26,000,000PSC Cumulative Duration Proposed: 6 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Services are for the design, access, and support of information technology system solutions for the Human Services Agency. Information technology system solutions are defined as technology based systems that assist the HSA staff and clients by providing Database Applications; Client Management Software; Management Information Systems; Client Assessment Systems; Program Evaluation Systems; Program Assessment Systems ; IT System Consulting; Cloud Services;Transportation Management/Scheduling Software; Website Creation & Content Development Applications; and other ancillary services including training, technical support, installations, and upgrades of HSA's information technology system solutions.

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

These services are required to process and manage client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

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 43367 - 17/18

D. Will the contract(s) be renewed?

Yes, based upon funding, performance and procurement.

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:

Generally, the HSA issues solicitations and contracts for an initial 3 year period with an option to renew for an additional 2 years depending on performance, need, and fund availability.

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

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

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

REASON FOR CHECKING OTHER:

This PSC is being created to divide the HSA's previous grouped supportive services PSC in to a more definitive IT system services PSC. We are narrowing the focus of existing PSCs for existing contracts.

Explain the qualifying circumstances:

These are generally for large scale IT projects that require both technological knowledge as well as knowledge on a particular field of social services. Examples might include developing a database to track service openings in child care or data analytical systems off of a state wide database.

B. Reason for the request for modification:

To extend the PSC for one additional year.

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?

Not Applicable

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

A. Explain why civil service classes are not applicable.

These services 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 the 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 contact? If so, please explain what that will entail; if not, explain why not.

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. End-users are HSA staff and others who work directly with HSA clients to through contracted services and programs.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 09/08/21, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; Professional & Tech Engrs, SFAPP; 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: Phone: 557-5657 Email: esperanza.zapien@sfgov.org

Address: 1650 Mission St #300, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43367 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/12/2021

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: Information Technology System Solutions

Funding Source: County, State, Federal

PSC Amount: \$26,000,000

PSC Est. Start Date: 07/01/2018

PSC Est. End Date
06/30/2023

1. Description of Work

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

Services are for the design, access, and support of information technology system solutions for the Human Services Agency. Information technology system solutions are defined as technology based systems that assist the HSA staff and clients by providing Database Applications; Client Management Software; Management Information Systems; Client Assessment Systems; Program Evaluation Systems; Program Assessment Systems ; IT System Consulting; Cloud Services; Transportation Management/Scheduling Software; Website Creation & Content Development Applications; and other ancillary services including training, technical support, installations, and upgrades of HSA's information technology system solutions.

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

These services are required to process and manage client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Services were previously approved through PSC 2006-08/09.

D. Will the contract(s) be renewed?

Yes, based upon funding, performance and procurement.

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.

Generally, the HSA issues solicitations and contracts for an initial 3 year period with an option to renew for an additional 2 years depending on performance, need, and fund availability.

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.

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

REASON FOR CHECKING OTHER:

This PSC is being created to divide the HSA's previous grouped supportive services PSC in to a more definitive IT system services PSC. We are narrowing the focus of existing PSCs for existing contracts.

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 the 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. End-users are HSA staff and others who work directly with HSA clients to through contracted services and programs.
- 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.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes.

7. Union Notification: On 09/08/2021, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Phone: Email:

Address: 1650 Mission St #300 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43367 - 17/18

DHR Analysis/Recommendation:

action date: 05/07/2018

Commission Approval Required

Approved by Civil Service Commission

05/07/2018 DHR Approved for 05/07/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 34881 - 21/22)

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

Type of Service: Professional service

Funding Source: Operating Budget

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 10/25/22 - 10/24/27 (5 years)

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

PSC Cumulative Amount Proposed: \$200,000 PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

The switchgear was installed in 2017 to serve new construction and residential loads, but was never energized due to absence of electric load from developer delays. SFPUC's Utility Field Services (UFS) was tasked with this work, but recently informed us that they lack resources and cannot get this done. Denial of this contract request could result in losing these loads to PG&E retail service.

Scope Change

The switchgear was installed in 2017 to serve new construction, commercial and residential loads, but was never energized due to absence of electric load from developer delays. SFPUC's Utility Field Services (UFS) was historically tasked with this work, but PG&E is now requiring testing and certification from a qualified third party. This new requirement also applies, and may not be limited to, transformers, circuit breakers, interrupters and reclosers.

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

This service was previously provided in the past by UFS. Denial would lose any chance to add electric loads.

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 34881 - 21/22

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:

SFPUC) as required. Device settings and SKM files from previous studies will be provided. 7. Coordinate timelines and schedules with SFPUC. Assist SFPUC in responding to PG&E requests and inquiries as they arise. 8. Provide digital copies of all test reports, protective device studies, and modified SKM files to SFPUC after the completion of work.

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).

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

PG&E requires third parties to do the work.

B. Reason for the request for modification:

Updating Scope and amount to attract more proposers

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Must have a P.E. in electrical engineering and Certification by the International Electrical Testing Association (NETA).

B. Which, if any, civil service class(es) normally perform(s) this work? 7318, Electronic Maintenance Tech; 7350, Trans and Dist Line Worker;

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.

N/A - PG&E requires third parties to do the work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: N/A - PG&E requires third parties to do 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.
We are hiring people already skilled at testing and certifying large electric distribution components like switchgear. In fact one of the requirements of any entity that bids is that they must already have staff that are well versed in such tasks with years of experience.

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

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

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

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

7. **Union Notification:** On 08/04/22, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6;

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

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

Address: 525 Golden Gate 8th Floor, San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 34881 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgwater.org
To: [Hale, Shawndrea M.; oashworth@ibew6.org; khughes@ibew6.org; dhr-psccordinator@sfgov.org](mailto:Hale,Shawndrea.M.;oashworth@ibew6.org;khughes@ibew6.org;dhr-psccordinator@sfgov.org)
Subject: Receipt of Modification Request to PSC # 34881 - 21/22 - MODIFICATIONS
Date: Thursday, August 4, 2022 11:58:47 AM

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

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 \$100,000 for services for the period October 24, 2022 – October 24, 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/19018>

Email sent to the following addresses: khughes@ibew6.org oashworth@ibew6.org

Additional Attachment(s)

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: Operating Budget

PSC Duration: 5 years

PSC Amount: \$100,000

1. Description of Work

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

The switchgear was installed in 2017 to serve new construction and residential loads, but was never energized due to absence of electric load from developer delays. SFPUC's Utility Field Services (UFS) was tasked with this work, but recently informed us that they lack resources and cannot get this done. Denial of this contract request could result in losing these loads to PG&E retail service.

