



London Breed  
Mayor

Carol Isen  
Human Resources Director

Date: October 21, 2022

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Cynthia Avakian, AIR  
Sharon Lee, DBI  
Joan Lubamersky / Lynn Khaw, GSA  
Joyce Kimotsuki, CON  
William Lee, DEM  
Esperanza Zapien / Johanna Gendelman, HSA  
Vincent Lee, POL  
Kelly Hiramoto, DPH  
Shawndrea Hale / Daniel Kwon, PUC  
Jolie Gines, TIS  
Shirley Hao, CPC  
Sean McFadden, REC

Subject: **Personal Services Contracts Approval Request**

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

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

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

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 22/23 to date:

Total of this Report	YTD Expedited Approvals FY2022-2023	Total for FY2022-2023
\$67,720,600	\$109,603,975	\$1,070,100,011

Cynthia Avakian  
Airport Commission  
Contracts Administration Unit  
P.O. Box 8097  
San Francisco, CA 94128  
(650) 821-2014

Sharon Lee  
Building Inspection  
49 South Van Ness, Suite 500  
San Francisco, CA 94113  
(415) 575-6947

Joan Lubamersky / Lynn Khaw  
City Administrator  
1 Dr. Carlton B. Goodlett Pl., Rm. 362  
San Francisco, CA 94102  
JL: (415) 554-4859  
LK: (415) 554-6296

Joyce Kimotsuki  
Controller  
1 Dr. Carlton B. Goodlett Pl., Rm. 306  
San Francisco, CA 94102  
(415) 554-6562

William Lee  
Emergency Management  
1011 Turk Street  
San Francisco, CA 94102  
(415) 558-3866

Esperanza Zapien / Johanna Gendelman  
Human Services  
1650 Mission Street, Ste. 500  
San Francisco, CA 94103  
EZ: (415) 557-5657  
JG: (415) 557-5507

Vincent Lee  
Police  
1245 3<sup>rd</sup> St., 6<sup>th</sup> Floor  
San Francisco, CA 94158  
(415) 837-7127

Kelly Hiramoto  
Public Health  
1380 Howard St.,  
San Francisco, CA 94103  
(415) 206-4168

Shawndrea Hale / Daniel Kwon  
Public Utilities Commission  
525 Golden Gate Ave., 8<sup>th</sup> Floor  
San Francisco, CA 94102  
SH: (415) 551-4540  
DK: (415) 934-5722

Jolie Gines  
Technology  
1 South Van Ness Ave., 2<sup>nd</sup> Floor  
San Francisco, CA 94103  
(628) 652-5074

Shirley Hao  
City Planning  
1650 Mission Street., Ste. 400  
San Francisco, CA 94103  
(628) 652-7517

Sean McFadden  
Recreation and Park Commission  
501 Stanyan St.  
San Francisco, CA 94117  
(415) 831-2779

Table of Contents  
PSC Submissions

<b>Regular PSCs</b>	<b>Department</b>	<b>Page</b>
46734 - 22/23	Airport Commission	1
42396 - 22/23	Building Inspection	11
46163 - 22/23	City Administrator	16
46609 - 22/23	City Administrator	25
47321 - 22/23	City Administrator	37
46902 - 22/23	Controller	46
47044 - 22/23	Emergency Management	52
45542 - 21/22	Human Services	66
49566 - 22/23	Police	71
41282 - 22/23	Public Health	77
45447 - 22/23	Public Utilities Commission	88
44123 - 22/23	Technology	93
<b>Modification PSCs</b>		
44311 - 15/16	Airport Commission	118
47312 - 17/18	City Planning	130
42573 - 19/20	Public Health	143
44181 - 15/16	Public Health	155
43499 - 17/18	Recreation and Park Commission	164

# POSTING FOR

November 07, 2022

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
46734 - 22/23	AIRPORT COMMISSION	\$9,500,000.00	<p>Contractor will perform high tech maintenance and support of the Baggage Handling Systems (BHS) controls throughout the San Francisco International Airport (Airport). This control system consists of proprietary software and hardware which is available only to the original equipment manufacturer or licensees. The control system includes multiple sub systems including programmable logic controls, baggage sortation and tracking, interfaces with Transportation Security Agency (TSA) baggage screen equipment, and network integration within the baggage handling systems. The work also includes providing a simulation software with a virtual environment that architecturally and functionally replicates the Airport's BHS control systems to troubleshoot issues and test system changes without impacting operations.</p> <p>Contractor will provide on-site and remote technicians on-call 24 hours per day, and 365 days per year. The on-site technicians will perform systems monitoring and scheduled maintenance of software, diagnose and correct faults, perform hardware maintenance and repairs, and verify control system operations. The remote support technicians will perform advanced diagnostic, configuration, and software programming services.</p>	January 1, 2023	December 31, 2027	REGULAR
42396 - 22/23	DEPARTMENT OF BUILDING INSPECTION	\$400,000.00	The Department of Building Inspection (DBI) seeks to utilize the Controller's Office pre-qualified pool for financial analysis. Selected consultant will conduct and provide a comprehensive fee study analysis ("fee study") to update Department's user fees.	November 1, 2022	October 31, 2025	REGULAR

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
46163 - 22/23	GENERAL SERVICES AGENCY - CITY ADMIN	\$4,000,000.00	Work to be performed is as-needed maintenance and repair services for the City's fleet of small and medium boats for departments such as PUC, Recreation and Park, Port, the San Francisco Police Department, and the San Francisco Fire Department. Proposed work to include (but not limited to): Hauling and launching of vessels; High-pressure washing and hand/mechanical scraping of underwater hull and jets to remove hard fouling; Removal and installation of hull, engine/jet anodes; Repair of all fiberglass cracks, holes, or other damage; Diagnosis of engine operation faults, error codes, and failures, and repairs to all electronic and mechanical systems as needed; Removal and replacement of engine and related control systems as needed.	February 1, 2023	January 31, 2028	REGULAR
46609 - 22/23	GENERAL SERVICES AGENCY - CITY ADMIN	\$6,750,000.00	Contractor to provide as-needed specialized environmental engineering and oversight services related to the Navy's environmental program on Treasure Island. These services include document review, support for land transfers, post-transfer support, meeting attendance, development related tasks, and consultation related to the Navy's remediation efforts on former Naval Station Treasure Island and to provide certain other services in support of the Authority's Treasure Island/Yerba Buena Island Development Project.  The Contractor will also support the Authority with environmental monitoring and reporting obligations on property that it owns or controls. Some sites where the Navy has completed its remediation require on-going monitoring, and the Authority has responsibilities for the monitoring and/or management of asbestos, lead-based paint, and other matters within facilities it owns or manages.	January 1, 2023	December 31, 2031	REGULAR
47321 - 22/23	GENERAL SERVICES AGENCY - CITY ADMIN	\$4,500,000.00	Contractor is to provide as-needed advisory services related to housing relocation on Treasure Island. These services include direct engagement with individual households to provide information and counselling services on housing options; conducting public outreach including making phone calls and door-knocking to schedule one-on-one counseling sessions and hosting community workshops; preparing and distributing collateral used to describe transition housing options and eligibility; advising on strategic planning for transition housing plans and timing; providing translation services for written materials, public meetings, and one-on-one counseling sessions with residents; being on-call to respond to residents, and tracking TIDA's progress in fulfilling our obligations in implementing the THRRs.	January 1, 2023	December 31, 2031	REGULAR

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
46902 - 22/23	CONTROLLER	\$500,000.00	The City is switching to a new banking partner (JP Morgan Chase) in Fiscal Year 2022-2023. Professional services for banking and treasury accounting using PeopleSoft Financials and Supply Change Management is necessary to ensure the accounting configuration in PeopleSoft Financials and Supply Change Management is compatible with the upcoming banking change.	November 7, 2022	December 31, 2029	REGULAR
47044 - 22/23	DEPARTMENT OF EMERGENCY MANAGEMENT	\$7,000,000.00	Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, stakeholder resilience, and recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities such as Public Information and Warning, Mass Care Services, Cybersecurity, Operational Communications, etc. Contractor will review and analyze emergency catastrophic plans, perform gaps and needs analysis, and identify best practices to improve current planning, preparedness, and resiliency efforts. Contractor will develop plans, toolkits, templates, trainings, exercises and other evaluation activities needed to strengthen and improve the Bay Area Region's emergency planning, community preparedness, and recovery planning capabilities.	September 1, 2022	August 31, 2027	REGULAR
45542 - 21/22	HUMAN SERVICES	\$3,190,000.00	To develop and manage a Disability Community Cultural Center (DCCC) at The Kelsey Civic Center. DCCC will provide virtual and in-person community service programming, educational, artistic, and social networking opportunities focused on serving individuals with disabilities and their allies who live or work in the City.	January 1, 2023	June 30, 2027	REGULAR
49566 - 22/23	POLICE	\$300,000.00	Law enforcement recruiting agency enables the competitive recruitment of high-quality candidates through both broader and directed networking and marketing techniques that the Department is not currently capable of performing. Contract goals include advancing the recruitment of candidates in continued support of diversity and specific skill sets (i.e. linguistic capabilities). Selected agency would work in tandem with our recruitment unit on current marketing initiatives and to expand our current recruitment strategies (local recruitment, college recruitment, leveraging technology, expansive advertising campaigns, mentorship and candidate preparedness)	July 1, 2022	June 30, 2023	REGULAR

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
41282 - 22/23	PUBLIC HEALTH	\$17,100,000.00	To provide security services to ensure the safety, security and welfare of patients/residents, visitors, vendors and staff at the San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), unarmed security guards will be assigned to fixed-position locations providing access control by screening people entering the facilities using visual inspection, as indicated. Unarmed security guards will also provide designated-route patrols of both interior and exterior locations. In addition, unarmed security guards will respond to incidents involving disturbances, violence and/or other needs to preserve order, including compliance with regulation pertaining to visitors, resident/patients, vendors, and the facility's premises. Contractor will provide regular written Daily Activity Reports and Incident Reports within Department designated turn-around times.	August 1, 2022	June 30, 2025	REGULAR
45447 - 22/23	PUBLIC UTILITIES COMMISSION	\$795,000.00	The San Francisco Public Utilities Commission External Affairs Bureau (EA) seeks to develop 4 separate technical and specialized management augmentation and support services contracts for the following: lean problem-solving development, needs assessments, leadership and organizational development, and process improvement management. Current EA staff is requesting this support externally.  This scope of work will support EA management in engaging and developing emerging internal leaders from all levels of the organization to proactively solve problems, improve delivery of services, and make measurable improvements to achieve strategic goals. The scope of work takes into account the real-world needs of EA including capacity-building, change management and resilience, and continuous improvement culture.	November 1, 2022	August 31, 2027	REGULAR
44123 - 22/23	GENERAL SERVICES AGENCY - TECHNOLOGY	\$7,535,600.00	Contrary to CSC's position in the past, the Commission has recently requested review of all contracts that are software-as-a-service. Since DT is seeking to amend this contract to extend it for another 2-years, this request is now made to apply retroactively to its start in 2015. DT is seeking to amend the contract to provide for a citywide purchase of 500,000 envelopes for departments to use over the next 2-years. An "envelope" is an electronic record containing one or more documents that are uploaded to the DocuSign system, and which may be processed for electronic signature. There are NO professional services in this amendment.	November 1, 2015	October 31, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			All required services to maintain the proprietary software are performed by DocuSign employees on DocuSign servers. The City does NOT have access to any of the DocuSign servers and are not authorized to perform any engineering services to their proprietary software. The term "Service" in the SaaS naming convention refers to the manufacturer's service to its customers by hosting the platform on their own servers, thereby eliminating the need for any customer maintenance. The term "Service" is not used to refer to any labor services that can be performed by City employees.			

**TOTAL AMOUNT \$61,570,600**



# POSTING FOR

November 07, 2022

## PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATION

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
44311 - 15/16 - MODIFICATIONS	November 7, 2022	AIRPORT COMMISSION -- AIR	\$1,500,000	\$5,000,000	Contractor will provide, install and implement a Ground Based Radar Water Perimeter Intrusion Detection System (PIDS) San Francisco International Airport (SFO). The radar units must be integrated with at least one thermal/infrared camera per radar unit and have the ability to integrate to additional perimeter Pan Tilt Zoom (PTZ) and/or fixed cameras. The objective of the PIDS is detection, tracking, assessment and reporting (alerting and alarming) of potential or actual intrusions into the waterside perimeter in a proactive manner to enhance the Airport's security and the efficient deployment of security personnel.	06/30/2023	06/30/2028	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
47312 - 17/18 - MODIFICATIONS	November 7, 2022	CITY PLANNING -- CPC	\$0	\$10,000,000	<p>The San Francisco Planning Department has determined the need to develop a new RFQ to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants to use on an as-needed basis. Projects developed will include the following, but are not limited to: environmental review of transportation impact studies, historic resource &amp; archeology review. In addition, private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified pool are as follows: 1) enter into an independent contract with a private developer for environmental or transportation impact studies, Planning Railyard Alternatives, I-280 EIR, historic resource &amp; archeology review which must be reviewed &amp; finalized by Department</p>	01/04/2023	01/04/2024	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					staff or 2) enter into contracts with the City.			
42573 - 19/20 - MODIFICATIONS	November 7, 2022	PUBLIC HEALTH -- DPH	\$0	\$500,000	Contractor will provide cloud-based software for management of Department policies and procedures, including licensing and maintenance. The Department of Public Health (DPH) currently manages the multiplicity of its policies and procedures with a rudimentary system using MS Office applications (Word, Excel) which can be unwieldy and difficult to coordinate and manage. Reviewing and keeping policies and procedures current is required by federal regulators, the Centers for Medicare and Medicaid Services (CMS). DPH intends to purchase proprietary software (licensing and maintenance) to modernize and enable its policies and procedures tracking system to be more responsive to operational and regularly needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices. ,	09/30/2022	12/31/2027	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
44181 - 15/16 - MODIFICATIONS	November 7, 2022	PUBLIC HEALTH -- DPH	\$4,000,000	\$7,750,000	The contractor will perform coding and abstracting of inpatient accounts using International Classification of Diseases, Tenth Revision-Clinical Modification (ICD-10-CM) and International Classification of Diseases, Tenth Revision-Procedure Coding System ICD-10-PCS) classification systems and Diagnosis-Related Group (DRG) expertise; assign codes for diagnoses, treatments, and procedures according to the appropriate classification system for complex inpatient encounters; follow Center for Medicare and Medicaid Services (CMS)/American Health Information Management Association (AHIMA) coding guidelines; review provider documentation to determine principal diagnosis, comorbidities and complications, secondary conditions and surgical procedures; ensure accurate coding by clarifying diagnosis and procedural information through a query process; assign Present On Admission (POA) values for inpatient diagnoses; abstract required information from source documentation and enter into	11/01/2022	12/31/2026	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					encoder and abstracting system; identify non-payment conditions Hospital Acquired Conditions (HAC) and, when required, review documentation to verify and, as necessary, correct the patient disposition upon discharge.			
43499 - 17/18 - MODIFICATIONS	November 7, 2022	RECREATION AND PARK COMMISSION -- REC	\$650,000	\$3,308,440	Facilities capital planning software and associated facility assessment services for Recreation and Park assets and facilities, including storage, analysis and reporting of facility condition data on a proprietary software application.	01/01/2023	12/31/2026	REGULAR

**TOTAL AMOUNT \$6,150,000**

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: High Tech Maintenance and Support of Baggage Handling Control Systems

Funding Source: Airport Operating Funds

PSC Amount: \$9,500,000

PSC Est. Start Date: 01/01/2023

PSC Est. End Date  
12/31/2027

**1. Description of Work**

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

Contractor will perform high tech maintenance and support of the Baggage Handling Systems (BHS) controls throughout the San Francisco International Airport (Airport). This control system consists of proprietary software and hardware which is available only to the original equipment manufacturer or licensees. The control system includes multiple sub systems including programmable logic controls, baggage sortation and tracking, interfaces with Transportation Security Agency (TSA) baggage screen equipment, and network integration within the baggage handling systems. The work also includes providing a simulation software with a virtual environment that architecturally and functionally replicates the Airport's BHS control systems to troubleshoot issues and test system changes without impacting operations.

Contractor will provide on-site and remote technicians on-call 24 hours per day, and 365 days per year. The on-site technicians will perform systems monitoring and scheduled maintenance of software, diagnose and correct faults, perform hardware maintenance and repairs, and verify control system operations. The remote support technicians will perform advanced diagnostic, configuration, and software programming services.

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

The supported control systems are essential to airport operations and safety. Denial of this request would prevent the Airport from operating the systems necessary to provide continuous, effective, and safe operations of the baggage handling systems that are dependent on the control systems, including interfaces with TSA explosive detection systems. Failures of these systems can result in flight delays, mishandled passenger baggage, and potentially and most significantly, failure to insure that only TSA cleared baggage is allowed on a departing flight. Without support, security and operations are at risk of preventing the Airport and the airlines from processing passenger's checked baggage.

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

These services have previously been provided under PSC# 49810 – 16/17.

D. Will the contract(s) be renewed?

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

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

The term corresponds to the anticipated duration of the contract for the services.

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

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

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

B. Explain the qualifying circumstances:

Technicians require skills, expertise, and knowledge of proprietary systems that are in the very limited BHS controls industry with the added specialization of TSA security system interfaces. The services require technicians with programming skills to maintain programmable logic controls according to TSA's standards and expertise in integration of the Airport's complex control systems, including interfaces with TSA's security equipment and explosives detection systems.

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

A. Specify required skills and/or expertise: In order to properly maintain and support the systems, technicians must have expertise and access to modify proprietary software and repair proprietary control devices. Extensive knowledge and programming skill to maintain programmable logic controls software in accordance with TSA regulations. The work requires expertise in integration of networks, controls, and computer systems that operate BHS, including interfaces with TSA security equipment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1071, IS Manager; 7318, Electronic Maintenance Tech;

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

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

None, as this work cannot be performed by available resources within the City, and can only be performed by authorized technicians with access to proprietary software and hardware.

## **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 do not have the required access to proprietary software and hardware to maintain and support the control systems.



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. Only authorized technicians and vendors may modify or maintain the proprietary software and hardware to the control systems.