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

This service was previously provided in the past by UFS. Denial would lose any chance to add electric loads.

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?

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.

SFPUC) as required. Device settings and SKM files from previous studies will be provided. 7. Coordinate timelines and schedules with SFPUC. Assist SFPUC in responding to PG&E requests and inquiries as they arise. 8. Provide digital copies of all test reports, protective device studies, and modified SKM files to SFPUC after the completion of work.

2. Reason(s) for the Request

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

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

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

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

- B. Explain the qualifying circumstances:
PG&E requires third parties to do the work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Must have a P.E. in electrical engineering and Certification by the International Electrical Testing Association (NETA).
- B. Which, if any, civil service class(es) normally perform(s) this work? 7318, Electronic Maintenance Tech; 7350, Trans and Dist Line Worker;
- 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 - PG&E requires third parties to do the work.

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

- A. Explain why civil service classes are not applicable.
N/A - PG&E requires third parties to do the work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. N/A - PG&E requires third parties to do 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. We are hiring people already skilled at testing and certifying large electric distribution components like switchgear. In fact one of the requirements of any entity that bids is that they must already have staff that are well versed in such tasks with years of experience.
- 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 05/25/2022, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6

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

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

Address: 525 Golden Gate 8th Floor San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 34881 - 21/22

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/01/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 30360 - 17/18)

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

Type of Service: Professional Services

Funding Source: 229840 DPW IDC Administration (Gen. Fund)

PSC Original Approved Amount: \$26,000 PSC Original Approved Duration: 06/01/18 - 05/31/20 (2 years)

PSC Mod#1 Amount: \$23,000 PSC Mod#1 Duration: 06/01/20-05/31/21 (1 year)

PSC Mod#2 Amount: \$65,000 PSC Mod#2 Duration: 06/01/21-12/30/21 (30 weeks 3 days)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 01/01/22-05/31/23 (1 year 21 weeks)

PSC Mod#4 Amount: \$40,000 PSC Mod#4 Duration: 06/01/23-05/31/24 (1 year 1 day)

PSC Cumulative Amount Proposed: \$154,000 PSC Cumulative Duration Proposed: 6 years 1 day

1. Description of Work

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

- Enhance the Decovery Mobile App which collects data for the post-earthquake evaluation of structures
- Enhance the Database Management Software that can collect and process the data information sent by users of the Mobile App
- Host the software and data on an off-site hosting service provider.
- Provide training to City and County of San Francisco personnel and provide technical support

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

The Decovery Mobile App was first developed as part of the Mayor's Startup in Residence (STIR) Program as a tool to collect data for post-earthquake evaluation of structures. As such, this work is a continuation of that work to enhance the capabilities of the app. The app allows evaluators to quickly document findings during their post-earthquake evaluations and for administrators to quickly develop reports.

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

Yes

D. Will the contract(s) be renewed?

Yes. The intent is to continue a maintenance agreement in the future after enhancements have been completed.

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 Software as a Service contract is only for a year with option to extend up to additional 5 years, however, PSC duration exceeds 5 years due to delay in obtaining Department of Technology's exemption of the Cyber Risk Assessment review and also to account for delays in processing time to award/fully execute the contract.

2. Reason(s) for the Request

A. Display all that apply

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

REASON FOR CHECKING OTHER:

The Decovery Mobile App was first developed as part of the Mayor’s Startup in Residence (STIR) Program as a tool to collect data for post-earthquake evaluation of structures. As such, this work is a continuation of that work to enhance the capabilities of the app.

Explain the qualifying circumstances:

no response from department

B. Reason for the request for modification:

Provide additional modifications to the existing Software as a Service Contract for Decovery Mobile App and desktop Keeper module

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in mobile application development across multiple platforms.

B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;

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

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

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 was initiated through the Mayor’s Startup In Residence (STIR) Program. A Request for Proposal was advertised by the STIR Program.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This was initiated through the Mayor’s Startup In Residence (STIR) Program.

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. 4 hours. • We anticipate two training sessions with each being approximately 2 hours in duration. • City employees trained will include those engineers, architects, and building inspectors who are certified by the Governor’s Office of Emergency Services (Cal OES) Safety Assessment Program (SAP) as Safety Evaluators and/or Coordinators.

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, there is pending sole source contact with Spiral Scout, LLC

7. Union Notification: On 07/27/22, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30360 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\); Laxamana, Junko \(DBI\); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; Macaranas, Belle \(DPW\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Burns, Alexander (DPW); Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; Macaranas, Belle (DPW); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Modification Request to PSC # 30360 - 17/18 - MODIFICATIONS
Date: Wednesday, July 27, 2022 11:26:29 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$40,000 for services for the period June 1, 2023 – May 31, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14584>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # 30360 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Professional ServicesFunding Source: 229840 DPW IDC Administration (Gen. Fund)PSC Original Approved Amount: \$26,000PSC Original Approved Duration: 06/01/18 - 05/31/20 (2 years)PSC Mod#1 Amount: \$23,000PSC Mod#1 Duration: 06/01/20-05/31/21 (1 year)PSC Mod#2 Amount: \$65,000PSC Mod#2 Duration: 06/01/21-12/30/21 (30 weeks 3 days)PSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 01/01/22-05/31/23 (1 year 21 weeks)PSC Cumulative Amount Proposed: \$114,000PSC Cumulative Duration Proposed: 5 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

- Enhance the Decovery Mobile App which collects data for the post-earthquake evaluation of structures
- Enhance the Database Management Software that can collect and process the data information sent by users of the Mobile App
- Host the software and data on an off-site hosting service provider.
- Provide training to City and County of San Francisco personnel and provide technical support

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

The Decovery Mobile App was first developed as part of the Mayor's Startup in Residence (STIR) Program as a tool to collect data for post-earthquake evaluation of structures. As such, this work is a continuation of that work to enhance the capabilities of the app. The app allows evaluators to quickly document findings during their post-earthquake evaluations and for administrators to quickly develop reports.

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

Yes, please see PSC approval history

D. Will the contract(s) be renewed?

Yes. The intent is to continue a maintenance agreement in the future after enhancements have been completed.

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

The additional time in the PSC Duration is to allow for any delays in processing and awarding the Sole Source contract and potential amendment. PSC duration needs to be extended due to unanticipated delays in the execution and contracting processing time. Sole Source contract is currently pending full execution and awaiting approval of this PSC Modification.