**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, as this work cannot be performed by City and County 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 09/12/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Electrical Workers, Local 6; Municipal Executive Association; Prof & Tech Eng, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46734 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flysfso.com](mailto:cynthia.avakian@flysfso.com)  
**To:** [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [l2pscreview@ifpte21.org](mailto:l2pscreview@ifpte21.org); [Laxamana Junko \(DBI\)](mailto:Laxamana.Junko@DBI); [Criss@sfmea.com](mailto:Criss@sfmea.com); [camaguey@sfmea.com](mailto:camaguey@sfmea.com) (contact); [christina@sfmea.com](mailto:christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); [oashworth@ibew6.org](mailto:oashworth@ibew6.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [Quoc Truong \(AIR\)](mailto:Quoc.Truong@AIR); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46734 - 22/23  
**Date:** Monday, September 12, 2022 9:29:14 AM

---

RECEIPT for Union Notification for PSC 46734 - 22/23 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 46734 - 22/23 for \$9,500,000 for Initial Request services for the period 01/01/2023 – 12/31/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19156> 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)**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

*Sent Via Electronic Mail*

KATE FAVETTI  
PRESIDENT

August 15, 2017

F. X. CROWLEY  
VICE PRESIDENT

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

DOUGLAS S. CHAN  
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 42611-15/16; 49810-16/17; 47501-16/17; 40888-16/17; 43977-16/17; 45682-16/17; 42545-16/17; 43791-16/17; 45186-16/17; 45363-16/17; 48979-16/17; 45678-16/17; 48562-16/17; 40784-16/17; AND 4038-13/14.**

SCOTT R. HELDFOND  
COMMISSIONER

GINA M. ROCCANOVA  
COMMISSIONER

At its meeting on August 7, 2017 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

MICHAEL L. BROWN  
EXECUTIVE OFFICER

1. Approved PSC #49810-16/17 with the condition that the department works with the Executive Officer to provide clarification on the training that will be provided to civil service employees and update 6B on the PSC Form.
2. Approved PSC #48979-16/17 with the consideration that the department will hold future contractors accountable for providing transfer of knowledge to civil service employees.
3. Adopted the report. Approved the remaining request for proposed Personal Services Contracts and notified the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

CIVIL SERVICE COMMISSION



MICHAEL L. BROWN  
Executive Officer

Attachments

Cc: Cynthia Avakian, Airport  
David Bui, Department of Public Works  
Henry Gong, Sheriff Department  
Rod Goree, Municipal Transportation Agency  
Lavena Holmes, Port of San Francisco  
Shamica Jackson, Public Utilities Commission  
Stacey Lo, Public Utilities Commission  
Jacquie Fong, Contract of Administration  
Ben Rosenfield, Controller's Office  
Commission File  
Chron

**POSTING FOR****August 07, 2017****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2017-08-07

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42611 - 15/16	AIRPORT COMMISSION	\$20,000,000.00	<p>The Contractor will develop an enterprise architecture data solution for the San Francisco International Airport ("Airport"). This project is called the Airport Information Integration Solution ("Solution"), which includes providing technical expertise and professional services to develop and implement the system, and provide support and maintenance. The Solution will allow data from various systems to be collected, analyzed and distributed from one central location to meet the Airport's strategic business needs.</p> <p>The Solution is necessary in order to interconnect information systems, centralize the collection of data, and analyze and electronically distribute and report information. The Airport shall utilize this data to provide business value in areas such as security, passenger experience, operations, and tenant and concessionaire services, as well as allow the Airport to serve as a broker of information between Airport stakeholders. Once the Solution is implemented, the Contractor will provide support and maintenance of the Solution.</p>	June 15, 2017	May 31, 2026	REGULAR
49810 - 16/17	AIRPORT COMMISSION	\$8,000,000.00	<p>The proposed work consists of providing on-site and on-call support and remote technical and engineering support 24 hours per day for the airport-wide baggage handling system (BHS) controls.</p> <p>On-site and on-call support entails: Level One support. Dedicated, full-time, qualified, on-site professional technicians, with BHS controls, networks, and software experience available on-site or on-call twenty-four (24) hours per day, and three hundred sixty-five (365) days per year. On-site working hours will vary in accordance with BHS operations and emergency support response events. Duties include systems monitoring and scheduled maintenance of software and hardware, diagnosing and correcting faults, perform repairs, and verify operations. Technician may also initiate escalation process, mitigation and communication plans and other serious disruption responses and work with Level Two and Level Three support to resolve more complicated systems issues.</p> <p>Remote technical and engineering support entails: Level Two and Level Three Support. Qualified engineers and specialized technicians generally working from a central, off-site location with secure remote access to SFO's BHS controls systems. They are available 24/7/365 to provide application level support, including advanced diagnostic, configuration, and programming functions in order to restore, maintain and improve functionality and performance of the BHS controls. These support elements have access to proprietary applications which is available only to the Original Equipment Manufacturer's or licensees of the applications and is not otherwise available. They frequently work in conjunction with the on-site technician to remotely diagnose and resolve complex issues.</p>	September 1, 2017	June 30, 2023	REGULAR
47501 - 16/17	AIRPORT COMMISSION	\$280,000,000.00	Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are	August 1, 2017	August 1, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>required to manage the design and construction of the Terminal 2 (T2) to Terminal 3 (T3) Secure Connector Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this Project includes, 1) the design and construction of a new, elevated, secure connector for passengers to efficiently and securely connect between T2 and T3, and 2) an associated building addition that will provide additional square footage for passenger amenities, lounge areas, and airline or other tenant office space. To accommodate the new building addition, the Project will relocate the Airport's Emergency Operations Center and Communication Center. Both are critical to safe and secure airport operations and neither can be out of service for any period of time. Relocation of these facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals. Sustainable growth and continuing the San Francisco International Airport (Airport) leadership in the Green House Gas (GHG) reduction and achieving a minimum for a Leadership in Energy and Environmental Design (LEED) Gold Certification will be requirements. Sustainable building practices for The Project will consist of being Net Zero ready including but not limited to energy, carbon and waste.</p> <p>The PMSS portion will be approximately \$20,000,000.</p> <p>The DB portion will be approximately \$260,000,000 which includes approximately \$20,000,000 for design and \$240,000,000 for construction.</p>			
40888 - 16/17	AIRPORT COMMISSION	\$100,000,000.00	<p>Project Management Support Services (PMSS) &amp; Design Build (DB) teams will manage and complete the design and construction of the Energy Management Control System (EMCS) program at the San Francisco International Airport (Airport). The EMCS is a system comprised of hardware and software that manages and controls a building's use of energy for heating, ventilation, air conditioning, water, gas, and electricity. The EMCS will replace the multiple systems currently used by stationary engineers with 1 centralized system. The EMCS will comply with American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 36 guidelines, the most recent industry-standard nationally-recognized uniform standards for heating, ventilating, and air-conditioning systems, (<a href="http://gpc36.savemyenergy.com/download/360/">http://gpc36.savemyenergy.com/download/360/</a>) to connect all buildings, provide campus-level management and control, and transfer data to Information Technology and Telecommunications (ITT). This project includes creating the building management system for both terminal and non-terminal buildings from multiple segmented systems to 1 connected system to track energy and utilities information. Services include project controls, scheduling, document controls, design management, contracts management, architectural and engineering design services, construction, and special systems integration services. All work will be supervised by the project manager. A staffing plan will be developed and Stationary Engineers will maintain the EMCS equipment and system. Of the amount requested, construction costs will account for an estimated \$80,000,000.</p>	July 21, 2017	June 30, 2021	REGULAR
43977 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$1,200,000.00	Provide specialized services in Landscape Architecture to support Public Work's design staff on an as-needed basis. Work shall include full design consultation services for landscape architectural projects, constructability reviews of landscape projects, construction administration, and related support services.	July 1, 2017	October 31, 2023	REGULAR



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF BUILDING INSPECTION -- DBI

Dept. Code: DBI

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

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

Type of Service: Financial Analysis

Funding Source: operating budget

PSC Amount: \$400,000

PSC Est. Start Date: 11/01/2022

PSC Est. End Date  
10/31/2025

**1. Description of Work**

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

The Department of Building Inspection (DBI) seeks to utilize the Controller's Office pre-qualified pool for financial analysis. Selected consultant will conduct and provide a comprehensive fee study analysis ("fee study") to update Department's user fees.

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

The last comprehensive fee study conducted on Department of Building Inspection's fees was completed in May 2015. Since then, fees have not been updated to reflect changes in regulatory requirements, business environment, programs, business processes, technology improvements, and wage increases. The Department would like to warrant its fees are equitably set based on current best practices, business practice and industry standards. The completion of a comprehensive fee study will allow for right-sizing of fees to ensure appropriate cost recovery and the equitable setting of fees.

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.

Previous fee studies were performed by financial analysis consultants

D. Will the contract(s) be renewed?

No

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

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

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

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

B. Explain the qualifying circumstances:

The goal of a fee study is to determine the appropriate fee levels for the recovery of the costs to the organization. This fee study will result in analysis report and methodology the Department will implement to ensure its fees are equitably set based on current business practice and economic conditions. Additionally, this is a short term project. Consultant is required to have specific expertise and knowledge of revenue and expense analysis to analyze historical and projected revenue and expenditures to demonstrate the underlying financial causes for equitable fee setting. This analysis should also determine the amount of needed additional revenue to achieve program requirements and a financial reserve target. Specific knowledge also should include impact of alternative local fees and types of public financing

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

- A. Specify required skills and/or expertise: Experience in fee costing analysis to analyzing revenue and expense and overall spending impact of alternative local fees and other types of public financing.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

This specialized type of fee costing analysis and the limited number of individuals within the City who might possess the ability to perform this analysis exclude civil as an option to perform this study.

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

- A. Explain why civil service classes are not applicable.  
This specialized type of fee costing analysis and the limited number of individuals within the City who might possess the ability to perform this analysis exclude civil as an option to perform this study.
- 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. Fee costing analysis is not regularly conducted, occurring once every several years

**6. Additional Information**

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

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

**7. Union Notification:** On 09/01/2022, 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: Sharon Lee Phone: 415-575-6947 Email: sharon.lee@sfgov.org

Address: 49 South Van Ness, Suite 500, San Francisco, CA 94113

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42396 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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

## Lee, Sharon (DBI)

---

**From:** dhr-psccordinator@sfgov.org on behalf of sharon.lee@sfgov.org  
**Sent:** Thursday, September 1, 2022 4:07 PM  
**To:** Lee, Sharon (DBI); Laxamana, Junko (DBI); Criss@sfmea.com; camaguey@sfmea.com (contact); christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; Lee, Sharon (DBI); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42396 - 22/23

RECEIPT for Union Notification for PSC 42396 - 22/23 more than \$100k

The DEPARTMENT OF BUILDING INSPECTION -- DBI has submitted a request for a Personal Services Contract (PSC) 42396 - 22/23 for \$400,000 for Initial Request services for the period 11/01/2022 – 10/31/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19117> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Citywide Boat Repair Services for Small and Medium Vessels

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$4,000,000

**1. Description of Work**

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

Work to be performed is as-needed maintenance and repair services for the City's fleet of small and medium boats for departments such as PUC, Recreation and Park, Port, the San Francisco Police Department, and the San Francisco Fire Department. Proposed work to include (but not limited to): Hauling and launching of vessels; High-pressure washing and hand/mechanical scraping of underwater hull and jets to remove hard fouling; Removal and installation of hull, engine/jet anodes; Repair of all fiberglass cracks, holes, or other damage; Diagnosis of engine operation faults, error codes, and failures, and repairs to all electronic and mechanical systems as needed; Removal and replacement of engine and related control systems as needed.

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

These services are necessary to maintain operations of the San Francisco Fire Department (SFFD), San Francisco Police Department (SFPD) Marine Unit, San Francisco Public Utilities Commission (SFPUC), Recreation and Parks (REC), and San Francisco Port (PRT) departments which are responsible for maritime tasks for 64 square miles of San Francisco waterways and the ferry and cruise ship terminals. Denial may result in nonoperational boats and delayed costly emergency repairs and will impact performance and response time for City vessels.

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 for small and medium vessels have not been provided through an as-needed repair contract in the past, but there have been similar requests. Please see attached PSC #49582 – 19/20.

D. Will the contract(s) be renewed?

No.

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

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

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

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

B. Explain the qualifying circumstances:

This work requires having a shipyard and repair equipment and services are provided on an as-needed basis. Therefore, Civil Service classifications would not be applicable.

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

- A. Specify required skills and/or expertise: The contractor is required to provide a dry dock and boat repair yard within the Bay Area region as well as industrial machinery and tools needed to perform the services. The contractor must be certified to perform the services by the American Boat and Yacht Council or provide alternative documentation (e.g., certification from the equipment manufacturer) that demonstrates equivalent qualifications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 9376, Market Research Spec, Port; H110, Marine Engineer of Fire Boats;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor(s) will provide a shipyard and repair equipment.

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

None. The City does not have boat maintenance and repair yard or personnel certified by equipment manufacturers to perform these types of services.

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

- A. Explain why civil service classes are not applicable.  
This work requires having a shipyard and repair equipment and services are provided on an as-needed basis. Therefore, Civil Service classifications would not be applicable.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as the services are on an as-needed basis and do not require a full-time position. It is not economically feasible to train and certify an employee to become a manufacturer authorized and certified installer to perform these types of services.

**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. Work is conducted on an as-needed basis.
- C. Are there legal mandates requiring the use of contractual services?  
No.

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

**7. Union Notification:** On 09/12/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Firefighters - B/U 1; Firefighters - B/U 2

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46163 - 22/23

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 11/07/2022

Civil Service Commission Action:



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

## Khaw, Lynn (ADM)

---

**From:** dhr-psccordinator@sfgov.org on behalf of lynn.khaw@sfgov.org  
**Sent:** Monday, September 12, 2022 7:31 PM  
**To:** Khaw, Lynn (ADM); gail@sffdlocal798.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; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46163 - 22/23

RECEIPT for Union Notification for PSC 46163 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46163 - 22/23 for \$4,000,000 for Initial Request services for the period 02/01/2023 – 01/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19150> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

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

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing   
(Omit Posting)Type of Service: Boat repair and maintenance servicesFunding Source: General fundPSC Amount: \$1,125,000PSC Est. Start Date: 04/01/2020PSC Est. End Date  
03/31/2025**1. Description of Work**

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

Work to be performed is to dry dock the City's Fire Department (SFFD) boats for repairs and maintenance services. The immediate need for these services is for SFFD's three boats. All three boats are in rotation but Fire Boat #1 (the Phoenix) has not been out of the water for five years and is overdue for repairs and maintenance. In addition, having the City's fleet of vessels dry docked and out of water will give the City full access to repairs that cannot easily be identified and serviced when boats are in the water.

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

This service is necessary to maintain operations of the SFFD and San Francisco Police Department (SFPD) Marine Units which are responsible for maritime tasks for 64 square miles of San Francisco waterways, as well as the Port of San Francisco which include the ferry and cruise ship terminals. Denial may result in nonoperational boats, and delayed costly emergency repairs and will impact performance and response time for the SFFD and San Francisco Police Marine Units.

## 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 has not been a City Wide As-Needed Boat Repairs and Maintenance contract. However, the Civil Service Commission recently approved PSC # 42463-19/20 which is replacement of engines and repairs and maintenance for the SFPD.

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

If necessary.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
not applicable**2. Reason(s) for the Request**

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

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

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

B. Explain the qualifying circumstances:

Work is as needed and requires having a shipyard and repair equipment necessary to perform the services.

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

- A. Specify required skills and/or expertise: The contractor is required to provide a dry dock and boat repair yard within the Bay Area region as well as industrial machinery and tools needed to perform the services. The contractor must be certified to perform the services by the American Boat and Yacht Council or provide alternative documentation (e.g. certification from equipment manufacturer and/or marine association) that demonstrates equivalent qualifications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9376, Market Research Spec, Port; H110, Marine Engineer of Fire Boats;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide a shipyard and repair equipment.

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

Work is as-needed.

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

- A. Explain why civil service classes are not applicable.  
This work requires having a shipyard and repair equipment and is as-needed. Therefore, civil service classifications would not be applicable.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Work is as 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 provided.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

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

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

7. **Union Notification:** On 02/10/2020, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Firefighters - B/U 2

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# 49582 - 19/20

DHR Analysis/Recommendation:

action date: 05/18/2020

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As Needed Professional Services Contract for Environmental Oversight and Engineering

Funding Source: TIDA budget

PSC Duration: 9 years 1 day

PSC Amount: \$6,750,000

**1. Description of Work**

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

Contractor to provide as-needed specialized environmental engineering and oversight services related to the Navy's environmental program on Treasure Island. These services include document review, support for land transfers, post-transfer support, meeting attendance, development related tasks, and consultation related to the Navy's remediation efforts on former Naval Station Treasure Island and to provide certain other services in support of the Authority's Treasure Island/Yerba Buena Island Development Project.

The Contractor will also support the Authority with environmental monitoring and reporting obligations on property that it owns or controls. Some sites where the Navy has completed its remediation require on-going monitoring, and the Authority has responsibilities for the monitoring and/or management of asbestos, lead-based paint, and other matters within facilities it owns or manages.

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

The services being requested will be needed to support TIDA and continue providing oversight of the Navy's remediation program which is expected to continue through at least 2029. The need for specialized expertise across a diverse range of environmental issues; the need for technical report evaluation in addition to field monitoring and sampling services; and the need to supplement resources and expertise upon demand to meet schedules or assess potentially sensitive field conditions cannot be effectively provided by existing City staff, but require the support of a firm or team of firms with a deep bench of specialized resources and expertise to respond to program demands.

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 Authority has contracted for similar support services since 2003. The current contract has been in place since 2013 and is due to expire at the end of 2022. This current contract was prepared with Contract Monitoring Division oversight, was initially awarded for a five-year term, and was extended through multiple amendments, but was not processed through the Civil Service Commission. At its Special Meeting on August 31, 2022, the CSC approved the sixth contract amendment including services since 2013.

D. Will the contract(s) be renewed?

The new contract is proposed with a 5-year base term and the possibility of one 4-year extension. It is possible that the Navy may not have completed its work within that time. However, it should be nearing completion, and it would be appropriate to reassess the Authority's future needs and issue a new RFP scoped to address those needs at that time.

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

The Navy annually produces a Site Management Plan outlining the scope, status and schedule for completion of its environmental remediation efforts on Treasure Island. The December 2021 Site Management Plan for the former Naval Station Treasure Island projects a schedule for completion of their work on Treasure Island of November 2029; however, there are elements of that program – notably the radiological investigation and the assessment of the presence of per- and polyfluoroalkyl substances (“PFAS”) which are still being assessed and could extend the actual completion date by several additional years. The principal scope of the requested Environmental Oversight and Environmental Engineering services is to monitor the Navy's ongoing island remediation program and the communications between the Navy and the State agencies – the Department of Toxic Substances Control, the California Department of Public Health, and the Regional Water Quality Control Board – responsible for oversight of the Navy's work. The Navy's environmental assessment and remediation efforts began before the base closed in 1997 and follow the procedures of the Comprehensive Environmental Response, Compensation and Liability Act (“CERCLA”). The CERCLA Process includes a number of prescribed steps to identify, locate, and quantify potential contaminants, establish the scope of remediation, evaluate and select alternatives, and to plan and execute the work. At each step in this process, the Navy produces reports summarizing assessments, analyses, findings, recommendations, work plans, and/or results for review by the regulatory agencies before proceeding. The selected contractor will be responsible for reviewing and commenting on these reports to ensure that the City's and the Authority's interests are addressed in the planned work. Because of the protracted nature of this process, the services benefit from continuity of representation to provide optimal oversight of the Navy's progress and effectively review the various technical submittals involved. TIDA is issuing a Request for Proposal (RFP) for a contractor to perform the ongoing services and establish familiarity with the program for the long term.

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

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

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

B. Explain the qualifying circumstances:

The services require specialized knowledge and skills. Work is periodic and performed when lands and conditions are required to be tested or reviewed.

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

A. Specify required skills and/or expertise: The contract requires specialized skills and expertise in environmental engineering, including knowledge of State and local public health rules and regulations and current relationships with those and related agencies; investigation, sampling



and reporting protocols; knowledge of the CERCLA process; knowledge and understanding of radiological materials and a wide range of chemical contaminants (including PFAS and other emerging contaminants of concern) and processes for their detection and remediation; protocols for installation, maintenance and removal of monitoring wells; as well as experience with the various regulatory staff involved in producing, reviewing and approving reports and work products such as the Department of Toxic Substances Control, California Department of Public Health, and San Francisco Department of Public Health.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2481, Water Quality Technician; 2487, Chemist III; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5502, Project Manager 1; 5504, Project Manager 2; 5620, Regulatory Specialist; 5640, Environmental Spec; 5642, Sr. Environmental Spec; 6138, Industrial Hygienist; 6139, Senior Industrial Hygienist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor may be called upon to collect air, water or soil samples using specialized equipment or to conduct field scans using specialized equipment not owned by the City. This equipment is typically subject to routine testing, calibration, and reporting requirements to ensure accurate results.

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

These specialized services are not available from existing City resources. Work is as-needed.

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

- A. Explain why civil service classes are not applicable.  
There are civil service classes that potentially have some of the applicable training and expertise to perform parts of the work, but no classes have all the skills required. Work is as-needed, sometimes requires the assignment of multiple personnel while at other times little or no work may be required.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the intermittent and unpredictable schedule for performing the services is not well suited to hiring for this position, and the breadth of knowledge and, in the case of field sampling, the range of skills and/or certifications required are more than could be expected from an individual candidate. The scope requires a deep bench of specialized environmental professionals and technicians that can be assigned as-needed for the tasks as they arise.

**6. Additional Information**

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

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
Yes. The TIDA Board of Directors
- 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 09/12/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46609 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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

## Lubamersky, Joan (ADM)

---

**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Monday, September 12, 2022 5:06 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; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46609 - 22/23

RECEIPT for Union Notification for PSC 46609 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46609 - 22/23 for \$6,750,000 for Initial Request services for the period 01/01/2023 – 12/31/2031. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19160> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As needed specialty environmental engineering consulting services and oversi

Funding Source: TIDA Leasing Revenues

PSC Amount: \$2,575,000

PSC Est. Start Date: 06/13/2013

PSC Est. End Date  
12/31/2022

**1. Description of Work**

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

Services are for environmental engineering, consulting and review of the Navy's remediation work and related environmental services at Treasure Island. This work includes communicating with the Navy and regulatory agencies regarding technical, specialized topics to support the long-term environmental cleanup program that the Navy is performing on Treasure Island on Navy-retained property. This work also includes completing physical or administrative actions in accordance with the environmental restrictions and requirements that TIDA is legally bound to in order to utilize buildings and property.

Transfer documents require annual environmental compliance inspections and reporting to maintain protection of human and environmental health. Annual inspections typically involve the need for specialized environmental investigation to confirm that property use is in line with deed restrictions and protective of human health. Regular reassessment of environmental protection measures on transferred property occasionally results in environmental tasks that TIDA must complete. A robust historical understanding of the Treasure Island environmental program, as well as an in-depth understanding of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) process (Superfund Program) and solid working relationships with the regulatory agencies is required to efficiently perform these services. All lands must be satisfactorily remediated prior to transfer to the City. The City (through TIDA) intends to redevelop these lands as part of the overall redevelopment of the islands.

Human and environmental health issues, remediation of contaminants, and coordination with the Navy environmental cleanup requires active City participation to ensure proper CERCLA protocols are followed. This includes a range of chemical contaminants of concern and the investigation for and removal of radiological (Radium-226) items. The coordination activities involve the Navy and its agents, as well as the State of California, acting through the California Department of Toxic Substances Control (DTSC), the California Department of Public Health (CDPH) and the Regional Water Quality Control Board (RWQCB) relating to the environmental cleanup of contaminants.

Much of the work involved is episodic in nature. The program includes monthly coordination

meetings with the Navy and regulatory agencies on specific topics; reviewing and commenting on Navy studies, work plans, and reports as they are published; annual or multi-annual (5-year or 10-year) inspections of remedies and land use controls; and other on-call services for water, soil or air sampling. Depending upon the activities involved or topics being reviewed, personnel with different knowledge and skills are required.

The Navy has also initiated investigations for the presence of Polyfluoroalkyl Substances (PFAS) in soil and groundwater. PFAS are used in a variety of applications, including foam materials used in fire suppression (also known as Aqueous Film Forming Foam or AFFF). The contractor is assisting TIDA with ongoing coordination with the Navy on the remediation efforts and the more recently added PFAS investigation.

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

The need for the services provided under this contract is critical and on-going. The work of the Navy and regulators that this contractor is intended to review and participate in is on-going, and several consequential documents are currently in the process of review and revision. The services of this contractor are necessary for the City to fully participate in these critical conversations. The documents currently under review will shape the remainder of the Navy's radiological efforts on Treasure Island and potentially impact the conditions of the property upon its eventual transfer to the City. It is critical that we have the services of a contractor in reviewing these documents and shaping their conclusions and recommendations. The contractor is also instrumental in maintaining the City's compliance with environmental restrictions and requirements in property transfer documents. Certain properties are transferred with restrictions against types of land uses or require an environmental investigation prior to building occupation. These actions require deed language interpretation, investigation, and reporting specific to environmental standards set by the regulatory agencies.

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 under this contract since 2013. Prior to the current contract, TIDA had a contract with another environmental firm,, performing the same general scope of services between 2003 and 2013.

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 Treasure Island Development Authority (TIDA) contracted for these services commencing in 2013, using a competitive solicitation process. At that time, it appears there was a misunderstanding as to whether TIDA (earlier an independent agency such as a Redevelopment Agency) was required to request approval of a Personal Services Contract (PSC) from the Civil Service Commission. TIDA has been advised that a PSC is necessary at this time to reflect work that begun in 2013 and that will end December 31, 2022. A Request for Qualifications (RFQ) will be issued for new services prior to end of 2022. A PSC will be submitted for the new contract. Additional background is attached.

**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:

These services are immediately needed, as-needed when the project requires it, and the contractor provides testing equipment and a laboratory to perform tests.

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

- A. Specify required skills and/or expertise: The provided services require specialized knowledge and expertise related to environmental remediation and compliance and radiological materials, the Navy's environmental cleanup program and its protocols, and the long-standing history of activities and associated relationships with regulators from work that has been on-going for more than 10 years. The specific skills required include knowledge of environmental regulations, environmental liability management, environmental management on former military properties, knowledge of environmental assessment and reporting protocols, knowledge on procedures for scanning for and disposing of radiological materials, and knowledge of the CERCLA process for federal cleanup sites.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 5241, Engineer; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist; 6138, Industrial Hygienist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The consultant has established testing protocols and uses the appropriate sampling equipment and certified staff to perform the sampling. This includes a range of specialized equipment subject to annual calibration or certification to produce valid, reliable results. Services include use of specialized testing laboratories for materials testing and classification.

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

For nearly 20 years, TIDA has contracted for environmental consultation and oversight services. Throughout this time, TIDA has periodically consulted with San Francisco Department of Public Health (SFDPH) for assistance in reviewing and managing key issues, but SFDPH has not been able to provide these services in place of the outside consultants due to the breadth of issues, need for specialized knowledge, and the periodic/fluctuating demand for support. In executing these services, a diverse and specialized workforce manage the range of issues being evaluated and addressed under the remediation program, familiarity with CERCLA and base closure processes, the history and background of the facility, the ability to review and comment on complex reports under time constraints, and effective relationships with regulators, have been essential to effectively accomplishing the required oversight of the Navy's cleanup efforts within the schedule and timelines required.



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

A. Explain why civil service classes are not applicable.

The scope of services involved with this contract is most directly related to environmental scientists and not to any particular engineering discipline. Some of the knowledge skills required for work under this contract can be found under the City of San Francisco engineering, industrial hygienist, and environmental/public health classifications, but the services provided under the contract are from a number of employees within the consultant team each with differing skill sets and areas of knowledge, none of whom work full-time providing services under this contract and many whose participation is limited to very specific infrequent activities.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this is specialized work that occurs only on prior military bases and this one (Treasure Island) is one of only two such sites in the city (the other at Hunter's Point Shipyard, also underway). There is not a sufficient volume of work to support creation of new civil service classifications. . Also, as discussed above, the services provided include a range of specific, specialized areas of expertise that one could not expect to find in individual candidates.

**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 under this contract. The contractor will produce training and reference materials for future use. For instance, certain areas will require specific safety protocols for the protection of future construction workers excavating in the area. The contractor will produce materials outlining procedural requirements and protective equipment which may be necessary in these circumstances that can be used to train city employees or outside vendors engaged for that work in the future.

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

No.

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

No.

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

No.

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

No.

**7. Union Notification:** On 08/10/2022, 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# 46741 - 22/23

DHR Analysis/Recommendation:

action date: 08/31/2022

Commission Approval Required

Approved by Civil Service Commission

08/31/2022 DHR Approved for 08/31/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As Needed Housing Advisory & Counseling Services

Funding Source: TIDA budget

PSC Duration: 9 years 1 day

PSC Amount: \$4,500,000

**1. Description of Work**

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

Contractor is to provide as-needed advisory services related to housing relocation on Treasure Island. These services include direct engagement with individual households to provide information and counselling services on housing options; conducting public outreach including making phone calls and door-knocking to schedule one-on-one counseling sessions and hosting community workshops; preparing and distributing collateral used to describe transition housing options and eligibility; advising on strategic planning for transition housing plans and timing; providing translation services for written materials, public meetings, and one-on-one counseling sessions with residents; being on-call to respond to residents, and tracking TIDA's progress in fulfilling our obligations in implementing the THRRs.

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

When the THRR were adopted in 2011, it granted households living in the island's market rate apartments the right to a replacement housing in the future development amongst other options, including pre-marketing and down payment assistance, an alternate cash payment if moving off of the island, and advisory services to assist the households in selecting amongst these benefit options. In 2019, the THRR were amended so that residents of The Villages arriving between 2011 and 2019 while not being eligible for replacement units would be prioritized for newly constructed affordable units on the island if they meet the income eligibility requirements. The Contractor will promote this benefit to potentially eligible residents and assist them in understanding and navigating the income eligibility and affordable housing application processes. The decisions residents face in assessing their choices are complex, multi-faceted and can be emotionally charged. For instance, replacement housing will be different from existing housing (e.g., will be apartments rather than townhomes and, unlike current units, will not have guaranteed parking, in-unit washers and dryers, and certain other features). Households that are eligible for affordable housing may be eligible for a lower rent, but that might also include entitlement to a different number of bedrooms. The existing contract is due to expire 12/31/2022, and we anticipate making the first offer of replacement units to current households in the second half of 2023. TIDA will issue a new RFP reflecting this new phase of Advisory Services upon which we are about to embark. Over the next 5 years we anticipate completing a minimum of three buildings including these replacement units, but we also anticipate the completion of numerous market rate buildings, most with inclusionary affordable units, of which residents will need to be advised

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.  
These services have been provided by a contractor in the past. The current contract was approved by the Civil Service Commission as PSC #48405-16/17.

D. Will the contract(s) be renewed?  
No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
As part of the entitlement of the Treasure Island Development Program, the Treasure Island Development Authority (“TIDA”) was charged through the Transition Housing Rules and Regulations for The Villages at Treasure Island (the “THRR”) with providing transitional housing services to certain residents of the former Navy housing on Treasure Island. For some residents this includes offering them units in building newly constructed by TIDA in partnership with affordable housing providers, while for other residents, it may be limited to advisory services or, if the household meets income qualification requirements, priority for placement in new affordable units on the island. The development of Treasure Island is expected to unfold over roughly the next 15 years, and, while we expect to transition many households to new units during the next 5 years, more than half of the households eligible for replacement housing may yet to receive relocation offers and there will be a continuing need to work with those households that are not eligible for replacement housing benefits.

## 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:

Knowledge of housing laws, rules and practices are required.

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

A. Specify required skills and/or expertise: The contract requires understanding of relocation practices, the THRR, and how it differs from state and federal relocation law mandates which do not apply to Treasure Island. The skills required include interpersonal skills able to advise individual household for needs assessment and determining options for relocation to a diverse and multi-lingual audience. Because these services involve complex and sometimes emotionally-charged discussions about individuals’ housing and TIDA’s obligations, exceptional oral and written communications skills are essential to ensure the full range – but also the limits – of the options available to households. Good organization skills and meticulous record keeping are required. Contract also involves advice to TIDA on the planning and tracking of the overall transition housing program, which requires a deep understanding of the THRRs and the overall redevelopment plans

B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 4140, Real Property Manager; 4142, Senior Real Property Officer;

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

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

TIDA has entered into a Memorandum of Understanding with the Mayor's Office of Housing and Community Development (MOHCD) to engage their support in the development of affordable housing on Treasure Island and in fulfilling our transitional housing obligations. The services in the proposed contract are services which MOHCD indicated they would not be able to perform.

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

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

While civil service classifications have some familiarity with the work required, they do not have the knowledge and skills required. Work is intermittent, varying with the pace of new housing construction and the progress of the relocation efforts. This is not the reason to contract for these services, but it is important to note that, while the Contractor will be compensated by TIDA, they are being hired to represent the interests of the current residents and to assist them in navigating the relocation process. In many instances, a third-party Contractor is better able to establish a rapport and maintain level of trust with a resident than would a city employee.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the scope of these services seems to be somewhat unique to the Treasure Island project and the THRR, and the nature of the services and the intermittent and highly variable demand for services make this scope not well suited to adopting a new classification.

**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.  
Yes. TIDA Board of Directors
- 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 09/12/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47321 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Monday, September 12, 2022 4:54 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; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47321 - 22/23

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

RECEIPT for Union Notification for PSC 47321 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 47321 - 22/23 for \$4,500,000 for Initial Request services for the period 01/01/2023 – 12/31/2031. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19161> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM Dept. Code: ADM

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

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

Type of Service: Relocation Services

Funding Source: TIDA funds PSC Duration: 8 years 52 weeks
PSC Amount: \$1,250,000 PSC Est. Start Date: 06/12/2017 PSC Est. End Date: 06/09/2026

1. Description of Work

A. Scope of Work:

Treasure Island and Yerba Buena Island is a former Naval Station that was selected for closure and disposition in 1993. It is in the process of an ownership transfer from the United States Navy to the Treasure Island Development Authority ("TIDA") for civilian use. Approximately 60% of the base has been transferred. TIDA was created by San Francisco Board of Supervisors ("BOS") in 1997 as a non-profit, public benefit corporation dedicated to the redevelopment of the base. The vendor will conduct household needs assessments to determine transitioning household eligibility for housing and unit needs. Vendor will develop and implement plans for transitioning household interim moves and individual sites plans for transitioning households long term moves to support effective and efficient relocations. The Transition Housing Rules and Regulations were approved by BOS as part of the Disposition and Development Agreement (DDA) in 2011. Some 200 Pre-DDA Households are eligible for Transition Benefits, including a newly constructed Transition Unit, a Base Monthly Rent lesser than Market Rate on the Transition Unit, Moving Assistance, In-Lieu Payments, and opportunity to qualify for For-Sale Inclusionary Housing, among others. Another 200 Post-DDA Households are eligible for Transition Advisory Services.

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

This will provide important support for the Treasure Island Development Authority (TIDA) in its responsibility for relocating existing residents to new permanent housing. This is in accordance with the adopted Tenant Housing Rules and Regulations (THRR) of the Development and Disposition Agreement (DDA) and Development Agreement (DA). These documents were approved by the Board of Supervisors in 2011. Without this support, TIDA will not be able to complete the work properly or in a timely manner, delaying relocation of residents and resulting in failure of the City to meet DA/DDA obligations.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This service was provided at an earlier point in the development process, as a redevelopment activity. Civil Service approval was not required at that time.

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

2. Union Notification: On 04/24/2017, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21; Municipal Executive Association

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48405 - 16/17

DHR Analysis/Recommendation:

06/19/2017

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 06/19/2017

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

A. Specify required skills and/or expertise:  
 Professional interview skills and experience working with diverse populations, coordination of operational data collection; knowledge of affordable housing and Mayor's Office of Housing and Community Development Preferences ad Lottery Program. Ability to develop a communications plan for resident engagement. Ability to organize and prioritize important project priorities.

B. Which, if any, civil service class(es) normally perform(s) this work?  
 1823,5278,1232,0922,4140,4142,

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

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:  
 The City doesn't have classes that perform this work.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
 No. Skills required will vary during the duration of the contract. Services workload will vary.

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

**YES NO**

- |   |                          |                                     |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>No training will be provided. There will be some transfer of knowledge as T | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of 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 PSC contract with your department?                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/24/2017 BY:

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

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

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: Banking and Treasury Accounting in City's Financial System

Funding Source: General Fund

PSC Amount: \$500,000

PSC Est. Start Date: 11/07/2022

PSC Est. End Date  
12/31/2029

**1. Description of Work**

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

The City is switching to a new banking partner (JP Morgan Chase) in Fiscal Year 2022-2023. Professional services for banking and treasury accounting using PeopleSoft Financials and Supply Change Management is necessary to ensure the accounting configuration in PeopleSoft Financials and Supply Change Management is compatible with the upcoming banking change.

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

The City is switching to a new banking partner (JP Morgan Chase) in Fiscal Year 2022-2023. Professional services for banking and treasury accounting using PeopleSoft Financials and Supply Change Management is necessary to ensure the accounting configuration in PeopleSoft Financials and Supply Change Management is compatible with the upcoming banking change. If denied, the City will have difficulty in reconciling and accurately reporting on Citywide cash related data in PeopleSoft Financial and Supply Chain Management. There would be risks that treasury accounting, payroll/expense reports, accounts payable in PeopleSoft do not function accurately after the banking change to JP Morgan Chase.

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.

Previously the City was using Bank of America. This is a transition to a new banking provider of JP Morgan Chase. This is the first time the City has had a new banking provider since the implementation of the City's new financial system Oracle PeopleSoft, and the first time that the City needs to look at the accounting requirements related to banking change. This service has not been provided in the past and this service has not previously been approved by the Civil Service Commission.

D. Will the contract(s) be renewed?

To be determined based on the City and department's service needs.

- 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 Controller's Office requests that the PSC cover over 5 years since the contract will have options to renew depending on the department's and City's service needs. The Controller's Office plans to implement a multi-year approach that will address future potential changes to accounting legislation. This multi-year approach will initially focus on the transition to the City's new banking partner in FY 23 and ensure the accounting configuration in PeopleSoft Financials and Supply Change Management is compatible with the upcoming banking change. The options to extend the contract will allow the City to determine if the contractor's services are needed for future years to address potential changes to accounting legislation and requirements, and provide cost and service efficiencies to the City.

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

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

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

- B. Explain the qualifying circumstances:

The City seeks consultants with expert level knowledge of PeopleSoft Financials and Supply Change Management and related systems as it pertains to accounting requirements. They are highly specialized and short term in nature. The City is switching to a new banking partner (JP Morgan Chase) in Fiscal Year 2022-2023. Professional services for banking and treasury accounting using PeopleSoft Financials and Supply Change Management is necessary to ensure the accounting configuration in PeopleSoft Financials and Supply Change Management is compatible with the upcoming banking change.

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

- A. Specify required skills and/or expertise: Requires expert level functional and technical knowledge of Oracle PeopleSoft systems, Oracle Business Intelligence. Expertise required in working with public sector clients with a minimum budget of \$1B that have implemented and/or enhanced Treasury Accounting using Oracle PeopleSoft Financials and Supply Chain Management system. Expertise includes Active Certified Public Accountant License, published Comprehensive Annual Financial Reports, 5 years of experience in Oracle PeopleSoft 9.2 Financials and Supply Chain Management System and Oracle PeopleSoft 9.2 Human Capital Management, Change Management and User Training experience.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1657, Accountant IV; 1670, Financial Systems Supervisor; 1825, Prnpl Admin Analyst II;
- 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 highly specialized and requires expertise with various PeopleSoft modules and related systems, accounting with specialized expertise with Treasury/Cash Module, General Ledger Module, Accounts Payable Module, and Accounts Receival Module in PeopleSoft. Contractors will work alongside

existing Controller staff who will provide information as needed. No other resources across the City have the expertise needed to provide these services.

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

- A. Explain why civil service classes are not applicable.  
Services require expert level knowledge of PeopleSoft and related systems as it pertains to accounting requirements. They are highly specialized and short term in nature.
  
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the work is short-term and highly specialized in nature.

**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. Yes. Contractor will provide training sessions to City employees for knowledge transfer. Knowledge transfer, training and documentation at the end of services will occur to help City staff gain the skills and expertise to provide these services going forward. Estimated number of training hours is 40 hours to accountants, PeopleSoft technical and functional analysts, managers and executives, generally be in the 1053, 1054, 1657, 1670, 1825 classes.
  
- 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 will be a competitive solicitation and it is TBD if a contractor that has a current personal services contract with our department will be awarded the contract.

**7. Union Notification: On 09/09/2022, 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: 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# 46902 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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



**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [joyce.kimotsuki@sfgov.org](mailto:joyce.kimotsuki@sfgov.org)  
**To:** [Kimotsuki, Joyce \(CON\); Laxamana, Junko \(DBI\); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Kimotsuki, Joyce \(CON\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Kimotsuki,Joyce(CON);Laxamana,Junko(DBI);WendyWong26@yahoo.com;wendywong26@yahoo.com;tmathews@ifpte21.org;kschumacher@ifpte21.org;pkim@ifpte21.org;amakayan@ifpte21.org;l21pscreview@ifpte21.org;Kimotsuki,Joyce(CON);DHR-PSCCoordinator,DHR(HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46902 - 22/23  
**Date:** Friday, September 9, 2022 6:08:40 PM

---

RECEIPT for Union Notification for PSC 46902 - 22/23 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 46902 - 22/23 for \$500,000 for Initial Request services for the period 11/07/2022 – 12/31/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19155> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Emergency Planning, Community Preparedness/Resilience, and Recovery Planning

Funding Source: Federal UASI Homeland Security Grant

PSC Amount: \$7,000,000

PSC Est. Start Date: 09/01/2022

PSC Est. End Date  
08/31/2027

**1. Description of Work**

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

Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, stakeholder resilience, and recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities such as Public Information and Warning, Mass Care Services, Cybersecurity, Operational Communications, etc. Contractor will review and analyze emergency catastrophic plans, perform gaps and needs analysis, and identify best practices to improve current planning, preparedness, and resiliency efforts. Contractor will develop plans, toolkits, templates, trainings, exercises and other evaluation activities needed to strengthen and improve the Bay Area Region's emergency planning, community preparedness, and recovery planning capabilities.