2. Reason(s) for the Request

A. Display all that apply

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

REASON FOR CHECKING OTHER:

The Decovery Mobile App was first developed as part of the Mayor's Startup in Residence (STIR) Program as a tool to collect data for post-earthquake evaluation of structures. As such, this work is a continuation of that work to enhance the capabilities of the app.

Explain the qualifying circumstances:

no response from department

B. Reason for the request for modification:

Consultant will provide additional modifications to the Decovery Mobile App and desktop Keeper module via a Sole Source contract. Extending PSC duration due to unanticipated delays in the execution and contracting process. Sole Source is contract is pending full execution.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in mobile application development across multiple platforms.

B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;

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

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

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 was initiated through the Mayor's Startup In Residence (STIR) Program. A Request for Proposal was advertised by the STIR Program.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This was initiated through the Mayor's Startup In Residence (STIR) Program.

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.
4 hours. • We anticipate two training sessions with each being approximately 2 hours in duration. • City employees trained will include those engineers, architects, and building inspectors who are certified by the Governor's Office of Emergency Services (Cal OES) Safety Assessment Program (SAP) as Safety Evaluators and/or Coordinators.

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, there is pending sole source contact with Spiral Scout, LLC

7. Union Notification: On 11/22/21, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30360 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/29/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 30360 - 17/18)

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

Type of Service: Professional Services

Funding Source: 229840 DPW IDC Administration (Gen. Fund)

PSC Original Approved Amount: \$26,000

PSC Original Approved Duration: 06/01/18 - 05/31/20 (2 years)

PSC Mod#1 Amount: \$23,000

PSC Mod#1 Duration: 06/01/20-05/31/21 (1 year)

PSC Mod#2 Amount: \$65,000

PSC Mod#2 Duration: 06/01/21-12/30/21 (30 weeks 3 days)

PSC Cumulative Amount Proposed: \$114,000

PSC Cumulative Duration Proposed: 3 years 30 weeks

1. Description of Work

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

- Enhance the Decovery Mobile App which collects data for the post-earthquake evaluation of structures
- Enhance the Database Management Software that can collect and process the data information sent by users of the Mobile App
- Host the software and data on an off-site hosting service provider.
- Provide training to City and County of San Francisco personnel and provide technical support

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

The Decovery Mobile App was first developed as part of the Mayor's Startup in Residence (STIR) Program as a tool to collect data for post-earthquake evaluation of structures. As such, this work is a continuation of that work to enhance the capabilities of the app. The app allows evaluators to quickly document findings during their post-earthquake evaluations and for administrators to quickly develop reports.

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

Yes, please see PSC approval history

D. Will the contract(s) be renewed?

Yes. The intent is to continue a maintenance agreement in the future after enhancements have been completed.

- 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

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

REASON FOR CHECKING OTHER:

The Decovery Mobile App was first developed as part of the Mayor’s Startup in Residence (STIR) Program as a tool to collect data for post-earthquake evaluation of structures. As such, this work is a continuation of that work to enhance the capabilities of the app.

Explain the qualifying circumstances:
no response from department

- B. Reason for the request for modification:

Consultant will provide additional modifications to the Decovery Mobile App and desktop Keeper module via a Sole Source contract

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in mobile application development across multiple platforms.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

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 was initiated through the Mayor’s Startup In Residence (STIR) Program. A Request for Proposal was advertised by the STIR Program.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This was initiated through the Mayor’s Startup In Residence (STIR) Program.

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.
4 hours. • We anticipate two training sessions with each being approximately 2 hours in duration. • City employees trained will include those engineers, architects, and building inspectors who are certified by the Governor’s Office of Emergency Services (Cal OES) Safety Assessment Program (SAP) as Safety Evaluators and/or Coordinators.
- 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, there is pending sole source contact with Spiral Scout, LLC

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

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30360 - 17/18

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: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 44102 - 15/16)

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

Type of Service: Seismic Retrofit Services For SFGH

Funding Source: Public Health Bond Funding

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 12/07/15 - 12/06/19 (4 years)

PSC Mod#1 Amount: \$600,000 PSC Mod#1 Duration: 12/06/19-08/31/20 (38 weeks 2 days)

PSC Mod#2 Amount: \$150,000 PSC Mod#2 Duration: 08/31/20-12/06/21 (1 year 13 weeks)

PSC Mod#3 Amount: \$300,000 PSC Mod#3 Duration: 12/04/21-12/06/25 (4 years 1 day)

PSC Cumulative Amount Proposed: \$2,550,000 PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work

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

Develop construction documents, including plans and specifications, for the seismic rehabilitation of San Francisco General Hospital Building 5 (Former Main Hospital and M-Wing) to enhance seismic performance and to satisfy the UC Seismic Safety Policy standards for leased buildings to be occupied by UC employees. This will be procured as a Sole Source contract to be awarded to SOHA Engineers.

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

In order to meet this deadline, we estimate that the design must be completed by May 2016. Failure to complete the project in due time would result in significant loss of revenue from the leasing of Building 5 to the University of California. Since SOHA has already performed significant seismic studies and given the short duration for design, we recommend that they be retained to complete the construction documents.

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

Yes, please see PSC approval history

D. Will the contract(s) be renewed?

No.

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

The Consultant's contract for the SFGH Building 5 Seismic Retrofit was awarded in May 2016 and projected construction completion in July 2018. The complicated OSHPD / HCAI permit review and approval was not completed until May 2018. Subsequently, a Phase 1 construction pilot program was utilized to evaluate the construction impacts to the operational hospital. The Phase 1 construction completed approximately 10% of the work and was completed in June 2020. The remainder of the construction work was group with 7 other separate SFGH Building 5 interior renovation projects and awarded to the CM/GC Pankow Builders in June 2020 Notice to Proceed for preconstruction services. In June 2021 Notice to Proceed was issued for construction services. The remainder of the work has over 200 locations that must be phased and coordinated to limit the impact on clinical operations. The work also introduces a new seismic joint at the main connecting corridor to the M-Wing which requires that four separate clinics have staggered 6 month moves to swing clinics locations within Building 5. In addition, the Skilled Nursing Facility ward will need to be temporarily relocated within Building 5 to complete the work. The current approved construction

duration is 1004 calendar days with a current potential 6-8 month delay. The design, permit, bid/award and construction phases of the SFGH Building 5 Seismic Retrofit project have all been significantly more complex than initially projected and taken significantly longer and is the justification for the modification request for more than 5 years.

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:

The schedule for analyzing, designing, permitting, and constructing the retrofit of Building 5 has been accelerated to meet timelines required by the University of California. Failure to complete the project in due time would result in significant loss of revenue from the leasing of Building 5 to the University of California. The timing of the project completion is contingent upon maintaining continuous UC staffing operations in adjacent buildings, which are also slated for seismic retrofit.