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

The Bay Area Urban Areas Security Initiative (UASI) Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism, Domestic Violence Extremism, radicalization, and related catastrophic man-made and natural disasters throughout the entire Bay Area. Denial of this request will hinder the Bay Area UASI Region's ability to develop future funding requests and secure increased funding for SF and all of the Bay Area cities and counties. This in turn can jeopardize the Bay Area UASI Region's ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural catastrophes in the Bay Area.

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

Similar services were approved in 43225-19/20

D. Will the contract(s) be renewed?

Based on need, performance, and funding availability.

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

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

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

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

B. Explain the qualifying circumstances:

The contracts covered by this PSC will be funded by a federal grant from the Department of Homeland Security. The annually awarded grant amounts and priorities may change from year to year which makes it difficult to forecast what projects will be funded, how long the projects will be, and the level of staffing for each project.

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

A. Specify required skills and/or expertise: This service requires extensive knowledge and expertise in regional emergency planning, community preparedness, and recovery planning throughout the entire Bay Area Region. The contractor must have experience in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the regional level. The contractor must have a thorough understanding of how the unique characteristics of each member county impacts, not only the county, but the entire Bay Area Region during a disaster.

B. Which, if any, civil service class(es) normally perform(s) this work? 8604, Emergency Services Coord IV; 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?**

Existing staff does not have the time or expertise to conduct a project of this magnitude. Also, a Homeland Security Grant is being used to fund these services. Conditions of the grant include a personnel cap limit, which has already been reached. No additional funds, can be used towards personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete this project.

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

A. Explain why civil service classes are not applicable.

The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. Also, we have reached the personnel cap limit on this time limited grant from the Federal Department of Homeland Security

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as stated above, the regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. Also, we have reached the personnel cap on this time limited grant from Homeland Security

### **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. Contractor may train regional public safety personnel and Emergency Operations Center (EOC) staff throughout the entire UASI Region. Trainings may take place in classrooms or during large-scale exercise events. Estimate 100 hours of training under 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.  
Yes.
- 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 08/02/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; 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: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47044 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org  
**Sent:** Tuesday, August 2, 2022 2:45 PM  
**To:** Lee, William (DEM); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; Laxamana, Junko (DBI); Criss@sfmea.com; camaguey@sfmea.com (contact); christina@sfmea.com; staff@sfmea.com; Kaplan, Scott (DEM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47044 - 22/23

RECEIPT for Union Notification for PSC 47044 - 22/23 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 47044 - 22/23 for \$7,000,000 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/19012> 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)**

## ELECTRONIC CODE OF FEDERAL REGULATIONS

**e-CFR data is current as of March 24, 2020**

Title 2 → Subtitle A → Chapter II → Part 200 → Subpart D → Subject Group

Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Subpart D—Post Federal Award Requirements

**PROCUREMENT STANDARDS****§200.317 Procurements by states.**

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §200.318 General procurement standards through 200.326 Contract provisions.

**§200.318 General procurement standards.**

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

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

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

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

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

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

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

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of



each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

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

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

(i) The actual cost of materials; and

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

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

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

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

### **§200.319 Competition.**

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

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

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

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

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

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

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

### **§200.320 Methods of procurement to be followed.**

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

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

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

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

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

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

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

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

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

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

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

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (2) Proposals must be solicited from an adequate number of qualified sources;
- (3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

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

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

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

#### **§200.322 Procurement of recovered materials.**

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

energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

### **§200.323 Contract cost and price.**

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

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

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

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

### **§200.324 Federal awarding agency or pass-through entity review.**

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

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

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

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

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

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

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

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

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

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

**§200.325 Bonding requirements.**

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

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

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

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

**§200.326 Contract provisions.**

The non-Federal entity’s contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Need assistance?

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Emergency Planning, Community Preparedness/Resilience, and Recovery Planning

Funding Source: Federal Urban Areas Security Initiative PSC Duration: 4 years
PSC Amount: \$5,000,000 PSC Est. Start Date: 05/01/2020 PSC Est. End Date: 04/30/2024

1. Description of Work

A. Scope of Work:

Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, stakeholder resilience, and recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities such as Public Information and Warning, Mass Care Services, Cybersecurity, Operational Communications, etc. Contractor will review and analyze emergency catastrophic plans, perform gaps and needs analysis, and identify best practices to improve current planning, preparedness, and resiliency efforts. Contractor will develop plans, toolkits, templates, trainings, exercises and other evaluation activities needed to strengthen and improve the Bay Area Region's emergency planning, community preparedness, and recovery planning capabilities.

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

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

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. Similar services were approved in 49129-17/18

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

2. Union Notification: On 03/26/2020, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Professional & Tech Engrs, Local 21

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43225 - 19/20

DHR Analysis/Recommendation:

07/06/2020

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 07/06/2020

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

A. Specify required skills and/or expertise:

This service requires extensive knowledge and expertise in regional emergency planning, community preparedness, and recovery planning throughout the entire Bay Area Region. The contractor must have experience in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the regional level. The contractor must have a thorough understanding of how the unique characteristics of each member county impacts, not only the county, but the entire Bay Area Region during a disaster.

B. Which, if any, civil service class(es) normally perform(s) this work?  
0931,8604,

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

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. Also, we have reached the personnel cap limit on this time limited grant from the Federal Department of Homeland Security.

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

No, as stated above, the regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. Also, we have reached the personnel cap on this time limited grant from Homeland Security.

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

**YES NO**

- |  |                                     |                                     |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>Contractor may train regional public safety personnel and Emergency Oper               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| C. Are there legal mandates requiring the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of<br>contractual services? Per the Uniform Guidance 2CFR200 Subpart D-Procur | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| E. Has a board or commission determined that contracting is the most effective<br>way to provide this service?                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC<br>contract with your department?                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 06/02/2020 BY:

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

Address: 1011 Turk Street San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: 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: Disability Community Cultural Center

Funding Source: Local funds and state fund

PSC Amount: \$3,190,000

PSC Est. Start Date: 01/01/2023

PSC Est. End Date  
06/30/2027

**1. Description of Work**

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

To develop and manage a Disability Community Cultural Center (DCCC) at The Kelsey Civic Center. DCCC will provide virtual and in-person community service programming, educational, artistic, and social networking opportunities focused on serving individuals with disabilities and their allies who live or work in the City.

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

The Dignity Fund, which was established through a charter amendment, passed by San Francisco voters as Proposition I in 2016, calls for allocating a certain percentage of the City's General Fund to improve the lives of adults with disabilities and seniors. As manager of the Dignity Fund, Department of Disability and Aging Services (DAS), contracted with the Paul K. Longmore Institute on Disability to assess the need for a community cultural center and to determine what the Disability communities would like to see in such a center. Paul K. Longmore Institute on Disability's recent research among people with disabilities, along with their caregivers, families, and allies, revealed an overwhelming support for a community cultural center dedicated to people with disabilities. Denying this request will mean that DAS will not be able to satisfy the need of our disabled clients as demonstrated by the recent search; and as a result, we will not be able to fulfill our role as manager of the Dignity Fund.

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

This service has not been provided in the past by HSA.

D. Will the contract(s) be renewed?

Yes.

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

N/A -- less than 5 years

**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).

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

B. Explain the qualifying circumstances:

These services require experience and expertise with the physical and emotional needs of people with disabilities in San Francisco, and resources available to them, in which the City lacks. These services are also short term work during the planning and preparation phase. Because this is a new project for the City -- DAS does not know how long it may take to open the cultural center and cannot predict the level of demand at this time.

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

A. Specify required skills and/or expertise: Experience and expertise with the physical and emotional need of people with disabilities in San Francisco, and resources available to them.

B. Which, if any, civil service class(es) normally perform(s) this work? 2904, Human Services Technician; 2917, Program Support Analyst; 6335, Disability Access Coordinator;

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

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

N/A

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

A. Explain why civil service classes are not applicable.

There is short term work during the planning and preparation phase. It is not practical and feasible for the agency to recruit, hire and train worker(s) for short term work and then to release them from employment once planning and preparation is completed. In addition, this is a new project for the City -- we are uncertain the level of demand.

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 short term work at the beginning planning and preparation phase, and uncertainty in the project.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. There is no training indicated in the scope of 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 07/29/2022, 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;  
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: Esperanza Zapien Phone: 557-5657 Email: esperanza.zapien@sfgov.org

Address: 1650 Mission Street San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45542 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of esperanza.zapien@sfgov.org  
**Sent:** Friday, July 29, 2022 8:11 AM  
**To:** Zapien, Esperanza (HSA); sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Jason Klumb; Frigault, Noah (HRC); Meyers, Julie (HSA); Thomas Vitale; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; wendy.frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Lee, Ella (HSA); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45542 - 21/22

RECEIPT for Union Notification for PSC 45542 - 21/22 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 45542 - 21/22 for \$3,190,000 for Initial Request services for the period 01/01/2023 – 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/18459> 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: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Recruitment Service

Funding Source: General Fund

PSC Duration: 52 weeks

PSC Amount: \$300,000

**1. Description of Work**

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

Law enforcement recruiting agency enables the competitive recruitment of high-quality candidates through both broader and directed networking and marketing techniques that the Department is not currently capable of performing. Contract goals include advancing the recruitment of candidates in continued support of diversity and specific skill sets (i.e. linguistic capabilities). Selected agency would work in tandem with our recruitment unit on current marketing initiatives and to expand our current recruitment strategies (local recruitment, college recruitment, leveraging technology, expansive advertising campaigns, mentorship and candidate preparedness)

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

With the current circumstances affecting the police profession, recruiting future police officers is more difficult and challenging than ever. The Department is competing with other law enforcement agencies for the same limited pool of candidates. The number of applications received has decreased 67% since 2017. A recruitment firm will help strengthen the Department's position in recruiting qualified candidates for the police academy. The Department is 486 officers below recommended staffing levels.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.  
This service has not been previously requested.

D. Will the contract(s) be renewed?

At this time, it is not known if this contract will be renewed.

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

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

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

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

B. Explain the qualifying circumstances:

With the current circumstances affecting the police profession, recruiting future police officers is more difficult and challenging than ever. The Department is competing with other law enforcement agencies for the same limited pool of candidates. The number of applications received has decreased 67% since 2017. A recruitment firm with specific experience in the recruitment of law enforcement staff will help strengthen the Department's position in recruiting qualified candidates for the police academy.

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

A. Specify required skills and/or expertise: Experience with the recruitment of highly qualified candidates and marketing strategies that has demonstrated success in the number of qualified candidates referred to Police Academies

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

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

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

Current City resources have not been enough. The selected agency would work in tandem with our recruitment unit and existing resources to improve marketing initiatives and to expand our current recruitment strategies. It is important to have targeted experience in the recruitment of candidates for law enforcement agencies.

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

A. Explain why civil service classes are not applicable.

The recruiter job classification exists, but it is important to have proven experience and results in the recruitment of qualified candidates to help improve the number of recruits entering the academy.

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 recruiter job classification exists, but it is important to have proven experience and results in the recruitment of qualified candidates to help improve the number of recruits entering the academy.

**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 is expected under 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 09/21/2022, 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: Patrick Leung Phone: 415-837-7213 Email: patrick.n.leung@sfgov.org

Address: 1245 3rd Street San Francisco, CA 94158

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49566 - 22/23

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 11/07/2022

Civil Service Commission Action:

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



## Leung, Patrick (POL)

---

**From:** Timothy Mathews <tmathews@ifpte21.org>  
**Sent:** Friday, September 30, 2022 1:38 PM  
**To:** Leung, Patrick (POL); l21pscreview@ifpte21.org  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49566 - 22/23

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

Patrick,

Given the only change to this previously submitted PSC is the end date, Local 21 waives its remaining review period.

For the Union,

-Timothy

---

Timothy Mathews  
Pronouns: He/him/his  
Research Specialist

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

Office: 415-914-7345

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

From: Leung, Patrick (POL) <patrick.n.leung@sfgov.org>  
Sent: Wednesday, September 21, 2022 1:21 PM  
To: ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; Timothy Mathews <tmathews@ifpte21.org>; Kristen Schumacher <kschumacher@ifpte21.org>; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSC Review <L21PSCReview@ifpte21.org>  
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 49566 - 22/23

Good afternoon,

I'd like to request for the union's waiver of the 30-day notice period for this request. We had previously initiated a review back in July, but the end date had the incorrect year.

Thank you,

Patrick Leung  
San Francisco Police Department  
Chief Financial Officer  
Fiscal Division

1245 3rd Street, 6th Floor  
San Francisco, CA 94158  
patrick.n.leung@sfgov.org

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of patrick.n.leung@sfgov.org  
Sent: Wednesday, September 21, 2022 1:12 PM  
To: Leung, Patrick (POL) <patrick.n.leung@sfgov.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; Leung, Patrick (POL) <patrick.n.leung@sfgov.org>;  
DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 49566 - 22/23

RECEIPT for Union Notification for PSC 49566 - 22/23 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract  
(PSC)  
49566 - 22/23 for \$300,000 for Initial Request services for the period  
07/01/2022 – 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

[https://url.avanan.click/v2/\\_\\_\\_http://apps.sfgov.org/dhrdrupal/node/18938\\_\\_\\_YXAzOnNmZHQyOmE6bzo4ZjZhYzZmMDFmOThlNzJkNzE3MTBhYmJhMTNhNWQ5MjJo2OmE1OTg6NGMzOTBhZDc0ODczMjFmYTQ4YzljYzdhdhNDIOM2QxZDIyZTMwNjQyNmM2ZWZhNGUxMTlhNTQwNGY2ZDQ1YWVhNjpwOIQ](https://url.avanan.click/v2/___http://apps.sfgov.org/dhrdrupal/node/18938___YXAzOnNmZHQyOmE6bzo4ZjZhYzZmMDFmOThlNzJkNzE3MTBhYmJhMTNhNWQ5MjJo2OmE1OTg6NGMzOTBhZDc0ODczMjFmYTQ4YzljYzdhdhNDIOM2QxZDIyZTMwNjQyNmM2ZWZhNGUxMTlhNTQwNGY2ZDQ1YWVhNjpwOIQ) 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 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: Hospital Security Guard Services

Funding Source: General Fund

PSC Duration: 2 years 47 weeks

PSC Amount: \$17,100,000

**1. Description of Work**

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

To provide security services to ensure the safety, security and welfare of patients/residents, visitors, vendors and staff at the San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), unarmed security guards will be assigned to fixed-position locations providing access control by screening people entering the facilities using visual inspection, as indicated. Unarmed security guards will also provide designated-route patrols of both interior and exterior locations. In addition, unarmed security guards will respond to incidents involving disturbances, violence and/or other needs to preserve order, including compliance with regulation pertaining to visitors, resident/patients, vendors, and the facility's premises. Contractor will provide regular written Daily Activity Reports and Incident Reports within Department designated turn-around times.

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

Security services are critical for the protection of patients, visitors, and staff and to ensure the safety and order within facilities. The Department has recognized the need for security as a major public safety measure. Denial of this service would leave the facilities vulnerable to safety risks, and potentially at risk of lawsuits and denial of reimbursements, especially from federal and/or State payors.

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 San Francisco Sheriff's Department has provided these services but acknowledged that they are experiencing significant staffing challenges, and are unable to provide uninterrupted, 24 hours/7 days per week coverage as is required of each position. When the Sheriff's Department can fill their vacant positions, they will resume providing this service.

D. Will the contract(s) be renewed?

Yes, depending on continued vacant positions and funding availability

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

B. Explain the qualifying circumstances:

Security services are critical for the protection of SFDPH patients, visitors, employees and other assets. Denial of this service would leave the hospital campuses vulnerable to safety hazards, criminal and other disruptive activities.

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

A. Specify required skills and/or expertise: All security personnel must be appropriately and currently licensed, possessing evidence of licensure such as the California Security Guard Registration Card issued by the State of California Bureau of Security and Investigative Services. They must also be trained in patrol techniques, report-writing, communication, access control, conflict resolution and de-escalation techniques.

B. Which, if any, civil service class(es) normally perform(s) this work? 8300, Sheriff's Cadet;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, they will provide services at hospital facilities and grounds.

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

The San Francisco Sheriff's Department has provided these services but acknowledged that they are experiencing significant staffing challenges, and are unable to provide uninterrupted, 24 hours/7 days a week coverage as is required of each position. When the Sheriff's Department can fill their vacant positions, they will resume providing this service. 16 Health Worker (2586) FTE have been budgeted to perform the clinical searches, patrols, and respond to security related incidents associated with LHH resident and visitor compliance with hospital policy and procedures.

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

A. Explain why civil service classes are not applicable.

Sheriff Department classifications have performed this service in the past, but they are not currently able to provide 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, Sheriff's Department job classifications could be used to provide the services, but they are not currently able to continue to provide these services. When the Sheriff's Department can fill their vacant positions, they will resume providing this 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. The services provided are not related to criminal prosecution, but solely for the safety and security of patients/residents, visitors, employees, and vendors. Any safety incidents that require a higher level of intervention will be referred to the Sheriff Department for any further appropriate action.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 07/26/2022, the Department notified the following employee organizations of this PSC/RFP request:  
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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard St, Room 219B San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41282 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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

## Receipt of Notice for new PCS over \$100K PSC # 41282 - 22/23

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

on behalf of

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

Tue 7/26/2022 3:38 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.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>;Jason Klumb <Jason.Klumb@seiu1021.org>;Frigault, Noah (HRC) <noah.frigault@sfgov.org>;Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>;Thomas Vitale <thomas.vitale@seiu1021.org>;Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>;Basconcillo, Katherine (PUC) <kbasconcillo@sfwater.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>;Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 41282 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41282 - 22/23 for \$17,100,000 for Initial Request services for the period 08/01/2022 – 06/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/18954> 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

**RE: PSC 41282 22-23 Hospital Security Guard Services**

Najuawanda Daniels &lt;Najuawanda.Daniels@seiu1021.org&gt;

Wed 10/12/2022 11:58 AM

To: Corvinelli, Camaguey (DPH) &lt;camaguey.corvinelli@sfdph.org&gt;

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

Hi Camaguey,

Confirmed.

In Solidarity,

*Naj Daniels*

Field Representative

Member Resource Center (MRC): 1-877-687-1021

Desk: 415-848-3645

SF Main Office: 415-848-3611

**Sign up to become a Union Member!** <http://join1021.org?LUID=NDaniels>**Sign up for text alerts for updates from the union.** <https://www.seiu1021.org/text-me>

---

**From:** Corvinelli, Camaguey (DPH) <camaguey.corvinelli@sfdph.org>**Sent:** Tuesday, October 11, 2022 2:40 PM**To:** Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>**Subject:** Re: PSC 41282 22-23 Hospital Security Guard Services**Importance:** High

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

Hi Naj,

Hope you are well.

Can you please confirm your waiver of the notice period for PSC 44202 COVID 19 Community Clinics and PSC 41282 22-23 Hospital Security Services until the cadets can take over shifts?



We just need in waiver in written communication. You can reply confirmed.

**Camaguey Corvinelli** (she, her, hers)

Senior Human Resources Analyst

DPH - Labor Relations Team

**Cell Phone:** (650) 515-7551 text ok

**Onsite Days:** Tuesdays and Wednesdays.

**Remote Days :** Mondays, Thursdays, and Fridays.



Confidentiality Notice: This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you have received this communication in error, please notify me by reply e-mail and immediately and permanently delete this message and any attachments. Thank you.

---

**From:** Corvinelli, Camaguey (DPH) <[camaguey.corvinelli@sfdph.org](mailto:camaguey.corvinelli@sfdph.org)>

**Sent:** Tuesday, August 23, 2022 5:29 PM

**To:** Najuwanda Daniels <[najuawanda.daniels@seiu1021.org](mailto:najuawanda.daniels@seiu1021.org)>

**Subject:** Re: PSC 41282 22-23 Hospital Security Guard Services

Hi Naj,

Hope your week is going well. I am following up to confirm waiver of notice period for the 2 PSCs we discussed at the meeting on Friday?

Please let me know if you have any questions.

**Camaguey Corvinelli** (she, her, hers)

Senior Human Resources Analyst

DPH - Labor Relations Team

**Cell Phone:** (650) 515-7551 text ok

**Onsite Days:** Tuesdays and Wednesdays.

**Remote Days :** Mondays, Thursdays, and Fridays.



Confidentiality Notice: This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you have received this communication in error, please notify me by reply e-mail and immediately and permanently delete this message and any attachments. Thank you.

---

**From:** Corvinelli, Camaguey (DPH) <[camaguey.corvinelli@sfdph.org](mailto:camaguey.corvinelli@sfdph.org)>  
**Sent:** Monday, August 22, 2022 12:52 PM  
**To:** Najuawanda Daniels <[najuawanda.daniels@seiu1021.org](mailto:najuawanda.daniels@seiu1021.org)>  
**Cc:** Kim, Luenna (DPH) <[luenna.kim@sfdph.org](mailto:luenna.kim@sfdph.org)>; McCaleb, Claire (HRD) <[claire.mccaleb@sfgov.org](mailto:claire.mccaleb@sfgov.org)>  
**Subject:** Re: PSC 41282 22-23 Hospital Security Guard Services

Hi Naj,

Thank you for your patience. Please find attached PSC 41282-22-23 Hospital Security Guard Services. I'm happy we were able to get clarification about the open items.

I will confirm with our PSC Coordinator that SEIU has no objections to the PSC 44202 COVID 19 Community Clinics and PSC 41282 22-23 Hospital Security Services.

**Highlights:**

Currently there are 101 applicants for the vacant Cadet positions. The positions are not specifically for DPH, however the positions for LHH and ZSFG will be staffed first.

Health Worker III's will be hired to conduct clinical searches of residents. The work is out of scope for Sheriff's staff.

LHH intends to use Cadets to address security gaps as soon as the Sheriff's office can meet the staffing need. The PSC 41282 address the temporary need while the Sheriff's office works to hire Cadets positions.

Can you also confirm that SEIU will waive the 60 day notice period for PSC 41282 22-23 Hospital Security Services?

Please let me know if you have any questions.

# **Additional Attachment(s)**



# OFFICE OF THE SHERIFF CITY AND COUNTY OF SAN FRANCISCO

1 DR. CARLTON B. GOODLETT PLACE  
ROOM 456, CITY HALL  
SAN FRANCISCO, CALIFORNIA 94102



**PAUL MIYAMOTO  
SHERIFF**

July 27, 2022  
Reference: 2022-079

Basil Price  
Director of Security, Department of Public Health  
City and County of San Francisco  
1001 Potrero Avenue  
San Francisco, CA 94110

Re: **Use of Private Security for Fixed Post Assignments**

The San Francisco Sheriff's Office agrees to support the use of private security at fixed-post positions at the entry points to Building 5 and Building 25. The purpose of these temporary positions is to monitor and manage the entry points at those locations. This duty will include monitoring metal detectors.

The Sheriff's Office understands that this is a continuation of the temporary use of contracted private security services due to a shortage of available Sheriff's Office personnel.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Miyamoto".

Paul Miyamoto, Sheriff

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 Services

Funding Source: SFPUC External Affairs Bureau

PSC Duration: 4 years 43 weeks

PSC Amount: \$795,000

**1. Description of Work**

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

The San Francisco Public Utilities Commission External Affairs Bureau (EA) seeks to develop 4 separate technical and specialized management augmentation and support services contracts for the following: lean problem-solving development, needs assessments, leadership and organizational development, and process improvement management. Current EA staff is requesting this support externally.

This scope of work will support EA management in engaging and developing emerging internal leaders from all levels of the organization to proactively solve problems, improve delivery of services, and make measurable improvements to achieve strategic goals. The scope of work takes into account the real-world needs of EA including capacity-building, change management and resilience, and continuous improvement culture.

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

Existing staff and management have attempted to perform these functions and have identified and requested external specialized support for the specific services identified in this scope that we cannot perform. Additionally, this service is necessary to help build the internal capacity of the EA management team, which will facilitate higher performing managers and better budgeting, planning, and resourcing for all staff within EA.

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

N/A

D. Will the contract(s) be renewed?

No

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

not applicable

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

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

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

The EA management needs this contractual support to better engage and develop emerging internal leaders from all levels of the organization to proactively solve problems, improve delivery of services, and make measurable improvements to achieve strategic goals. The scope of work takes into account the real-world needs of EA including capacity-building, change management and resilience. This scope of work was specifically requested by existing EA staff. EA doesn't currently have the expertise in-house to do this work. We need to bring on experts to augment current EA Management to complete this specialized, term limited and intermittent scope of work, which will build capacity for the EA division as a whole. We will benefit from external, independent evaluation, analysis and measurement of our existing processes, procedures, tools, systems, data and analytics, that cannot truly be performed objectively by the existing management who are requesting these services ourselves.

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

- A. Specify required skills and/or expertise: Experience and expertise providing strategic planning support, leadership development support, and administrative process improvement. Additionally, should have experience in strategic resource planning and existing leadership and problem-solving curricula. Should have black belt level Lean or Six Sigma certification, or the equivalent. Must experience and expertise with management teams with demonstrated experience fostering collaboration/partnership between organizations across teams and facilitating collective impact programming. Finally, must have expertise managing and leading GIS database reporting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0932, Manager IV; 0933, Manager V; 0941, Manager VI;
- 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?**

Existing EA staff looked at the current catalogue of Human Resources trainings for these services and did not see them.

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

- A. Explain why civil service classes are not applicable.  
Current EA staff has requested this scope of work due to its specialized, limited term, and intermittent nature. The current staff at EA don't have these specialized skills and therefore request external support.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be appropriate because the work is short term, discreet and narrow in focus and would not support a full FTE. Once complete, SFPUC staff will have gained the tools and knowledge necessary to achieve the outcomes and objectives identified in the scope of services.

**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 consultant will provide the specialized training requested by and at the direction of existing Civil Service staff. The existing EA Management team, consisting of approximately seven MEA staff, will receive this training.

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

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

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

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

**7. Union Notification:** On 09/13/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45447 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022



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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto:shale@sfwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [Criss@sfmea.com](mailto:Criss@sfmea.com); [Camaguey@sfmea.com](mailto:Camaguey@sfmea.com); [Christina@sfmea.com](mailto:Christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45447 - 22/23  
**Date:** Tuesday, September 13, 2022 3:01:39 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 45447 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45447 - 22/23 for \$795,000 for Initial Request services for the period 11/01/2022 – 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/19166> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: DocuSign Software-As-A-Service

Funding Source: Department Funds

PSC Amount: \$7,535,600

PSC Est. Start Date: 11/01/2015

PSC Est. End Date  
10/31/2024

**1. Description of Work**

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

Contrary to CSC's position in the past, the Commission has recently requested review of all contracts that are software-as-a-service. Since DT is seeking to amend this contract to extend it for another 2-years, this request is now made to apply retroactively to its start in 2015. DT is seeking to amend the contract to provide for a citywide purchase of 500,000 envelopes for departments to use over the next 2-years. An "envelope" is an electronic record containing one or more documents that are uploaded to the DocuSign system, and which may be processed for electronic signature. There are NO professional services in this amendment.

All required services to maintain the proprietary software are performed by DocuSign employees on DocuSign servers. The City does NOT have access to any of the DocuSign servers and are not authorized to perform any engineering services to their proprietary software. The term "Service" in the SaaS naming convention refers to the manufacturer's service to its customers by hosting the platform on their own servers, thereby eliminating the need for any customer maintenance. The term "Service" is not used to refer to any labor services that can be performed by City employees.

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

DT intends to amend the existing enterprise agreement to extend it for another 2-years and purchase an additional 500,000 envelopes for departments to use citywide. If DT is unable to amend this agreement, city departments such as TTX, DPH and CON, will not have an electronic signature product to continue its business with the public. These three departments to name a few, conduct a good amount of business with the public utilizing the DocuSign e-signature process.

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 agreement was entered into with DocuSign in 2015 and has been the City's primary e-signature solution. Based on past CSC guidance, neither OCA nor DT sought CSC approval at the time.

D. Will the contract(s) be renewed?

Yes. This contract will be renewed as a Citywide EA in 2024, so that 20+ departments can continue using this e-signature platform.

- 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.

In 2015, OCA conducted a solicitation to find an electronic signature solution for the City. DocuSign was selected as the solution provider. DocuSign's solution is an agreement management application that enables the City to create, send, and automate a wide variety of forms and contracts, and enables signees to sign documents electronically, thereby eliminating the need for hard copies. Such electronic signatures would carry full legal enforceability and effect. The DocuSign solution is provided to the City as a software-as-a-service (hereinafter

**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 desires to continue having an e-signature solution for citywide use. The City is unable to develop any such platform itself, and has determined the procurement of a SaaS solution is the most efficient and cost-effective use of public monies.

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

A. Specify required skills and/or expertise: As a SaaS offering, by definition all software engineering requirements for their proprietary software are performed by DocuSign employees, thus it is difficult to articulate what skills and expertise is required. However, DT assumes at a minimum, software and network engineers would be required for DocuSign to maintain its product.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey;

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

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

None. Since DT is not responsible for any engineering services, it did not seek resources 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.

Civil service classes are not applicable because professional services are not a part of the contract.

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. Class already exists.

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

**7. Union Notification:** On 10/13/2022, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44123 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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

Published on *Personal Services Request Database* (<https://apps.sfgov.org/dhrdrupal>)

[Home](#) > Union Receipt: 44123 - 22/23

## Union Receipt: 44123 - 22/23

Posted October 13, 2022 - 17:05 by [tmathews21](#)

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

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

**Modified PSC Record:**

**Initial PSC Record:** [44123 - 22/23](#)

**Date Accessed:** October 13, 2022

---

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org  
**Sent:** Thursday, October 13, 2022 2:28 PM  
**To:** Gines, Jolie (TIS); 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; Dere, Wilfred (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44123 - 22/23

RECEIPT for Union Notification for PSC 44123 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 44123 - 22/23 for \$7,535,600 for Initial Request services for the period 11/01/2015 – 10/31/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/19290> 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)**

**From:** [Eng, Sandra \(CSC\)](#)  
**To:** [Xie, Hao \(TIS\)](#)  
**Cc:** [Brown, Michael \(CSC\)](#)  
**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement  
**Date:** Monday, May 14, 2018 3:21:18 PM  
**Attachments:** [image001.png](#)

---

Good Afternoon Hao,

Our response is the still the same. This is a proprietary software system in which City employees are unable to provide the service. The department is not required to obtain CSC approval.

Thank you for checking.

Sandra

*Sandra Eng  
Assistant Executive Officer  
Civil Service Commission  
City and County of San Francisco  
25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102  
Direct (415) 252-3254  
Main (415) 252-3247  
Fax (415) 252-3260*

---

**From:** Xie, Hao (TIS)  
**Sent:** Friday, May 11, 2018 3:49 PM  
**To:** Eng, Sandra (CSC)  
**Subject:** FW: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

Hi Sandra,

Michael Brown is out of office. We hope to get this contract signed by end of May so that there is no project delay for several City Departments to implement the Accela Permits and Project Tracking System. Could you kindly provide your guidance on this?

Thanks a lot!

Hao

Hao Xie  
Strategic Sourcing Manager  
1 South Van Ness Ave. 2<sup>nd</sup> Floor



San Francisco CA 94103-0948  
415-581-4066 (office)  
925-998-8892 (Cell)

[We Value Your Feedback!](#)

---

**From:** Xie, Hao (TIS)

**Sent:** Friday, May 11, 2018 3:25 PM

**To:** Brown, Michael (CSC) <[michael.brown@sfgov.org](mailto:michael.brown@sfgov.org)>

**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

Hi Michael,

I am very sorry to come back to you again on a very similar question.

DT is negotiating a Software Maintenance and Hosting Agreement with Accela, and the agreement includes the following term:

- Accela will provide up to thirty-six (36) hours (“Success Hours”) of this support during each three (3) month period, commencing on the effective date of these Platinum Support Terms. Success Hours are required to be utilized during each three (3) month period and any hours not consumed at the required three (3) month minimum utilization will be forfeited.
- Customer Success Hours requests must be made by Customer within forty-five (45) days of the commencement of each three (3) month period for all hours allocated for that period. Accela will work with Customer to provide Success Hours according to the requirements set forth by the Customer (City).
- Customer may purchase up to forty-eight (48) additional Success Hours during each annual term, at a minimum of eight (8) hour blocks, at a fifteen percent discount from list price.

**The above support services for Accela’s proprietary software system is available only from the licensor (Accela Inc.).** For your reference, I also attach the Sole Source Waiver recently approved by OCA.

I believe that you have given us very clearly guidance in your previous email. However, some of our colleagues in the City still want me to double check. Could you kindly confirm that this contract is covered by Admin Code 21.30 (b) and therefore does not require CSC and Union approvals?

Thank you very much again for your guidance!!

Hao



Hao Xie  
Strategic Sourcing Manager  
1 South Van Ness Ave. 2<sup>nd</sup> Floor  
San Francisco CA 94103-0948  
415-581-4066 (office)  
925-998-8892 (Cell)

[We Value Your Feedback!](#)

---

**From:** Brown, Michael (CSC)  
**Sent:** Thursday, August 31, 2017 3:22 PM  
**To:** Xie, Hao (TIS) <[hao.xie@sfgov.org](mailto:hao.xie@sfgov.org)>  
**Cc:** Gutierrez, Margarita (CAT) <[margarita.gutierrez@sfgov.org](mailto:margarita.gutierrez@sfgov.org)>  
**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

Dear Hao,

Attached is our policy on Personal Service Contracts from 2014. PSC's that are reviewed by the Civil Service Commission are for services provided by individuals, companies, corporations, nonprofit organizations and other public agencies. A PSC request covers a specific service regardless of the number of vendors. The CSC reviews PSC to prevent services which City and County of San Francisco employees can perform from being contracted out. There is specific criteria outlined in the policy that the Commission will consider before approval.

As a general rule, licenses are not personal service contracts that provide a service for the residents of the City. You referenced Admin Code 21.30. The Board of Supervisors has jurisdiction over software licenses, support, escrow, finance, and equipment maintenance agreements. It is my opinion contracts which fall under this section Admin Code 21.30 don't need to appear before CSC. (FYI. Section 21.03 refers to bidding process and Chapter 67 refers to public records and transparency.)

## ADMINISTRATIVE CODE

### SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS.

(a) The Board of Supervisors hereby approves the execution of perpetual, nonexclusive software licensing agreements which warrant performance of the software according to specifications and which are for an amount of less than ten million dollars, including any associated escrow agreement for source code or finance agreement, without further Board approval.

(b) Software licensing procurements are not subject to the contracting requirements of the Administrative or Environment Code, but shall be subject to the requirements established by Section [21.03\(j\)](#) and [Chapter 67](#). For the purpose of this section, software licensing procurements shall be deemed to include both the licensed software product, any escrow agreement for source code, finance agreements, and support services for such product where support for that product is available only from the licensor.

(c) Agreements for the development of software shall include acceptance testing of the software and/or performance criteria, and shall condition payments on successful completion of the acceptance test or satisfaction of the performance criteria specified in the contract.

(d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code.

(e) A Contracting Officer is authorized to make payment for software license fees and software support, equipment maintenance and associated escrow and finance fees in advance of receiving services under a contract.

(Added by Ord. 156-99, File No. 990743, App. 6/2/99; amended by Ord. 115-05, File No. 050595, App. 6/17/2005)

[http://library.amlegal.com/nxt/gateway.dll?  
f=templates&fn=default.htm&vid=amlegal:sanfrancisco\\_ca](http://library.amlegal.com/nxt/gateway.dll?f=templates&fn=default.htm&vid=amlegal:sanfrancisco_ca)

Please check with the Citywide Contract Administrator for more guidance.

Michael L. Brown  
Executive Officer  
Civil Service Commission  
City & County of San Francisco  
25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102  
Direct: 415/252-3250  
Reception: 415/252-3247  
FAX: 415/252-3260

---

**From:** Xie, Hao (TIS)  
**Sent:** Thursday, August 31, 2017 12:27 PM

**To:** Brown, Michael (CSC)  
**Cc:** Gutierrez, Margarita (CAT)  
**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

Hi Michael,

This is Hao again from Department of Technology. I am writing to seek your confirmation that the purchases of software maintenance and support is not under the jurisdiction of the Civil Service Commission.

Every year the City has to pay annual maintenance and support for hundreds of software applications. Software maintenance and support is required for almost all software purchases, so that the software companies can correct faults, improve performance or other attributes after the software applications are sold. Sometimes the support and maintenance is titled as maintenance service or support services, and thus confusing some people and making them think it is the same as other traditional services. In reality, however, software maintenance and support is typically provided behind the scene by the software developers (e.g., an automatic update pushed by Microsoft to your desktop computer), and cannot be provided by anyone other than the licensors/developers of the software themselves.

For many years, we always pay software maintenance and support without seeking any CSC review, because few people would think it is in the scope of CSC review. To avoid having to check with you for every software we purchase, could you please kindly confirm that DT does not need to seek CSC approval when we purchase maintenance and support for software licenses?

Thanks and have a great day,  
Hao



Hao Xie  
Strategic Sourcing Manager  
1 South Van Ness Ave. 2<sup>nd</sup> Floor  
San Francisco CA 94103-0948  
415-581-4066 (office)  
925-998-8892 (Cell)

[We Value Your Feedback!](#)

---

**From:** Brown, Michael (CSC)  
**Sent:** Thursday, October 6, 2016 5:32 PM  
**To:** Xie, Hao (TIS) <[hao.xie@sfgov.org](mailto:hao.xie@sfgov.org)>

**Cc:** Lu, Kathy (TIS) <kathy.lu@sfgov.org>

**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

Hao,

This does not appear to be under the jurisdiction of the Civil Service Commission. Have you contacted anyone in the Contract Compliance Office? Unfortunately my consultant, Brent Lewis at DHR is out until October 17th.

If the monies used for the software agreement were awarded through a personal services contract approved by the Civil Service Commission initially, you would be requesting to modify an existing contract and increasing the amount. Is there an existing PSC contract number for me to research?

I believe you are on the correct path of having this contract extension approved by the Board of Supervisors. Especially if you find the original contract was approved through the Board.

The attached report may be informative.

Michael L. Brown  
Executive Officer  
Civil Service Commission  
Direct: 415/252-3250  
Reception: 415/252-3247  
FAX: 415/252-3260

---

**From:** Xie, Hao (TIS)  
**Sent:** Tuesday, October 04, 2016 4:42 PM  
**To:** Brown, Michael (CSC)  
**Cc:** Lu, Kathy (TIS)  
**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

Hi Michael,

This is Hao from Department of Technology again. I would like to seek your approval to amend two existing software agreements without going through the regular CSC Approval process, **because the agreements do not include any professional services.**

In quick summary, two enterprise agreements exist between the City and Microsoft Corporation through En Pointe LLC (a reseller), and both will expire on May 31, 2017. Agreement #1 is used to subscribe to the Microsoft Office365 software products and purchase software licenses &

maintenance for Windows Servers, with a contract limit of about \$9.6 million for three years (FY14-17). Agreement #2 is for other Microsoft software products, with a contract limit of about \$9.9 million (FY14-17). Now both agreements have reached the contract limits. We need to immediately increase the limit of Agreement #1 by \$4.3 million and Agreement #2 by \$4.7 million in order to prevent disruption to the City's operations. We are working with the City Attorney and Board of Supervisors to amend these two agreements as quickly as possible.