B. Reason for the request for modification:

Consultant selected to complete work pursuant to this PSC is required to perform additional work for the Construction Administration phase due to an increased role and staffing. Construction time is anticipated to be longer due to facilities operational constraints, phasing requirements and to provide design and administrative services in support of the CM/GC contract with preconstruction and construction services. Notice to Proceed for the Construction Management/General Contractor (CM/GC) construction services was awarded in June 2021 and the approved construction duration is 1004 calendar days with a current potential 6-8 month delay.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Structural engineering analysis and design, familiarity with building code for new and existing buildings, experience with non-linear analysis and performance-based design principles. Experience with OSHPD permitting and plan check processes.

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

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 Classes are available, however, due to the accelerated schedule for completion of the project, it is not practical to perform in-house. Additionally, the consultant has institutional knowledge on the project based on prior work performed which would not be recovered if the project is kept in-house.

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 specialized nature of this type of design service.

6. Additional Information

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

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. No training will be required since consultant services are required due to shortage of staffing to complete this project.
- 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, through existing PSC 44102-15/16.

7. **Union Notification:** On 08/17/22, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44102 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

From: Burns, Alexander (DPW)
To: Macaranas, Belle (DPW)
Subject: FW: Receipt of Modification Request to PSC # 44102 - 15/16 - MODIFICATIONS
Date: Wednesday, August 17, 2022 1:12:32 PM

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of alexander.burns@sfdpw.org
Sent: Wednesday, August 17, 2022 12:16 PM
To: Burns, Alexander (DPW) <alexander.burns@sfdpw.org>; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; tiffany.dea@sfdpw.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 44102 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period December 4, 2021 – December 6, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/9002>

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: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # 44102 - 15/16)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Seismic Retrofit Services For SFGHFunding Source: Public Health Bond FundingPSC Original Approved Amount: \$1,500,000PSC Original Approved Duration: 12/07/15 - 12/06/19 (4 years)PSC Mod#1 Amount: \$600,000PSC Mod#1 Duration: 12/06/19-08/31/20 (38 weeks 2 days)PSC Mod#2 Amount: \$150,000PSC Mod#2 Duration: 08/31/20-12/06/21 (1 year 13 weeks)PSC Cumulative Amount Proposed: \$2,250,000PSC Cumulative Duration Proposed: 6 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Develop construction documents, including plans and specifications, for the seismic rehabilitation of San Francisco General Hospital Building 5 (Former Main Hospital and M-Wing) to enhance seismic performance and to satisfy the UC Seismic Safety Policy standards for leased buildings to be occupied by UC employees. This will be procured as a Sole Source contract to be awarded to SOHA Engineers.

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

In order to meet this deadline, we estimate that the design must be completed by May 2016. Failure to complete the project in due time would result in significant loss of revenue from the leasing of Building 5 to the University of California. Since SOHA has already performed significant seismic studies and given the short duration for design, we recommend that they be retained to complete the construction documents.

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 44102 - 15/16

D. Will the contract(s) be renewed?

No.

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

N/A

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

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

Explain the qualifying circumstances:

The schedule for analyzing, designing, permitting, and constructing the retrofit of Building 5 has been accelerated to meet timelines required by the University of California. Failure to complete

the project in due time would result in significant loss of revenue from the leasing of Building 5 to the University of California. The timing of the project completion is contingent upon maintaining continuous UC staffing operations in adjacent buildings, which are also slated for seismic retrofit.

B. Reason for the request for modification:

Consultant is required to perform additional work for the Construction Administration phase due to an increased role and staffing. Construction time is anticipated to be longer due to facilities operational constraints and phasing requirements.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Structural engineering analysis and design, familiarity with building code for new and existing buildings, experience with non-linear analysis and performance-based design principles. Experience with OSHPD permitting and plan check processes.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer;
- 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 Classes are available, however, due to the accelerated schedule for completion of the project, it is not practical to perform in-house. Additionally, the consultant has institutional knowledge on the project based on prior work performed which would not be recovered if the project is kept in-house.
- 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 specialized nature of this type of design service.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No training will be required since consultant services are required due to shortage of staffing to complete this project.
- 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, through existing PSC 44102-15/16.

7. **Union Notification:** On 12/23/19, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44102 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/30/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Seismic Retrofit Services For SFGH

Funding Source: Public Health Bond Funding

PSC Amount: \$1,500,000

PSC Est. Start Date: 12/07/2015

PSC Est. End Date
12/06/2019

1. Description of Work

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

Develop construction documents, including plans and specifications, for the seismic rehabilitation of San Francisco General Hospital Building 5 (Former Main Hospital and M-Wing) to enhance seismic performance and to satisfy the UC Seismic Safety Policy standards for leased buildings to be occupied by UC employees. This will be procured as a Sole Source contract to be awarded to SOHA Engineers.

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

In order to meet this deadline, we estimate that the design must be completed by May 2016. Failure to complete the project in due time would result in significant loss of revenue from the leasing of Building 5 to the University of California. Since SOHA has already performed significant seismic studies and given the short duration for design, we recommend that they be retained to complete the construction documents.

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.

SFGH Service Building structural and non-structural seismic upgrade projects and Laguna Honda Remodel seismic upgrade projects were done using third party consultant services due to the specialized nature of the work involved.

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):

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

B. Explain the qualifying circumstances:

The schedule for analyzing, designing, permitting, and constructing the retrofit of Building 5 has been accelerated to meet timelines required by the University of California. Failure to complete the project in due time would result in significant loss of revenue from the leasing of Building 5 to the University of California. The timing of the project completion is contingent upon maintaining continuous UC staffing operations in adjacent buildings, which are also slated for seismic retrofit.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Structural engineering analysis and design, familiarity with building code for new and existing buildings, experience with non-linear analysis and performance-based design principles. Experience with OSHPD permitting and plan check processes.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer;
- 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 looked at available resources and projected demands within the San Francisco Public Works - Structural Engineering Section based on current and future staffing levels and have determined that we do not have the availability and resources to complete construction documents within the anticipated time frame.

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

- A. Explain why civil service classes are not applicable.
Civil Service Classes are available, however, due to the accelerated schedule for completion of the project, it is not practical to perform in-house. Additionally, the consultant has institutional knowledge on the project based on prior work performed which would not be recovered if the project is kept in-house.
- 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 specialized nature of this type of design service.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training will be required since consultant services are required due to shortage of staffing to complete this project.