1. List of products covered by Agreement #1:
  - a. Office365 with archives and related programs such as
    - i. Email
    - ii. Calendar,
    - iii. Word, Excel, and PowerPoint
    - iv. SharePoint Online,
    - v. Skype for Business,
    - vi. Project Lite and
    - vii. Visio Lite.
  - b. Windows Servers
2. List of products covered by Agreement #2:
  - a. Windows Servers,
  - b. Windows SQL,
  - c. Project Pro,
  - d. Visio Pro, and
  - e. BridgeCAL licenses departments need to operate programs and email.

Again, these two agreements only include software licenses and maintenance, and subscriptions to Microsoft's online software applications. All professional services are outside the scope of these two agreements.

Please let me know if you would like to discuss or need additional information.

Thank you very much for your guidance!

Hao



Hao Xie  
Strategic Sourcing Manager  
Department of Technology  
City and County of San Francisco  
415-581-4066 (office)  
925-998-8892 (Cell)  
[hao.xie@sfgov.org](mailto:hao.xie@sfgov.org)  
[sfgov.org/dt](http://sfgov.org/dt)  
One South Van Ness, 2nd Floor, Office 2202, San Francisco, CA 94103

---

**From:** Brown, Michael (CSC)  
**Sent:** Friday, July 29, 2016 3:54 PM  
**To:** Xie, Hao (TIS) <[hao.xie@sfgov.org](mailto:hao.xie@sfgov.org)>  
**Cc:** Lewis, Brent (HRD) <[brent.lewis@sfgov.org](mailto:brent.lewis@sfgov.org)>; Gines, Jolie (TIS) <[jolie.gines@sfgov.org](mailto:jolie.gines@sfgov.org)>  
**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

Hao,

Yes you should be able to negotiate this software support agreement. After speaking with Jolie I am comfortable with you proceeding. If your counsel wants to discuss further with me, please provide them with my number.

FYI. Not all PSC's are approved through the Civil Service Commission. Any PSC that involves over \$100,000 would come to the attention of the Civil Service Commission. Anything \$100,000 or less would be subject to approval through the Department of Human Resources in an expedited process.

For your needs as explained to me, you will not be required to seek approval by either method.

Michael L. Brown  
Executive Officer  
Civil Service Commission  
Direct: 415/252-3250  
Reception: 415/252-3247  
FAX: 415/252-3260

---

**From:** Xie, Hao (TIS)  
**Sent:** Friday, July 29, 2016 11:25 AM

**To:** Brown, Michael (CSC)  
**Cc:** Lewis, Brent (HRD); Gines, Jolie (TIS)  
**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

Hi Michael,

Just to follow up on our past conversation. Can we negotiate this agreement without getting the CSC approval, because it does not include any professional service other than free and infrequent customer support over the phone?

Many thanks again for your guidance!

Hao

Hao Xie  
Strategic Sourcing Manager  
Department of Technology  
City and County of San Francisco  
415-581-4066 (office)  
925-998-8892 (Cell)  
[hao.xie@sfgov.org](mailto:hao.xie@sfgov.org)  
[sfgov.org/dt](http://sfgov.org/dt)  
One South Van Ness, 2nd Floor, Office 2202, San Francisco, CA 94103

---

**From:** Brown, Michael (CSC)  
**Sent:** Tuesday, July 26, 2016 3:12 PM  
**To:** Gines, Jolie (TIS) <[jolie.gines@sfgov.org](mailto:jolie.gines@sfgov.org)>; Xie, Hao (TIS) <[hao.xie@sfgov.org](mailto:hao.xie@sfgov.org)>  
**Cc:** Lewis, Brent (HRD) <[brent.lewis@sfgov.org](mailto:brent.lewis@sfgov.org)>  
**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

Jolie,

Thank you!

Michael L. Brown  
Executive Officer  
Civil Service Commission  
Direct: 415/252-3250  
Reception: 415/252-3247  
FAX: 415/252-3260

**From:** Gines, Jolie (TIS)  
**Sent:** Tuesday, July 26, 2016 2:31 PM  
**To:** Xie, Hao (TIS); Brown, Michael (CSC)  
**Cc:** Lewis, Brent (HRD)  
**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

<a href="#">46518</a>		Aug 27	VMware		Ready for	2015-	2018-	<a href="#">Approved -</a>	jolie gines
<a href="#">- 14/15</a>	<a href="#">edit</a>	2015 -	Professional	suzanne.choi	Review by	Sep	Oct	<a href="#">check CSC</a>	
		10:37	Services		DHR	01	31	<a href="#">outcome</a>	

Hi Mr. Brown,

Thank you so much for taking my call to discuss the agreement for Salesforce through Carahsoft.

- The City has not executed an agreement with Carahsoft in the past because Carahsoft was not a City approved vendor. They just became compliant in June, see attached CMD approval.
- Carahsoft is a distributor to the re-seller. This is best exemplified by the Enterprise Agreement executed by DT on behalf of the City for VMWare products and services.
- VMWare is the manufacturer to the products and Carahsoft the distributor, however, the respondent to the RFP was Eaton & Associates.
- In this case, see the PSC approval above, 46518-14/15, the Civil Service Approval was sought, because the City departments required professional services to include, but not limited to on-site training, configuration and implementation.
- The Carahsoft agreement for Salesforce, however does not have any professional services requirements as identified above; ie, training, configuration, implementation, etc....
- While the Carahsoft agreement has been identified as a "Software as a Service-SAAS" module, the services in question are primarily technical support that is limited to telephonic customer service care.
- Neither Salesforce nor Carahsoft completes professional services. They have turned over these responsibilities to third party vendors to complete these services.
- Therefore, City departments, have in the past and will continue, to seek these professional services for Salesforce configuration, training, implementation etc., through the Marketplace vendors where L21 would be notified of these engagements.
- However, DT is willing to concede, should the City Attorney require CSC approval, for an expedited approval for \$100k in the event any service identified above may be completed.

I hope this is helpful.

Please do let me know if you require additional information and if you have any further questions.

*Thank You,*

*Jolie*

Jolie Gines  
Principal Administrative Analyst  
Department of Technology  
City and County of San Francisco

Desk: 415 581 3974 | Cell: 415 583 5603 | [jolie.gines@sfgov.org](mailto:jolie.gines@sfgov.org) | [sfgov.org/dt/City Enterprise Agreements](http://sfgov.org/dt/City Enterprise Agreements)

One South Van Ness Avenue, 2<sup>nd</sup> Floor | Cube number 2300 | San Francisco CA 94103

---

**From:** Xie, Hao (TIS)  
**Sent:** Tuesday, July 26, 2016 1:27 PM  
**To:** Gines, Jolie (TIS) <[jolie.gines@sfgov.org](mailto:jolie.gines@sfgov.org)>  
**Subject:** FW: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

Hi Jolie,

I just talked with Michael Brown and he said he might have a few questions for you regarding the Carahsoft Salesforce contract, because you may have some background knowledge about this. Just want to give you a heads up.

Thank you!  
Hao

---

**From:** Xie, Hao (TIS)  
**Sent:** Tuesday, July 26, 2016 12:05 PM  
**To:** Brown, Michael (CSC) <[michael.brown@sfgov.org](mailto:michael.brown@sfgov.org)>  
**Cc:** Levenson, Leo (TIS) <[leo.levenson@sfgov.org](mailto:leo.levenson@sfgov.org)>  
**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

Hi Michael,

Just to provide some clarification on this to facilitate our discussion. There is no professional service included in the agreement. Salesforce does not do its own implementations or other professional services. Those are still performed by 3rd party vendors. That is how the city has procured professional services previously through the Tech Marketplace or RFPs.

Customer Service is only phone support to support troubleshooting. It would be the same as if your power went out and you had to call PG&E for faster support. The City does not pay for the

Customer Service because it is part of the subscriptions to the software products.

It will be greatly appreciated if we can discuss today.

Many thanks and have a great day!

Hao

---

**From:** Xie, Hao (TIS)

**Sent:** Tuesday, July 26, 2016 8:50 AM

**To:** Brown, Michael (CSC) <[michael.brown@sfgov.org](mailto:michael.brown@sfgov.org)>

**Cc:** Levenson, Leo (TIS) <[leo.levenson@sfgov.org](mailto:leo.levenson@sfgov.org)>

**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

Hi Michael,

Thank you for your guidance. Leo is out of office this week. Can we have a meeting today or tomorrow to discuss about this? I am happy to come to your office.

Thanks and have a great day!

Hao

Hao Xie

Strategic Sourcing Manager

Department of Technology

City and County of San Francisco

415-581-4066 (office)

925-998-8892 (Cell)

[hao.xie@sfgov.org](mailto:hao.xie@sfgov.org)

[sfgov.org/dt](http://sfgov.org/dt)

One South Van Ness, 2nd Floor, Office 2202, San Francisco, CA 94103

---

**From:** Brown, Michael (CSC)

**Sent:** Friday, July 22, 2016 4:37 PM

**To:** Levenson, Leo (TIS) <[leo.levenson@sfgov.org](mailto:leo.levenson@sfgov.org)>

**Cc:** Xie, Hao (TIS) <[hao.xie@sfgov.org](mailto:hao.xie@sfgov.org)>

**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy direction regarding streamlined procurement

Leo,

I spoke with Brent Lewis yesterday and provided him a copy of your draft. We were to speak today and unfortunately, he has not followed up with me and I know he is in a meeting from 2 – 5 this afternoon.

We briefly spoke yesterday and this is what I gathered:

There should be an existing contract for the services being provided under Carahsoft. Depending on the language in that personal service contract it may allow you the flexibility to have an agreement with Salesforce for services provided through Carahsoft. You would make any payment through Carahsoft. There may be no need for a PSC approval from CSC.

However, if the initial contract involving Carahsoft was not flexible or in some way restrictive in what services would be provided, you would need to amend the initial contract that involves Carahsoft. I don't think it would require a separate contract with Salesforce.

Brent Lewis at DHR was going to try to find your contract in the database that involved Carahsoft. You may want to check with your contract compliance officer for additional information on what the current contract can allow.

Requests for PSCs of \$100,000 or less do not require Commission approval. They can be referred to as "expedited PSC's and are reviewed and approved by DHR. However, the use of PSC's for multiple vendors for the same scope of services in the same department that cumulatively exceed \$100,000 require DHR and Commission approval.

Is there anyone I can follow-up with next week in your absence? I would like to do a conference call with Brent Lewis and your contact person next week.

Attached FYI is the Policy and Procedures on Personal Services Contracts.

Michael L. Brown  
Executive Officer  
Civil Service Commission  
Direct: 415/252-3250  
Reception: 415/252-3247  
FAX: 415/252-3260

---

**From:** Levenson, Leo (TIS)  
**Sent:** Thursday, July 21, 2016 11:50 AM  
**To:** Brown, Michael (CSC)  
**Cc:** Xie, Hao (TIS)  
**Subject:** RE: Policy question regarding software customer service support -- Admin Code 21.30 policy

direction regarding streamlined procurement

Hello Michael—here is a little more information. Section 21.30 of the Administrative Code makes special sole source category and exceptions from purchasing requirements for Software, including the software support provided by that vendor. This exempts contracting requirements of Administrative and Environment Code—so I'm not sure it specifically addresses Civil Service System authorities—but it shows the Board intent that purchase of proprietary software and associated support deserves streamlined procedures.

-Leo

## **SEC. 21.30. SOFTWARE LICENSES, SUPPORT, ESCROW, FINANCE, AND EQUIPMENT MAINTENANCE AGREEMENTS.**

(a) The Board of Supervisors hereby approves the execution of perpetual, nonexclusive software licensing agreements which warrant performance of the software according to specifications and which are for an amount of less than ten million dollars, including any associated escrow agreement for source code or finance agreement, without further Board approval.

(b) Software licensing procurements are not subject to the contracting requirements of the Administrative or Environment Code, but shall be subject to the requirements established by Section [21.03\(j\)](#) and [Chapter 67](#). For the purpose of this section, software licensing procurements shall be deemed to include both the licensed software product, any escrow agreement for source code, finance agreements, and support services for such product where support for that product is available only from the licensor.

(c) Agreements for the development of software shall include acceptance testing of the software and/or performance criteria, and shall condition payments on successful completion of the acceptance test or satisfaction of the performance criteria specified in the contract.

(d) Where a vendor has proprietary rights to software or where maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements entered into with that vendor shall be treated as a sole source for the purposes of any contract requirements included in the Municipal Code.

(e) A Contracting Officer is authorized to make payment for software license fees and software support, equipment maintenance and associated escrow and finance fees in advance of receiving services under a contract.

Leo Levenson

Deputy Director, Finance & Administration, CFO/CAO

City and County of San Francisco Department of Technology

[415-760-0579](tel:415-760-0579), [Leo.Levenson@sfgov.org](mailto:Leo.Levenson@sfgov.org), [sfgov.org/dt](http://sfgov.org/dt)

One South Van Ness, 2nd Floor, Office [2209](#), San Francisco, CA 94103

---

**From:** Levenson, Leo (TIS)

**Sent:** Wednesday, July 20, 2016 4:56 PM

**To:** Brown, Michael (CSC) <[michael.brown@sfgov.org](mailto:michael.brown@sfgov.org)>

**Cc:** Gamino, Miguel (TIS) <[miguel.gamino@sfgov.org](mailto:miguel.gamino@sfgov.org)>; Xie, Hao (TIS) <[hao.xie@sfgov.org](mailto:hao.xie@sfgov.org)>; Kathleen Clark (TIS) ([kathleen.clark@sfgov.org](mailto:kathleen.clark@sfgov.org)) <[kathleen.clark@sfgov.org](mailto:kathleen.clark@sfgov.org)>

**Subject:** RE: Policy question regarding software customer service support

Thanks for getting back to us, Michael—

We're still negotiating the EA—but I've attached a working draft of terms and conditions that is still being negotiated. I think the issue relates to Exhibit 2, "**SaaS Application & Hosting Services Description**"

This is not an amendment to any pre-existing enterprise agreement. Up until now, Departments have bought Salesforce subscriptions through the Technology Marketplace, with no special negotiation over terms and conditions.

It is only because we are now going directly to Salesforce to get subscriptions in bulk at a better price that the opportunity to negotiate on terms and conditions has come up—and this question about whether the behind-the-scenes routine support for their proprietary software should be considered "professional services" for the purposes of Civil Service review.

The services are all the kind of things a software-as-a-service company like Salesforce has to do to keep their software product working properly for everyone—not just San Francisco.

There are no services on-site on our premises or dedicated specifically to San Francisco.

Thank you for looking at this.

-Leo

Leo Levenson  
Deputy Director, Finance & Administration, CFO/CAO  
City and County of San Francisco Department of Technology  
[415-760-0579](tel:415-760-0579), [Leo.Levenson@sfgov.org](mailto:Leo.Levenson@sfgov.org), [sfgov.org/dt](http://sfgov.org/dt)  
One South Van Ness, 2nd Floor, Office [2209](#), San Francisco, CA 94103

---

**From:** Brown, Michael (CSC)

**Sent:** Wednesday, July 20, 2016 4:36 PM

**To:** Levenson, Leo (TIS) <[leo.levenson@sfgov.org](mailto:leo.levenson@sfgov.org)>

**Cc:** Gamino, Miguel (TIS) <[miguel.gamino@sfgov.org](mailto:miguel.gamino@sfgov.org)>; Xie, Hao (TIS) <[hao.xie@sfgov.org](mailto:hao.xie@sfgov.org)>

**Subject:** RE: Policy question regarding software customer service support

Leo,



I am assuming from your email, the Enterprise Software Agreement with Salesforce includes a customer service agreement for support services. Was the Enterprise Agreement with Salesforce done under an existing Personal Services Contract? Has the initial contract changed to now include the customer service agreement or modified in anyway?

If there is a modification in the initial contract approved, it would need to be reconsidered by the Commission as a modification. If the support services was a part of the initial contract that the Enterprise Software Agreement is under, then there is no further action with the Commission needed.

Hopefully this is helpful.

Michael L. Brown  
Executive Officer  
Civil Service Commission  
Direct: 415/252-3250  
Reception: 415/252-3247  
FAX: 415/252-3260

---

**From:** Levenson, Leo (TIS)  
**Sent:** Wednesday, July 20, 2016 4:13 PM  
**To:** Brown, Michael (CSC)  
**Cc:** Gamino, Miguel (TIS); Xie, Hao (TIS)  
**Subject:** Policy question regarding software customer service support

Hello Michael,

I'm not sure if we've met. I've been around the City for quite a while, and am now Miguel Gamino's Deputy Director for Finance and Administration at the Department of Technology.

I would appreciate your thoughts and advice regarding an interpretation we received from the City Attorney's Office that I think may involve a misunderstanding.

DT has been working on an Enterprise Software Agreement with Salesforce covering their Salesforce software products. We are not purchasing any professional services in this contract.

The Enterprise Agreement terms and conditions reference the fact that they provide customer service if a Department has problems with the software.

We are not purchasing any dedicated customer service for San Francisco. This is just for their routine customer service if someone has a problem using the software product and calls for help.

Our City Attorney has advised us that we need to run this contract by the Civil Service Commission because of the customer service component.

Can you clarify this for us?

I would have thought that routine customer service to support a product would not meet the threshold to be considered “professional services” requiring Civil Service Commission review.

Otherwise, it would appear that every commodity purchase that includes a customer service number to call for problems would have to go through the Civil Service Commission.

We would hate to take up Civil Service Commission time and delay the contracting process unnecessarily.

Thank you for your assistance on this.

-Leo

Leo Levenson  
Deputy Director, Finance & Administration, CFO/CAO  
City and County of San Francisco Department of Technology  
[415-760-0579](tel:415-760-0579), [Leo.Levenson@sfgov.org](mailto:Leo.Levenson@sfgov.org), [sfgov.org/dt](http://sfgov.org/dt)  
[One South Van Ness, 2nd Floor, Office 2209, San Francisco, CA 94103](#)

# **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 # 44311 - 15/16)

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

Type of Service: Water Perimeter Ground Based Radar Perimeter Intrusion Detection System (PIDS)

Funding Source: AIR Capital & Operating Funds

PSC Original Approved Amount: \$2,500,000 PSC Original Approved Duration: 07/01/16 - 06/30/21 (5 years)

PSC Mod#1 Amount: \$1,000,000 PSC Mod#1 Duration: 06/30/21-06/30/23 (2 years)

PSC Mod#2 Amount: \$1,500,000 PSC Mod#2 Duration: 06/30/23-06/30/28 (5 years 2 days)

PSC Cumulative Amount Proposed: \$5,000,000 PSC Cumulative Duration Proposed: 12 years 2 days

**1. Description of Work**

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

Contractor will provide, install and implement a Ground Based Radar Water Perimeter Intrusion Detection System (PIDS) San Francisco International Airport (SFO). The radar units must be integrated with at least one thermal/infrared camera per radar unit and have the ability to integrate to additional perimeter Pan Tilt Zoom (PTZ) and/or fixed cameras. The objective of the PIDS is detection, tracking, assessment and reporting (alerting and alarming) of potential or actual intrusions into the waterside perimeter in a proactive manner to enhance the Airport's security and the efficient deployment of security personnel.

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

Current security measures in this area are passive and response to intrusions is reactionary only after being physically identified and reported. The Airport is proactively hardening the perimeter to ensure the safety and security of the traveling public. If denied, the Airport will not be able to effectively improve its perimeter security.

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 44311-15/16

D. Will the contract(s) be renewed?

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

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 support and maintenance for the radar system.

**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 for a new Water Perimeter Ground Based Radar Perimeter Intrusion Detection System at SFO.

B. Reason for the request for modification:

Need to extend support and maintenance for the radar system.

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

- A. Specify required skills and/or expertise: Ability to perform maintenance, syncing, calibration and repair of ground based radar units; however, integrated video cameras will continued to be 100% maintained by the Electronic Techs and are not included in this scope of work.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 7318, Electronic Maintenance Tech; 0923, Manager II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide the ground based radar units.

**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.  
Ground based radar units are a highly specialized and technical pieces of surveillance equipment. The manufacturers do not train end users to install or maintain the units.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as stated above, the manufacturers do not provide training to its end users.