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

7. Union Notification: On 12/07/2015, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44102 - 15/16

DHR Analysis/Recommendation:

action date: 02/01/2016

Commission Approval Required

Approved by Civil Service Commission

02/01/2016 DHR Approved for 02/01/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 4083 12/13)

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

Type of Service: Data migration and business process development professional services

Funding Source: General fund

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 05/31/13 - 06/30/18 (5 years 4 weeks)

PSC Mod#1 Amount: \$1,400,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/18-12/31/20 (2 years 26 weeks)

PSC Mod#3 Amount: \$700,000 PSC Mod#3 Duration: 09/20/18-06/30/22 (1 year 25 weeks)

PSC Mod#4 Amount: \$200,000 PSC Mod#4 Duration: no duration added

PSC Mod#5 Amount: \$700,000 PSC Mod#5 Duration: no duration added

PSC Mod#6 Amount: \$500,000 PSC Mod#6 Duration: 07/07/21-05/30/23 (47 weeks 5 days)

PSC Mod#7 Amount: \$500,000 PSC Mod#7 Duration: no duration added

PSC Mod#8 Amount: \$1,200,000 PSC Mod#8 Duration: no duration added

PSC Cumulative Amount Proposed: \$8,200,000 PSC Cumulative Duration Proposed: 10 years 1 day

1. Description of Work

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

The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.

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

Data migration and business process development must occur in order for the Treasurer & Tax Collector to collect taxes and fees totaling approximately \$500 million annually. Denial would result in the City failing to meet the voter mandated timeline and put millions of tax dollars at risk.

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

PSC 4083 12-13

D. Will the contract(s) be renewed?

Potentially, if needed.

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 Treasurer and Tax Collector (TTX) is mandated to implement changes to local business taxes and registration fees per Gross Receipt Tax and Business Registration Fees Ordinance. TTX has previously procured proprietary software from Manatron for Government Revenue Management (GRM) that requires data migration and business process development to meet the requirements of the Ordinance. 21 Tech LLC is the entity developing all of the online applications required for taxpayers to comply with Gross Receipts and has sole, exclusive rights to connect those applications to Manatron's Government Revenue Management (GRM) solution. Tax forms are updated annually, requiring long term support from 21 Tech to make necessary online application configurations.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This agreement will provide additional resources to support Treasurer-Tax Collector work as the Department seeks to implement the complex requirements of the new Gross Receipts Tax over a phased implementation period lasting until 2018.

B. Reason for the request for modification:

Adding funds for additional online form modifications for the new tax year.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in data migration and business process development and documentation. Experience working with the GRM application as an analyst and knowledge of the GRM software functionality and file structure.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;

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

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

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 agreement will provide additional resources to support Treasurer-Tax Collector work. The Department has the classifications and the contractors will work in tandem on the project. In addition, Treasurer-Tax Collector staff will be hired to complete ongoing and daily tasks.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: N/A

6. Additional Information

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

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

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 4083 12-13

7. **Union Notification:** On 08/19/22, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

Name: Amanda Wentworth Phone: 14155544871 Email: amanda.wentworth@sfgov.org

Address: 1 Dr. Carlton B Goodlett Pl, Room 140, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4083 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of amanda.wentworth@sfgov.org
Sent: Friday, August 19, 2022 5:00 PM
To: Wentworth, Amanda (TTX); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; erica.finkle@sfgov.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4083 12/13 - MODIFICATIONS

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 \$1,200,000 for services for the period August 19, 2022 – May 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/5589>

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)

PSC 4083 12/13

Training

Describe training and indicate approximate number of hours:

Business process and administrative user training, as well as user training. Estimated 3,750 hours of training, based on 20% of budget devoted to training at \$160/hour.

Indicate occupational type of City and County employees to receive training and approximate number to be trained:

Business analysts and programmers (approximately 5) – business process and administrative user training

Auditors (approximately 10) – user training

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 4083 12/13)

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

Type of Service: Data migration and business process development professional services

Funding Source: General fund

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 05/31/13 - 06/30/18 (5 years 4 weeks)

PSC Mod#1 Amount: \$1,400,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/18-12/31/20 (2 years 26 weeks)

PSC Mod#3 Amount: \$700,000 PSC Mod#3 Duration: 09/20/18-06/30/22 (1 year 25 weeks)

PSC Mod#4 Amount: \$200,000 PSC Mod#4 Duration: no duration added

PSC Mod#5 Amount: \$700,000 PSC Mod#5 Duration: no duration added

PSC Mod#6 Amount: \$500,000 PSC Mod#6 Duration: 07/07/21-05/30/23 (47 weeks 5 days)

PSC Mod#7 Amount: \$500,000 PSC Mod#7 Duration: no duration added

PSC Cumulative Amount Proposed: \$7,000,000 PSC Cumulative Duration Proposed: 10 years 1 day

1. Description of Work

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

The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.

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

Data migration and business process development must occur in order for the Treasurer & Tax Collector to collect taxes and fees totaling approximately \$500 million annually. Denial would result in the City failing to meet the voter mandated timeline and put millions of tax dollars at risk.

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

Services have been provided in the past through earlier PSC request. See 4083 12/13

D. Will the contract(s) be renewed?

Potentially, if needed.

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:

There was a delay in starting the PSC and we need extra time. Regular updates are needed but software is proprietary.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This agreement will provide additional resources to support Treasurer-Tax Collector work as the Department seeks to implement the complex requirements of the new Gross Receipts Tax over a phased implementation period lasting until 2018.

- B. Reason for the request for modification:
Increasing dollar amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in data migration and business process development and documentation. Experience working with the GRM application as an analyst and knowledge of the GRM software functionality and file structure.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

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 agreement will provide additional resources to support Treasurer-Tax Collector work. The Department has the classifications and the contractors will work in tandem on the project. In addition, Treasurer-Tax Collector staff will be hired to complete ongoing and daily tasks.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: N/A

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Please see attachment.
- 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 4083 12-13

- 7. Union Notification:** On 07/18/22, 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: Amanda Wentworth Phone: 14155544871 Email: amanda.wentworth@sfgov.org

Address: 1 Dr. Carlton B Goodlett Pl, Room 140, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4083 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/03/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTORDept. Code: TTXType of Request: Initial Modification of an existing PSC (PSC # 4083 12/13)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Data migration and business process development professional servicesFunding Source: General fundPSC Original Approved Amount: \$3,000,000PSC Original Approved Duration: 05/31/13 - 06/30/18 (5 years 4 weeks)PSC Mod#1 Amount: \$1,400,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 07/01/18-12/31/20 (2 years 26 weeks)PSC Mod#3 Amount: \$700,000PSC Mod#3 Duration: 09/20/18-06/30/22 (1 year 25 weeks)PSC Mod#4 Amount: \$200,000PSC Mod#4 Duration: no duration addedPSC Mod#5 Amount: \$700,000PSC Mod#5 Duration: no duration addedPSC Mod#6 Amount: \$500,000PSC Mod#6 Duration: 07/07/21-05/30/23 (47 weeks 5 days)PSC Cumulative Amount Proposed: \$6,500,000PSC Cumulative Duration Proposed: 10 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.

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

Data migration and business process development must occur in order for the Treasurer & Tax Collector to collect taxes and fees totaling approximately \$500 million annually. Denial would result in the City failing to meet the voter mandated timeline and put millions of tax dollars at risk.

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

Services have been provided in the past through earlier PSC request. See 4083 12/13

D. Will the contract(s) be renewed?

Potentially, if needed.

- 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:
There was a delay in starting the PSC and we need extra time.

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

This agreement will provide additional resources to support Treasurer-Tax Collector work as the Department seeks to implement the complex requirements of the new Gross Receipts Tax over a phased implementation period lasting until 2018.

- B. Reason for the request for modification:

Increasing dollar amount and exercising an option to extend the terms.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in data migration and business process development and documentation. Experience working with the GRM application as an analyst and knowledge of the GRM software functionality and file structure.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

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 agreement will provide additional resources to support Treasurer-Tax Collector work. The Department has the classifications and the contractors will work in tandem on the project. In addition, Treasurer-Tax Collector staff will be hired to complete ongoing and daily tasks.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: N/A

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Please see attachment.
- 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 4083 12-13

7. Union Notification: On 07/07/21, 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: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B Goodlett Pl, Room 140, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4083 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/20/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTORDept. Code: TTXType of Request: Initial Modification of an existing PSC (PSC # 4083 12/13)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Data migration and business process development professional servicesFunding Source: General fundPSC Original Approved Amount: \$3,000,000PSC Original Approved Duration: 03/01/13 - 06/30/18 (5 years 17 weeks)PSC Mod#1 Amount: \$1,400,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 07/01/18-12/31/20 (2 years 26 weeks)PSC Mod#3 Amount: \$700,000PSC Mod#3 Duration: 09/20/18-06/30/22 (1 year 25 weeks)PSC Mod#4 Amount: \$200,000PSC Mod#4 Duration: no duration addedPSC Mod#5 Amount: \$700,000PSC Mod#5 Duration: no duration addedPSC Cumulative Amount Proposed: \$6,000,000PSC Cumulative Duration Proposed: 9 years 17 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.

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

Data migration and business process development must occur in order for the Treasurer & Tax Collector to collect taxes and fees totaling approximately \$500 million annually. Denial would result in the City failing to meet the voter mandated timeline and put millions of tax dollars at risk.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 4083 12-13**D. Will the contract(s) be renewed?**
Potentially, if needed.

- 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:
There was a delay in starting the PSC and we need extra time.

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

This agreement will provide additional resources to support Treasurer-Tax Collector work as the Department seeks to implement the complex requirements of the new Gross Receipts Tax over a phased implementation period lasting until 2018.

- B. Reason for the request for modification:

Add money

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in data migration and business process development and documentation. Experience working with the GRM application as an analyst and knowledge of the GRM software functionality and file structure.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

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 agreement will provide additional resources to support Treasurer-Tax Collector work. The Department has the classifications and the contractors will work in tandem on the project. In addition, Treasurer-Tax Collector staff will be hired to complete ongoing and daily tasks.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: N/A

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Please see attachment.
- 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 4083 12-13

7. Union Notification: On 08/26/20, 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: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B Goodlett Pl, Room 140, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4083 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/09/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 4083 12/13)

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

Type of Service: Data migration and business process development professional services

Funding Source: General fund

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 05/31/13 - 06/30/18 (5 years 4 weeks)

PSC Mod#1 Amount: \$1,400,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/18-12/31/20 (2 years 26 weeks)

PSC Mod#3 Amount: \$700,000 PSC Mod#3 Duration: 09/20/18-06/30/22 (1 year 25 weeks)

PSC Mod#4 Amount: \$200,000 PSC Mod#4 Duration: no duration added

PSC Cumulative Amount Proposed: \$5,300,000 PSC Cumulative Duration Proposed: 9 years 17 weeks

1. Description of Work

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

The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.

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

Data migration and business process development must occur in order for the Treasurer & Tax Collector to collect taxes and fees totaling approximately \$500 million annually. Denial would result in the City failing to meet the voter mandated timeline and put millions of tax dollars at risk.

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

PSC 4083 12-13

D. Will the contract(s) be renewed?

Potentially, if needed.

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:

There was a delay in starting the PSC and we need extra time.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This agreement will provide additional resources to support Treasurer-Tax Collector work as the Department seeks to implement the complex requirements of the new Gross Receipts Tax over a phased implementation period lasting until 2018.

B. Reason for the request for modification:

Add money.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in data migration and business process development and documentation. Experience working with the GRM application as an analyst and knowledge of the GRM software functionality and file structure.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

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 agreement will provide additional resources to support Treasurer-Tax Collector work. The Department has the classifications and the contractors will work in tandem on the project. In addition, Treasurer-Tax Collector staff will be hired to complete ongoing and daily tasks.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: N/A

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Please see attachment.
- 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 4083 12-13

7. Union Notification: On 11/05/19, 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: Kimmmie Wu Phone: 415-554-4513 Email: Kimmmie.wu@sfgov.org

Address: 1 Dr. Carlton B Goodlett Pl, Room 140, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4083 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/22/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 4083 12/13)

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

Type of Service: Data migration and business process development professional services

Funding Source: General fund

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 05/31/13 - 06/30/18 (5 years 4 weeks)

PSC Mod#1 Amount: \$1,400,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/18-12/31/20 (2 years 26 weeks)

PSC Mod#3 Amount: \$700,000 PSC Mod#3 Duration: 09/20/18-06/30/22 (1 year 25 weeks)

PSC Cumulative Amount Proposed: \$5,100,000 PSC Cumulative Duration Proposed: 9 years 17 weeks

1. Description of Work

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

The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.

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

Data migration and business process development must occur in order for the Treasurer & Tax Collector to collect taxes and fees totaling approximately \$500 million annually. Denial would result in the City failing to meet the voter mandated timeline and put millions of tax dollars at risk.