**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, as stated above, the manufacturers do not provide training to its end users.
- 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, Security Radar Integrators

**7. Union Notification: On 09/28/22, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Municipal Executive Association; 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44311 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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

## Cynthia Avakian (AIR)

---

**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Wednesday, September 28, 2022 11:14 AM  
**To:** Cynthia Avakian (AIR); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; Laxamana, Junko (DBI); Criss@sfmea.com; camaguey@sfmea.com (contact); christina@sfmea.com; staff@sfmea.com; oashworth@ibew6.org; khughes@ibew6.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 44311 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$1,500,000 for services for the period June 30, 2023 – June 30, 2028. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F10610&data=05%7C01%7C%7Ccynthia.avakian%40flysfo.com%7Ce525462fb0bd4a8dfbbd08daa17db3e2%7C22d5c2cfce3e443d9a7fdcc0231f73f%7C0%7C0%7C637999858517073461%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikh1aWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sd=itK04fL%2BkzyZTAgyOrauP2jD9IULv%2BQd7jeg3SWboY8%3D&reserved=0>

Email sent to the following addresses: khughes@ibew6.org oashworth@ibew6.org staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com Criss@SFMEA.com junko.laxamana@sfgov.org L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com



# **Additional Attachment(s)**

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

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request:  Initial  Modification of an existing PSC (PSC # 44311 - 15/16)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Water Perimeter Ground Based Radar Perimeter Intrusion Detection System (PIDS)Funding Source: AIR Capital & Operating FundsPSC Original Approved Amount: \$2,500,000 PSC Original Approved Duration: 07/01/16 - 06/30/21 (5 years)PSC Mod#1 Amount: \$1,000,000 PSC Mod#1 Duration: 06/30/21-06/30/23 (2 years)PSC Cumulative Amount Proposed: \$3,500,000 PSC Cumulative Duration Proposed: 7 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide, install and implement a Ground Based Radar Water Perimeter Intrusion Detection System (PIDS) San Francisco International Airport (SFO). The radar units must be integrated with at least one thermal/infrared camera per radar unit and have the ability to integrate to additional perimeter Pan Tilt Zoom (PTZ) and/or fixed cameras. The objective of the PIDS is detection, tracking, assessment and reporting (alerting and alarming) of potential or actual intrusions into the waterside perimeter in a proactive manner to enhance the Airport's security and the efficient deployment of security personnel.

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

Current security measures in this area are passive and response to intrusions is reactionary only after being physically identified and reported. The Airport is proactively hardening the perimeter to ensure the safety and security of the traveling public. If denied, the Airport will not be able to effectively improve its perimeter security.

**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 44311-15/16**D. Will the contract(s) be renewed?**

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

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

Need to align the requested time with the resulting contract.

**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 for a new Water Perimeter Ground Based Radar Perimeter Intrusion Detection System at SFO.

B. Reason for the request for modification:

Need to add money and time to the request.

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

- A. Specify required skills and/or expertise: Ability to perform maintenance, syncing, calibration and repair of ground based radar units; however, integrated video cameras will continued to be 100% maintained by the Electronic Techs and are not included in this scope of work.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 7318, Electronic Maintenance Tech; 0923, Manager II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide the ground based radar units.

**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.  
Ground based radar units are a highly specialized and technical pieces of surveillance equipment. The manufacturers do not train end users to install or maintain the units.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as stated above, the manufacturers do not provide training to its end users.

**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, as stated above, the manufacturers do not provide training to its end users.
- 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, Security Radar Integrators

7. **Union Notification:** On 01/19/18, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Municipal Executive Association; 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44311 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/30/2018

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: Water Perimeter Ground Based Radar Perimeter Intrusion Detection System (PIDS).

Funding Source: AIR Capital & Operating Funds

PSC Amount: \$2,500,000

PSC Est. Start Date: 07/01/2016

PSC Est. End Date  
06/30/2021

**1. Description of Work**

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

Contractor will provide, install and implement a Ground Based Radar Water Perimeter Intrusion Detection System (PIDS) San Francisco International Airport (SFO). The radar units must be integrated with at least one thermal/infrared camera per radar unit and have the ability to integrate to additional perimeter Pan Tilt Zoom (PTZ) and/or fixed cameras. The objective of the PIDS is detection, tracking, assessment and reporting (alerting and alarming) of potential or actual intrusions into the waterside perimeter in a proactive manner to enhance the Airport's security and the efficient deployment of security personnel.

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

Current security measures in this area are passive and response to intrusions is reactionary only after being physically identified and reported. The Airport is proactively hardening the perimeter to ensure the safety and security of the traveling public. If denied, the Airport will not be able to effectively improve its perimeter security.

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 at SFO.

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 five years are being requested to match up with the resulting contract.

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

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

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

B. Explain the qualifying circumstances:

This is for a new Water Perimeter Ground Based Radar Perimeter Intrusion Detection System at SFO.

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

- A. Specify required skills and/or expertise: Ability to perform maintenance, syncing, calibration and repair of ground based radar units; however, integrated video cameras will continued to be 100% maintained by the Electronic Techs and are not included in this scope of work.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 7318, Electronic Maintenance Tech; 0923, Manager II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide the ground based radar units.

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

None at this time.

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

- A. Explain why civil service classes are not applicable.  
Ground based radar units are a highly specialized and technical pieces of surveillance equipment. The manufacturers do not train end users to install or maintain the units.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as stated above, the manufacturers do not provide training to its end users.

**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, as stated above, the manufacturers do not provide training to its end users.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

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

7. **Union Notification:** On 03/01/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Electrical Workers, Local 6; Municipal Executive Association; Professional & Tech Engrs, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44311 - 15/16

DHR Analysis/Recommendation:

action date: 05/02/2016

Commission Approval Required

Approved by Civil Service Commission

05/02/2016 DHR Approved for 05/02/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CITY PLANNING

Dept. Code: CPC

Type of Request:  Initial  Modification of an existing PSC (PSC # 47312 - 17/18)

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

Type of Service: As-Needed Pre-qualified Pool for Environmental, Transportation, Historic Resources & Archeolog

Funding Source: Various

PSC Original Approved Amount: \$10,000,000

PSC Original Approved Duration: 01/02/17 - 01/03/21 (4 years 2 days)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 01/04/21-01/04/23 (2 years 1 day)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 01/04/23-01/04/24 (1 year)

PSC Cumulative Amount Proposed: \$10,000,000

PSC Cumulative Duration Proposed: 7 years 3 days

**1. Description of Work**

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

The San Francisco Planning Department has determined the need to develop a new RFQ to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants to use on an as-needed basis. Projects developed will include the following, but are not limited to: environmental review of transportation impact studies, historic resource & archeology review. In addition, private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified pool are as follows: 1) enter into an independent contract with a private developer for environmental or transportation impact studies, Planning Railyard Alternatives, I-280 EIR, historic resource & archeology review which must be reviewed & finalized by Department staff or 2) enter into contracts with the City.

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

The servicers are required to comply with the California Environmental Quality Act (CEQA) in the provision of mandatory environmental and transportation impact studies, historic resources evaluation, and archeological research by consultants with expertise in the various project areas. Denial would result in legal risk to the City, and the inability to adopt area plans and programs that advance better built environment in the City.

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

Services have been provided in the past through earlier PSC request. See 47312 - 17/18

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

A Supplier may be awarded more than one contract within the RFQ term



- 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 an error on the original 2017 PSC form requesting PSC dates from 1/2/17 - 1/3/21, instead of 1/3/22. The pool was established 1/10/18. Additional time is requested in case projects need more time.

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

A. Display all that apply

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

Explain the qualifying circumstances:

The Pre-qualified pool will be used for as-needed projects.

B. Reason for the request for modification:

Contracts that arise from the this RFQ pool are granted a short term extension of 12 months per 47th Supplemental Mayoral Proclamation. In order for our contracts to extend, the PSC needs to be extended in order to accommodate the contract short term extension.

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

A. Specify required skills and/or expertise: The Suppliers that would perform these services must have technical expertise in the areas of environmental science/air quality, meteorology (including knowledge and experience with Urbemis software), graphic information systems, 3-D modeling, shadow, transportation and traffic engineering analysis, Secretary of Interior's Professional Qualification Standards and related environmental impacts. The Suppliers would also need to provide archeological/historic field work and analysis.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1314, Public Relations Officer; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5275, Planner Technician; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5502, Project Manager 1;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Due to the unique nature of California Environmental Quality Act (CEQA) requirements, no planning departments in California counties routinely prepare environmental or transportation-related impact studies with historic resource and archeology review because these studies require expertise in many topics, including archeology, greenhouse gas emissions, historic resource

evaluations, shadow and wind analysis, and transportation analysis. See attached original PSC approved at August 7, 2015.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Due to various combinations of environmental & transportation impact knowledge & expertise required for each project or plan, it is not practical to create various classifications to provide services for only a fraction of any project for a limited duration.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
None. Other than the traditional training and education, various combinations of knowledge and expertise is required for each project or plan. Subject matter expertise vary greatly, depending on project scopes. The projects are also one-time projects that require specialized expertise in a variety of fields. It would not be practical for the Department to hire staff with highly technical and specialized knowledge and skills for projects that are one-time in nature.
- 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 10/06/22, 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: Shirley Hao Phone: 628-652-7517 Email: shirley.hao@sfgov.org

Address: 1650 Mission Street Suite 400, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47312 - 17/18

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 11/07/2022

Civil Service Commission Action:

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

**Choi, Suzanne (HRD)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of shirley.hao@sfgov.org  
**Sent:** Wednesday, October 5, 2022 12:07 PM  
**To:** Hao, Shirley (CPC); 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; deborah.l.gill@sfgov.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 47312 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The CITY PLANNING -- CPC has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period January 4, 2023 – January 4, 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/12318>

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: CITY PLANNINGDept. Code: CPCType of Request:  Initial  Modification of an existing PSC (PSC # 47312 - 17/18)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: As-Needed Pre-qualified Pool for Environmental, Transportation, Historic Resources & ArcheologFunding Source: VariousPSC Original Approved Amount: \$10,000,000PSC Original Approved Duration: 01/02/17 - 01/03/21 (4 years 2 days)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 01/04/21-01/04/23 (2 years 1 day)PSC Cumulative Amount Proposed: \$10,000,000PSC Cumulative Duration Proposed: 6 years 3 days**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Planning Department has determined the need to develop a new RFQ to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants to use on an as-needed basis. Projects developed will include the following, but are not limited to: environmental review of transportation impact studies, historic resource & archeology review. In addition, private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified pool are as follows: 1) enter into an independent contract with a private developer for environmental or transportation impact studies, Planning Railyard Alternatives, I-280 EIR, historic resource & archeology review which must be reviewed & finalized by Department staff or 2) enter into contracts with the City.

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

The servicers are required to comply with the California Environmental Quality Act (CEQA) in the provision of mandatory environmental and transportation impact studies, historic resources evaluation, and archeological research by consultants with expertise in the various project areas. Denial would result in legal risk to the City, and the inability to adopt area plans and programs that advance better built environment in the City.

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

Services have been provided in the past through earlier PSC request. See 47312 - 17/18

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

A Supplier may be awarded more than one contract within the RFQ term

**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 an error on the original 2017 PSC form requesting PSC dates from 1/2/17 - 1/3/21,

instead of 1/3/22. The pool was established 1/10/18. Additional time is requested in case projects need more time.

## 2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The Pre-qualified pool will be used for as-needed projects.

B. Reason for the request for modification:

extend time

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Suppliers that would perform these services must have technical expertise in the areas of environmental science/air quality, meteorology (including knowledge and experience with Urbemis software), graphic information systems, 3-D modeling, shadow, transportation and traffic engineering analysis, Secretary of Interior's Professional Qualification Standards and related environmental impacts. The Suppliers would also need to provide archeological/historic field work and analysis.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1314, Public Relations Officer; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5275, Planner Technician; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5502, Project Manager 1;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Due to the unique nature of California Environmental Quality Act (CEQA) requirements, no planning departments in California counties routinely prepare environmental or transportation-related impact studies with historic resource and archeology review because these studies require expertise in many topics, including archeology, greenhouse gas emissions, historic resource evaluations, shadow and wind analysis, and transportation analysis. See attached original PSC approved at August 7, 2015.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Due to various combinations of environmental & transportation impact knowledge & expertise required for each project or plan, it



is not practical to create various classifications to provide services for only a fraction of any project for a limited duration.

**6. Additional Information**

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

**7. Union Notification:** On 01/07/19, 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: Deborah Gill Phone: 415-558-6476 Email: deborah.l.gill@sfgov.org

Address: 1650 Mission Street Suite 400, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47312 - 17/18

DHR Analysis/Recommendation:  
Commission Approval Not Required  
Approved by DHR on 01/15/2019

Civil Service Commission Action:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CITY PLANNING -- CPC

Dept. Code: CPC

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

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

Type of Service: As-Needed Pre-qualified Pool for Environmental, Transportation, Historic Resources & Archeolog

Funding Source: Various

PSC Amount: \$10,000,000

PSC Est. Start Date: 01/02/2017

PSC Est. End Date  
01/03/2021

**1. Description of Work**

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

The San Francisco Planning Department has determined the need to develop a new RFQ to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants to use on an as-needed basis. Projects developed will include the following, but are not limited to: environmental review of transportation impact studies, historic resource & archeology review. In addition, private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified pool are as follows: 1) enter into an independent contract with a private developer for environmental or transportation impact studies, Planning Railyard Alternatives, I-280 EIR, historic resource & archeology review which must be reviewed & finalized by Department staff or 2) enter into contracts with the City.

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

The servicers are required to comply with the California Environmental Quality Act (CEQA) in the provision of mandatory environmental and transportation impact studies, historic resources evaluation, and archeological research by consultants with expertise in the various project areas. Denial would result in legal risk to the City, and the inability to adopt area plans and programs that advance better built environment in the City.

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

Services have been provided in the past through approval of PSC #4023 12/13 (attached)

D. Will the contract(s) be renewed?

A Supplier may be awarded more than one contract within the RFQ term

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 Pre-qualified pool will be used for as-needed projects.

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

A. Specify required skills and/or expertise: The Suppliers that would perform these services must have technical expertise in the areas of environmental science/air quality, meteorology (including knowledge and experience with Urbemis software), graphic information systems, 3-D modeling, shadow, transportation and traffic engineering analysis, Secretary of Interior's Professional Qualification Standards and related environmental impacts. The Suppliers would also need to provide archeological/historic field work and analysis.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1314, Public Relations Officer; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5275, Planner Technician; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5502, Project Manager 1;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Due to the unique nature of California Environmental Quality Act (CEQA) requirements, no planning departments in California counties routinely prepare environmental or transportation-related impact studies with historic resource and archeology review because these studies require expertise in many topics, including archeology, greenhouse gas emissions, historic resource evaluations, shadow and wind analysis, and transportation analysis. See attached original PSC approved at August 7, 2015.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Due to various combinations of environmental & transportation impact knowledge & expertise required for each project or plan, it is not practical to create various classifications to provide services for only a fraction of any project for a limited duration.

**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.
- 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 01/04/2019, 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: Deborah Gill Phone: 415-558-6476 Email: deborah.l.gill@sfgov.org

Address: 1650 Mission Street Suite 400 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47312 - 17/18

DHR Analysis/Recommendation:

action date: 01/22/2018

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 42573 - 19/20)

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

Type of Service: Software for Policy and Procedure Management

Funding Source: General Fund

PSC Original Approved Amount: \$300,000 PSC Original Approved Duration: 07/01/20 - 06/30/22 (1 year 52 weeks)

PSC Mod#1 Amount: \$200,000 PSC Mod#1 Duration: 03/22/21-06/30/26 (4 years 1 day)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 09/30/22-12/31/27 (1 year 26 weeks)

PSC Cumulative Amount Proposed: \$500,000 PSC Cumulative Duration Proposed: 7 years 26 weeks

**1. Description of Work**

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

Contractor will provide cloud-based software for management of Department policies and procedures, including licensing and maintenance. The Department of Public Health (DPH) currently manages the multiplicity of its policies and procedures with a rudimentary system using MS Office applications (Word, Excel) which can be unwieldy and difficult to coordinate and manage. Reviewing and keeping policies and procedures current is required by federal regulators, the Centers for Medicare and Medicaid Services (CMS). DPH intends to purchase proprietary software (licensing and maintenance) to modernize and enable its policies and procedures tracking system to be more responsive to operational and regularly needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices. ,

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

Denial will result in less efficiency in policy and procedure management and failure to comply fully with CMS regulations, while also negatively affecting the ability of DPH staff to stay up to date and comply with current policies and procedures, and ultimately lessening the effectiveness of health care services delivery.

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 42573 - 19/20

D. Will the contract(s) be renewed?

Yes, if funding is 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:

Services are expected to be needed on an ongoing basis.

**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:

City lacks the resources to design and implement a software solution for policy and procedure management.

B. Reason for the request for modification:

End date is being extended in anticipation of these services being needed on an ongoing basis.

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

- A. Specify required skills and/or expertise: Thorough knowledge of CMS regulations pertaining to policies and procedures, and the ability to apply it effectively to the needed systems; ability to analyze procedures appropriately in order to optimize development of administrative, management, program and organizational policies and procedures; ability to analyze existing policies, procedures and work practices; ability to analyze the effect of proposed and existing legislation, regulations and law on organizational policies and procedures; ability to compile information and documentation in preparation for producing reports and/or drafts reports for management/administration.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide proprietary software specifically designed for this purpose, including the expertise necessary to employ the software effectively and to advise the Department on the best ways to transition from current systems to the new software.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
This is advanced software and technology that Department does not have capability or bandwidth to build and support.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would be impractical to utilize Department staff to develop cloud software with the capability to of running audit-ready reports.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
There will be no formal training of DPH staff, however, there will be set-up assistance and support from the Contractor that is appropriate to the 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 09/30/22, 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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42573 - 19/20

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 11/07/2022

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



## Receipt of Modification Request to PSC # 42573 - 19/20 - MODIFICATIONS

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

on behalf of

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

Fri 9/30/2022 2:04 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;tmathews@ifpte21.org <tmathews@ifpte21.org>;kschumacher@ifpte21.org <kschumacher@ifpte21.org>;pkim@ifpte21.org <pkim@ifpte21.org>;l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>;Rossi, Ron (DPH) <ron.rossi@sfdph.org>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period September 30, 2022 – December 31, 2027. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/16226>

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: PUBLIC HEALTHDept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 42573 - 19/20)

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

Type of Service: Software for Policy and Procedure ManagementFunding Source: General Fund

PSC Original Approved Amount: \$300,000 PSC Original Approved Duration: 07/01/20 - 06/30/22 (1 year 52 weeks)

PSC Mod#1 Amount: \$200,000 PSC Mod#1 Duration: 03/22/21-06/30/26 (4 years 1 day)

PSC Cumulative Amount Proposed: \$500,000 PSC Cumulative Duration Proposed: 6 years

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

Contractor will provide cloud-based software for management of Department policies and procedures, including licensing and maintenance. The Department of Public Health (DPH) currently manages the multiplicity of its policies and procedures with a rudimentary system using MS Office applications (Word, Excel) which can be unwieldy and difficult to coordinate and manage. Reviewing and keeping policies and procedures current is required by federal regulators, the Centers for Medicare and Medicaid Services (CMS). DPH intends to purchase proprietary software (licensing and maintenance) to modernize and enable its policies and procedures tracking system to be more responsive to operational and regularly needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices. ,

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

Denial will result in less efficiency in policy and procedure management and failure to comply fully with CMS regulations, while also negatively affecting the ability of DPH staff to stay up to date and comply with current policies and procedures, and ultimately lessening the effectiveness of health care services delivery.

**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 42573 - 19/20

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

Yes, if funding is 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:**

Services are expected to be needed on an ongoing basis.

**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:

City lacks the resources to design and implement a software solution for policy and procedure management.

B. Reason for the request for modification:

End date is being extended and funding is being added in anticipation of these services being needed on an ongoing basis.