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

PSC 4083 12-13

D. Will the contract(s) be renewed?

Potentially, if needed.

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:

There was a delay in starting the PSC and we need extra time.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This agreement will provide additional resources to support Treasurer-Tax Collector work as the Department seeks to implement the complex requirements of the new Gross Receipts Tax over a phased implementation period lasting until 2018.

B. Reason for the request for modification:

Add money.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in data migration and business process development and documentation. Experience working with the GRM application as an analyst and knowledge of the GRM software functionality and file structure.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

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 agreement will provide additional resources to support Treasurer-Tax Collector work. The Department has the classifications and the contractors will work in tandem on the project. In addition, Treasurer-Tax Collector staff will be hired to complete ongoing and daily tasks.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: N/A

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Business process and administrative user training. Estimated 40 hours of training.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
PSC 4083 12-13

7. Union Notification: On 09/20/18, 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: Kimie Wu Phone: 415-554-4513 Email: Kimie.wu@sfgov.org

Address: 1 Dr. Carlton B Goodlett Pl, Room 140, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4083 12/13

DHR Analysis/Recommendation:
Commission Approval Required
11/05/2018 DHR Approved for 11/05/2018

11/05/2018
Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 41074 - 15/16)

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

Type of Service: Financial Administration - Payment Gateway

Funding Source: Revenue Fund

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 04/17/18 - 12/31/20 (2 years 37 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/01/21-03/31/23 (2 years 12 weeks)

PSC Mod#2 Amount: \$500,000 PSC Mod#2 Duration: 03/03/20-04/16/23 (2 weeks 2 days)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 07/28/21-03/22/24 (48 weeks 5 days)

PSC Mod#4 Amount: \$750,000 PSC Mod#4 Duration: 07/19/22-04/16/26 (2 years 3 weeks)

PSC Cumulative Amount Proposed: \$2,750,000 PSC Cumulative Duration Proposed: 8 years 1 day

1. Description of Work

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

The proposed work includes hosting and supporting payment application IVR (Interactive Voice Response), Internet, and in person payment applications, as well as ensuring the security and privacy of all transaction-related data. The selected respondent(s) will also ensure 24 hours a day 7 days per week availability to the public through many City and County of San Francisco (CCSF) websites, physical locations, and IVR that will allow payments for property taxes, fees, licenses, reservations, and other goods or services using credit/debit cards or by E-Check. Complex programs and applications that address each department's specific needs will be developed as part of this project.

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

Payment gateway is necessary to process credit card transactions remotely and over the phone, while protecting cardholder data. Credit Card details are sent encrypted from the City's website to the designated payment gateway. Existing contract has an expiration date and there needs to be an overlap in order to transition between vendors. If contracting is delayed, the City will not be able to take payments over the internet or IVR.

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 41074-15/16

D. Will the contract(s) be renewed?

If CCSF is satisfied with service and rates remain competitive.

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:

There was a delay in starting the PSC and we need extra time.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

Gateway software is a product that has been developed by a vendor to be used by multiple customers. Contract is a combination of product plus professional services to utilize the product. Contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that

pertain to the development, integration and security of the different methods of electronic payments. In addition the work is intermittent.

- B. Reason for the request for modification:
Adding more time and money.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Minimum qualifications include ability to accept payment instructions 24/7/365, minimum of 3 years experience providing payment gateway services to municipalities or other governments, meeting statutory and regulatory standards for data security. See attachment - Skills and Expertise Requirements - for additional skills/expertise required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1063, IS Programmer Analyst-Senior; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, this is not a function that City Government can reasonably provide given the complexity of banking relationships and data security. All Gateway services will be hosted by the vendor at their location.

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.
Gateway software is a product that has been developed by a vendor to be used by multiple customers. The contract is a combination of product plus professional services to utilize the product. The contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition, the work is intermittent.
- 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. Contractor must have demonstrated successful experience providing both payor-present and payor-not-present payment gateway services in other jurisdictions. The industry is highly technical and quickly evolving. The work is intermittent.

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.
Please see attachment.
- 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 41074-15/16

7. **Union Notification:** On 07/19/22, 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: Amanda Wentworth Phone: 14155544871 Email: amanda.wentworth@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41074 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of amanda.wentworth@sfgov.org
To: [Wentworth, Amanda \(TTX\); Laxamana, Junko \(DBI\); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; Wu, Kimmie \(TTX\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Wentworth, Amanda (TTX); Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; Wu, Kimmie (TTX); DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Modification Request to PSC # 41074 - 15/16 - MODIFICATIONS
Date: Tuesday, July 19, 2022 10:06:26 AM

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 \$750,000 for services for the period July 19, 2022 – April 16, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/9870>

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

Additional Attachment(s)

PSC 41074 – 15/16

Training

Contractor will not provide training intended to allow City staff to take over the services due to the nature and complexity of the work (see responses to questions below). However, the contractor will provide training for staff to use the payment gateway system prior to implementation. The training will either be online or in a classroom environment. The amount of training is unknown at this time.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 41074 - 15/16)

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

Type of Service: Financial Administration - Payment Gateway

Funding Source: Revenue Fund

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 04/17/18 - 12/31/20 (2 years 37 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/01/21-03/31/23 (2 years 12 weeks)

PSC Mod#2 Amount: \$500,000 PSC Mod#2 Duration: 03/03/20-04/16/23 (2 weeks 2 days)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 07/28/21-03/22/24 (48 weeks 5 days)

PSC Cumulative Amount Proposed: \$2,000,000 PSC Cumulative Duration Proposed: 5 years 48 weeks

1. Description of Work

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

The proposed work includes hosting and supporting payment application (IVR (Interactive Voice Response), Internet, and in person payment applications, as well as ensuring the security and privacy of all transaction-related data. The selected respondent(s) will also ensure 24 hours a day 7 days per week availability to the public through many City and County of San Francisco (CCSF) websites, physical locations, and IVR that will allow payments for property taxes, fees, licenses, reservations, and other goods or services using credit/debit cards or by E-Check. Complex programs and applications that address each department's specific needs will be developed as part of this project.

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

Payment gateway is necessary to process credit card transactions remotely and over the phone, while protecting cardholder data. Credit Card details are sent encrypted from the City's website to the designated payment gateway. Existing contract has an expiration date and there needs to be an overlap in order to transition between vendors. If contracting is delayed, the City will not be able to take payments over the internet or IVR.

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 41074-15/16

D. Will the contract(s) be renewed?

If CCSF is satisfied with service and rates remain competitive.

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:
There was a delay in starting the PSC and we need extra time.

2. Reason(s) for the Request

A. Display all that apply

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

Gateway software is a product that has been developed by a vendor to be used by multiple customers. Contract is a combination of product plus professional services to utilize the product. Contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition the work is intermittent.

B. Reason for the request for modification:

Add more time.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Minimum qualifications include ability to accept payment instructions 24/7/365, minimum of 3 years experience providing payment gateway services to municipalities or other governments, meeting statutory and regulatory standards for data security. See attachment - Skills and Expertise Requirements - for additional skills/expertise required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1063, IS Programmer Analyst-Senior; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, this is not a function that City Government can reasonably provide given the complexity of banking relationships and data security. All Gateway services will be hosted by the vendor at their location.

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.

Gateway software is a product that has been developed by a vendor to be used by multiple customers. The contract is a combination of product plus professional services to utilize the product. The contractor needs hands-on highly technical and experienced staff who are exposed

to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition, the work is intermittent.

- 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. Contractor must have demonstrated successful experience providing both payor-present and payor-not-present payment gateway services in other jurisdictions. The industry is highly technical and quickly evolving. The work is intermittent.

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.
Please see attachment.
- 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 41074-15/16

7. Union Notification: On 07/28/21, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41074 - 15/16

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 08/24/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 41074 - 15/16)

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

Type of Service: Financial Administration - Payment Gateway

Funding Source: Revenue Fund

PSC Original Approved Amount: \$1,500,000

PSC Original Approved Duration: 01/01/16 - 12/31/20 (5 years 1 day)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 01/01/21-03/31/23 (2 years 12 weeks)

PSC Mod#2 Amount: \$500,000

PSC Mod#2 Duration: 03/03/20-04/16/23 (2 weeks 2 days)

PSC Cumulative Amount Proposed: \$2,000,000

PSC Cumulative Duration Proposed: 7 years 15 weeks

1. Description of Work

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

The proposed work includes hosting and supporting payment application IVR (Interactive Voice Response), Internet, and in person payment applications, as well as ensuring the security and privacy of all transaction-related data. The selected respondent(s) will also ensure 24 hours a day 7 days per week availability to the public through many City and County of San Francisco (CCSF) websites, physical locations, and IVR that will allow payments for property taxes, fees, licenses, reservations, and other goods or services using credit/debit cards or by E-Check. Complex programs and applications that address each department's specific needs will be developed as part of this project.

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

Payment gateway is necessary to process credit card transactions remotely and over the phone, while protecting cardholder data. Credit Card details are sent encrypted from the City's website to the designated payment gateway. Existing contract has an expiration date and there needs to be an overlap in order to transition between vendors. If contracting is delayed, the City will not be able to take payments over the internet or IVR.

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 provided under PSC 41074-15/16

D. Will the contract(s) be renewed?

If CCSF is satisfied with service and rates remain competitive.

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:

There was a delay in starting the PSC and we need extra time.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

Gateway software is a product that has been developed by a vendor to be used by multiple customers. Contract is a combination of product plus professional services to utilize the product. Contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition the work is intermittent.

B. Reason for the request for modification:

adding time and money

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Minimum qualifications include ability to accept payment instructions 24/7/365, minimum of 3 years experience providing payment gateway services to municipalities or other

governments, meeting statutory and regulatory standards for data security. See attachment - Skills and Expertise Requirements - for additional skills/expertise required.

B. Which, if any, civil service class(es) normally perform(s) this work? 1063, IS Programmer Analyst-Senior; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, this is not a function that City Government can reasonably provide given the complexity of banking relationships and data security. All Gateway services will be hosted by the vendor at their location.

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.
Gateway software is a product that has been developed by a vendor to be used by multiple customers. The contract is a combination of product plus professional services to utilize the product. The contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition, the work is intermittent.
- 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. Contractor must have demonstrated successful experience providing both payor-present and payor-not-present payment gateway services in other jurisdictions. The industry is highly technical and quickly evolving. The work is intermittent.

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.
Please see attachment.
- 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 03/03/20, 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: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41074 - 15/16
DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 05/06/2020

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: Financial Administration - Payment Gateway

Funding Source: Revenue Fund

PSC Duration: 2 years 37 weeks

PSC Amount: \$1,500,000

1. Description of Work

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

The proposed work includes hosting and supporting payment application IVR (Interactive Voice Response), Internet, and in person payment applications, as well as ensuring the security and privacy of all transaction-related data. The selected respondent(s) will also ensure 24 hours a day 7 days per week availability to the public through many City and County of San Francisco (CCSF) websites, physical locations, and IVR that will allow payments for property taxes, fees, licenses, reservations, and other goods or services using credit/debit cards or by E-Check. Complex programs and applications that address each department's specific needs will be developed as part of this project.

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

Payment gateway is necessary to process credit card transactions remotely and over the phone, while protecting cardholder data. Credit Card details are sent encrypted from the City's website to the designated payment gateway. Existing contract has an expiration date and there needs to be an overlap in order to transition between vendors. If contracting is delayed, the City will not be able to take payments over the internet or IVR.

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.

Under PSC 4043 08/09 and PSC 4043 08/09 Modification.

D. Will the contract(s) be renewed?

If CCSF is satisfied with service and rates remain competitive.

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:

Gateway software is a product that has been developed by a vendor to be used by multiple customers. Contract is a combination of product plus professional services to utilize the product. Contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition the work is intermittent.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Minimum qualifications include ability to accept payment instructions 24/7/365, minimum of 3 years experience providing payment gateway services to municipalities or other governments, meeting statutory and regulatory standards for data security. See attachment - Skills and Expertise Requirements - for additional skills/expertise required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1063, IS Programmer Analyst-Senior; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, this is not a function that City Government can reasonably provide given the complexity of banking relationships and data security. All Gateway services will be hosted by the vendor at their location.

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

The City does not have these resources.

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

- A. Explain why civil service classes are not applicable.
Gateway software is a product that has been developed by a vendor to be used by multiple customers. The contract is a combination of product plus professional services to utilize the product. The contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition, the work is intermittent.
- 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. Contractor must have demonstrated successful experience providing both payor-present and payor-not-present payment gateway services in other jurisdictions. The industry is highly technical and quickly evolving. The work is intermittent.

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

7. Union Notification: On 08/26/2015, 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: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41074 - 15/16

DHR Analysis/Recommendation:

action date: 12/07/2015

Commission Approval Required

Approved by Civil Service Commission

12/07/2015 DHR Approved for 12/07/2015