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

A. Specify required skills and/or expertise: Thorough knowledge of CMS regulations pertaining to policies and procedures, and the ability to apply it effectively to the needed systems; ability to analyze procedures appropriately in order to optimize development of administrative, management, program and organizational policies and procedures; ability to analyze existing policies, procedures and work practices; ability to analyze the effect of proposed and existing legislation, regulations and law on organizational policies and procedures; ability to compile information and documentation in preparation for producing reports and/or drafts reports for management/administration.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2593, Health Program Coordinator 3;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide proprietary software specifically designed for this purpose, including the expertise necessary to employ the software effectively and to advise the Department on the best ways to transition from current systems to the new software.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is advanced software and technology that Department does not have capability or bandwidth to build and support.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would be impractical to utilize Department staff to develop cloud software with the capability to of running audit-ready reports.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
There will be no formal training of DPH staff, however, there will be set-up assistance and support from the Contractor that is appropriate to the 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 03/22/21, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42573 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 03/31/2021

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: Software for Policy and Procedure Management

Funding Source: General Fund

PSC Duration: 1 year 52 weeks

PSC Amount: \$300,000

**1. Description of Work**

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

Contractor will provide cloud-based software for management of Department policies and procedures, including licensing and maintenance. The Department of Public Health (DPH) currently manages the multiplicity of its policies and procedures with a rudimentary system using MS Office applications (Word, Excel) which can be unwieldy and difficult to coordinate and manage. Reviewing and keeping policies and procedures current is required by federal regulators, the Centers for Medicare and Medicaid Services (CMS). DPH intends to purchase proprietary software (licensing and maintenance) to modernize and enable its policies and procedures tracking system to be more responsive to operational and regularly needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices. ,

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

Denial will result in less efficiency in policy and procedure management and failure to comply fully with CMS regulations, while also negatively affecting the ability of DPH staff to stay up to date and comply with current policies and procedures, and ultimately lessening the effectiveness of health care services delivery.

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 funding is 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:

City lacks the resources to design and implement a software solution for policy and procedure management.

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

A. Specify required skills and/or expertise: Thorough knowledge of CMS regulations pertaining to policies and procedures, and the ability to apply it effectively to the needed systems; ability to analyze procedures appropriately in order to optimize development of administrative, management, program and organizational policies and procedures; ability to analyze existing policies, procedures and work practices; ability to analyze the effect of proposed and existing legislation, regulations and law on organizational policies and procedures; ability to compile information and documentation in preparation for producing reports and/or drafts reports for management/administration.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2593, Health Program Coordinator 3;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide proprietary software specifically designed for this purpose, including the expertise necessary to employ the software effectively and to advise the Department on the best ways to transition from current systems to the new software.

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

These services are currently being provided by City employees, who are expected to continue these duties with more ease, effectiveness and efficiency once this software is in place.

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

A. Explain why civil service classes are not applicable.

This is advanced software and technology that Department does not have capability or bandwidth to build and support.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would be impractical to utilize Department staff to develop cloud software with the capability to of running audit-ready reports.

**6. Additional Information**

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

No.

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

No. There will be no formal training of DPH staff, however, there will be set-up assistance and support from the Contractor that is appropriate to the 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 05/11/2020, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42573 - 19/20

DHR Analysis/Recommendation:

action date: 07/06/2020

Commission Approval Required

Approved by Civil Service Commission

07/06/2020 DHR Approved for 07/06/2020



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 44181 - 15/16)

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

Type of Service: As-needed / Temporary Medical Record Coding Services

Funding Source: General Funds

PSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 03/20/16 - 06/30/19 (3 years 14 weeks)

PSC Mod#1 Amount: \$1,500,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$1,250,000 PSC Mod#2 Duration: 07/01/19-01/31/23 (3 years 30 weeks)

PSC Mod#3 Amount: \$4,000,000 PSC Mod#3 Duration: 11/01/22-12/31/26 (3 years 47 weeks)

PSC Cumulative Amount Proposed: \$7,750,000 PSC Cumulative Duration Proposed: 10 years 41 weeks

**1. Description of Work**

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

The contractor will perform coding and abstracting of inpatient accounts using International Classification of Diseases, Tenth Revision-Clinical Modification (ICD-10-CM) and International Classification of Diseases, Tenth Revision-Procedure Coding System ICD-10-PCS) classification systems and Diagnosis-Related Group (DRG) expertise; assign codes for diagnoses, treatments, and procedures according to the appropriate classification system for complex inpatient encounters; follow Center for Medicare and Medicaid Services (CMS)/American Health Information Management Association (AHIMA) coding guidelines; review provider documentation to determine principal diagnosis, comorbidities and complications, secondary conditions and surgical procedures; ensure accurate coding by clarifying diagnosis and procedural information through a query process; assign Present On Admission (POA) values for inpatient diagnoses; abstract required information from source documentation and enter into encoder and abstracting system; identify non-payment conditions Hospital Acquired Conditions (HAC) and, when required, review documentation to verify and, as necessary, correct the patient disposition upon discharge.

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

An ICD-10 coding support service is necessary to provide temporary relief until vacancies are filled and to provide coding coverage for staff to participate in biweekly and quarterly education to improve coding practices due to the complexity of ICD-10. On October 1, 2015, the nation's healthcare sector converted to ICD-10 coding classifications. Despite adding six additional provisional coding positions with extensive training, the Department finds a sustained 40% to 60% loss in coder productivity resulting from changing to the ICD-10 standard. In November and December of 2015, the Departments Accounts Receivables (A/R) increased from \$40 million to \$82 million due to lost productivity and vacancies. The switch to ICD-10 has created a strong demand for coders. All three employees who have recently left City employment received multiple offers for employment, sign-on bonuses, and work-from-home options. If this service is denied, A/R will continue to increase by \$21 million per month, causing cash dollar erosion at a rate of 10% to 40% as A/R days increase, while compounding operational expenses with coding and judiciary denial management processes. If this trend persists, by May 2016 Department senior leadership will need to re-evaluate service line shut down options in order to maintain financial stewardship balance.

**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 44181 - 15/16

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

Only if there is a continued need.

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

The request is in excess of five years because the Department continues to experience operational issues with expected (vacation, personal time off) and unexpected (short or extended leave, sick, disabilities, voluntary leave)

and recruitment and hiring challenges. The services continue to be as-needed and only activated when the backlog of AR reaches a level that could negatively impact the scheduled and orderly revenue collection for the Department.

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

A. Display all that apply

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

Explain the qualifying circumstances:

Due to the nationwide switch to the ICD-10 medical record coding standard, and because of the recent loss of three medical records coders, the Department has experienced an unanticipated shortage of staff who can code medical records.

B. Reason for the request for modification:

There will be a continued need to have access to coders to assist the department in periods of staff outages. In addition, during the term of the proposed extension, the Behavioral Health Services unit will begin using Current Procedural Terminal (CPT) codes for service documentation and reporting and they will be converting from Avatar to Epic as the electronic medical record. During the transition, temporary as-needed coders will need to look at records to ensure proper coding and to prevent accounting back logs.

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

A. Specify required skills and/or expertise: Expert knowledge of coding requirements in a complex acute care hospital; American Health Information Management Association (AHIMA) accredited coding certification; Certified Coding Specialist (CCS), Certified Coding Specialist-Physician (CCS-P), Registered Health Information Technician (RHIT), or Registered Health Information Administrator (RHIA); three years of relevant coding and abstracting experience, or equivalent combination of education and experience.

B. Which, if any, civil service class(es) normally perform(s) this work? 2112, Medical Records Technician;

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 applicable; the Department is in the process of recruiting to fill and utilize civil service positions.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: A new civil service class is not applicable. This request is for temporary staffing to supplement the existing staff while the Department aggressively recruits for civil service positions.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
The primary function of the contractor will be to provide supplement staffing for medical record coding. The Department has and will continue to provide training to staff.

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

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

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

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

7. **Union Notification:** On 08/10/22, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44181 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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

## Receipt of Modification Request to PSC # 44181 - 15/16 - MODIFICATIONS

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

on behalf of

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

Wed 8/10/2022 9:40 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo Lopez <Ricardo.lopez@sfgov.org>; Basconcillo, Katherine (PUC) <kbasconcillo@sfgwater.org>; pcamarillo\_seiu@sbcglobal.net <pcamarillo\_seiu@sbcglobal.net>; Wendy Frigillana <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>; arlene.lee@sfdph.org <arlene.lee@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$4,000,000 for services for the period November 1, 2022 – December 31, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/9212>

Email sent to the following addresses: jtanner940@aol.com  
david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org  
davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org  
Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net  
Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org  
Julie.Meyers@sfgov.org noah.frigault@sfgov.org jason.klumb@seiu1021.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 44181 - 15/16)

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

Type of Service: As-needed / Temporary Medical Record Coding Services

Funding Source: General Funds

PSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 03/20/16 - 06/30/19 (3 years 14 weeks)

PSC Mod#1 Amount: \$1,500,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$1,250,000 PSC Mod#2 Duration: 07/01/19-01/31/23 (3 years 30 weeks)

PSC Cumulative Amount Proposed: \$3,750,000 PSC Cumulative Duration Proposed: 6 years 45 weeks

**1. Description of Work**

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

The contractor will perform coding and abstracting of inpatient accounts using International Classification of Diseases, Tenth Revision-Clinical Modification (ICD-10-CM) and International Classification of Diseases, Tenth Revision-Procedure Coding System ICD-10-PCS) classification systems and Diagnosis-Related Group (DRG) expertise; assign codes for diagnoses, treatments, and procedures according to the appropriate classification system for complex inpatient encounters; follow Center for Medicare and Medicaid Services (CMS)/American Health Information Management Association (AHIMA) coding guidelines; review provider documentation to determine principal diagnosis, comorbidities and complications, secondary conditions and surgical procedures; ensure accurate coding by clarifying diagnosis and procedural information through a query process; assign Present On Admission (POA) values for inpatient diagnoses; abstract required information from source documentation and enter into encoder and abstracting system; identify non-payment conditions Hospital Acquired Conditions (HAC) and, when required, review documentation to verify and, as necessary, correct the patient disposition upon discharge.

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

An ICD-10 coding support service is necessary to provide temporary relief until vacancies are filled and to provide coding coverage for staff to participate in biweekly and quarterly education to improve coding practices due to the complexity of ICD-10. On October 1, 2015, the nation's healthcare sector converted to ICD-10 coding classifications. Despite adding six additional provisional coding positions with extensive training, the Department finds a sustained 40% to 60% loss in coder productivity resulting from changing to the ICD-10 standard. In November and December of 2015, the Departments Accounts Receivables (A/R) increased from \$40 million to \$82 million due to lost productivity and vacancies. The switch to ICD-10 has created a strong demand for coders. All three employees who have recently left City employment received multiple offers for employment, sign-on bonuses, and work-from-home options. If this service is denied, A/R will continue to increase by \$21 million per month, causing cash dollar erosion at a rate of 10% to 40% as A/R days increase, while compounding operational expenses with coding and judiciary denial management processes. If this trend persists, by May 2016 Department senior leadership will need to re-evaluate service line shut down options in order to maintain financial stewardship balance.

**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.**

Previous PSC was in approximately 2004.

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

Only if there is a continued need.

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

The request is in excess of five years because the Department continues to experience operational issues with expected (vacation, personal time off) and unexpected (short or extended leave, sick, disabilities, voluntary leave) and recruitment and hiring challenges. The services continue to be as-needed and only activated when the backlog of AR reaches a level that could negatively impact the scheduled and orderly revenue collection for the Department.

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

A. Display all that apply

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

Explain the qualifying circumstances:

Due to the nationwide switch to the ICD-10 medical record coding standard, and because of the recent loss of three medical records coders, the Department has experienced an unanticipated shortage of staff who can code medical records.

B. Reason for the request for modification:

The Department needs to resume contracting with third party contractors to provide as-needed ICD-10 coding support services in order to work down a backlog of un-coded, or incorrectly coded medical records. Currently, the value of un-coded, or incorrectly coded medical records has resulted in pending Accounts Receivables (AR) primarily at Zuckerberg San Francisco General Hospital and the Primary Care unit in excess of \$60 million dollars. The contracted third parties will help the Department work the AR backlog which will allow the Department to bill for services rendered by our clinical staff in a timely manner and thus will bring revenue from these services to the Department. The service will also provide temporary as-needed support for existing coders and will help the Department respond to expected (vacation, personal time off) and unexpected (short or extended leave, sick, disabilities, voluntary leave), and the effects of new applications which have updated or changed workflows, with minimal impact to AR collections. Since the approval of the prior request, the Department has taken measures to improve and streamline medical coding practices throughout the organization, and the Department will soon implement a medical coding learning platform to improve the knowledge of current staff that performing coding duties, and the Department will also implement regularly scheduled medical record coding audits which will help the Department to focus on challenges in the coding process which contributes to un-coded, or incorrectly coded medical records. Finally, the Department continues to work with Labor to approve positions, recruit and hire qualified candidates to perform the coding functions which requires specialized training and knowledge.

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

A. Specify required skills and/or expertise: Expert knowledge of coding requirements in a complex acute care hospital; American Health Information Management Association (AHIMA) accredited coding certification; Certified Coding Specialist (CCS), Certified Coding Specialist-Physician (CCS-P), Registered Health Information Technician (RHIT), or Registered Health Information Administrator (RHIA); three years of relevant coding and abstracting experience, or equivalent combination of education and experience.

B. Which, if any, civil service class(es) normally perform(s) this work? 2112, Medical Records Technician;

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 applicable; the Department is in the process of recruiting to fill and utilize civil service positions.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: A new civil service class is not applicable. This request is for temporary staffing to supplement the existing staff while the Department aggressively recruits for civil service positions.

**6. Additional Information**

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

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



The Department continues to provide training to staff, and will be implement a medical coding learning platform to provide ongoing learning opportunities to to civil service staff.

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

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

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

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

7. **Union Notification:** On 10/21/19, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44181 - 15/16

DHR Analysis/Recommendation:

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: RECREATION AND PARK COMMISSION

Dept. Code: REC

Type of Request:  Initial  Modification of an existing PSC (PSC # 43499 - 17/18)

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

Type of Service: Software

Funding Source: Open Space Fund

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 02/01/18 - 01/01/23 (4 years 47 weeks)

PSC Mod#1 Amount: \$1,065,000 PSC Mod#1 Duration: 09/02/19-02/02/21 (0 sec)

PSC Mod#2 Amount: \$93,440 PSC Mod#2 Duration: 02/02/21-07/02/22 (1 year 21 weeks)

PSC Mod#3 Amount: \$650,000 PSC Mod#3 Duration: 01/01/23-12/31/26 (4 years 26 weeks)

PSC Cumulative Amount Proposed: \$3,308,440 PSC Cumulative Duration Proposed: 8 years 47 weeks

**1. Description of Work**

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

Facilities capital planning software and associated facility assessment services for Recreation and Park assets and facilities, including storage, analysis and reporting of facility condition data on a proprietary software application.

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

Recreation and Park wishes to develop a Deferred Maintenance Plan to provide direction on the investments required to preserve and/or extend the life of assets renovated through the Bond program; identify assets ready for replacement or renovation through the anticipated 2018 Go Bond; and establish preventative maintenance activities to keep core assets in good working condition. Without this service, Recreation and Park would not be able to complete its Deferred Maintenance Plan before the anticipated 2018 GO Bond.

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

Yes, through a SaaS contract.

D. Will the contract(s) be renewed?

Ongoing fees will support software upgrades and help desk support. The software's function is to provide long term capital planning so by its nature, the minimum practical period for maintaining the software will be 10 years, so yes.

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

The existing contract is being extended four years for VFA's Capital Planning Planner subscription bundle, as well as additional site and facility assessment services.

**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:

Condition assessment occurs on a comprehensive basis only once every 5 to 10 years, and annual assessments only require a few weeks worth of work each year.

B. Reason for the request for modification:

September 28, 2022 This modification is to continue the SaaS contract for facility management software system for 4 years. This request for a modification expands the existing scope of the contract. The original contract was for a Facility Condition Assessment to provide accurate data for capital bond planning purposes. As the Facility Assessment proceeded, and although requested prior to commencement of the assessment, it quickly became clear that the

highly detailed data collection required for facility equipment information could not be completed within the time frame required for completion of the assessment for bond planning purposes. As such, the Facility Condition Assessment provides only partial facility equipment information and the detailed information required for equipment assessment and preventative maintenance planning and implementation must still be collected.

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

- A. Specify required skills and/or expertise: Facility assessment services; storage, analysis and reporting of facility condition data; forecasting impacts of different spending levels; cost estimates; budget prioritization and progress benchmarking.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor would provide Recreation and Park with proprietary capital planning computer software not currently possessed by the City. The software would be provided as a Software as a Service-based application on an enterprise basis, meaning unlimited users, and the possibility of scaling the application based on the Department's needs.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
While other providers offer facility condition assessment storage, Four Rivers is the only company to offer a software with the robust analysis and reporting capabilities required for Recreation and Park Capital Planning program, and the knowledge and skill-set required to populate and maintain its proprietary software.
- 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, condition assessment occurs on a comprehensive basis only once every 5 to 10 years, and annual assessments only require a few weeks worth of work each year.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
2-day training course to about 10-20 Recreation and Park staff members. Recreation and Park employees to be trained include the following: senior management, project managers, planners, IS Business analyst, superintendents, analysts, structural maintenance yard leadership.
- 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.  
The current contract is SaaS and is proprietary.

**7. Union Notification: On 09/28/22, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Architect & Engineers, Local 21;**

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

Name: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: 501 Stanyan Street, San Francisco, CA 94117

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43499 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [sean.mcfadden@sfgov.org](mailto:sean.mcfadden@sfgov.org)  
**To:** [McFadden, Sean \(REC\); Laxamana, Junko \(DBI\); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)](mailto:McFadden, Sean (REC); Laxamana, Junko (DBI); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)@ifpte21.com)  
**Subject:** Receipt of Modification Request to PSC # 43499 - 17/18 - MODIFICATIONS  
**Date:** Wednesday, September 28, 2022 9:53:33 AM

---

PSC RECEIPT of Modification notification sent to Unions and DHR

The RECREATION AND PARK COMMISSION -- REC has submitted a modification request for a Personal Services Contract (PSC) for \$650,000 for services for the period January 1, 2023 – December 31, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13208>

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

# **Additional Attachment(s)**

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

Department: RECREATION AND PARK COMMISSIONDept. Code: RECType of Request:  Initial  Modification of an existing PSC (PSC # 43499 - 17/18)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: SoftwareFunding Source: Open Space FundPSC Original Approved Amount: \$1,500,000PSC Original Approved Duration: 02/01/18 - 01/01/23 (4 years 47 weeks)PSC Mod#1 Amount: \$1,065,000PSC Mod#1 Duration: 09/02/19-02/02/21 (0 sec)PSC Mod#2 Amount: \$93,440PSC Mod#2 Duration: 02/02/21-07/02/22 (1 year 21 weeks)PSC Cumulative Amount Proposed: \$2,658,440PSC Cumulative Duration Proposed: 4 years 21 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Facilities capital planning software and associated facility assessment services for Recreation and Park assets and facilities, including storage, analysis and reporting of facility condition data on a proprietary software application.

**Scope Change**

This request for a modification expands the existing scope of the contract. The original contract was for a Facility Condition Assessment to provide accurate data for capital bond planning purposes. As the Facility Assessment proceeded, and although requested prior to commencement of the assessment, it quickly became clear that the highly detailed data collection required for facility equipment information could not be completed within the time frame required for completion of the assessment for bond planning purposes.

As such, the Facility Condition Assessment provides only partial facility equipment information and the detailed information required for equipment assessment and preventative maintenance planning and implementation must still be collected.

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

Recreation and Park wishes to develop a Deferred Maintenance Plan to provide direction on the investments required to preserve and/or extend the life of assets renovated through the Bond program; identify assets ready for replacement or renovation through the anticipated 2018 Go Bond; and establish preventative maintenance activities to keep core assets in good working condition. Without this service, Recreation and Park would not be able to complete its Deferred Maintenance Plan before the anticipated 2018 GO Bond.



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 43499 - 17/18

D. Will the contract(s) be renewed?

Ongoing fees will support software upgrades and help desk support. The software's function is to provide long term capital planning so by its nature, the minimum practical period for maintaining the software will be 10 years, so 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:

## 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:

Condition assessment occurs on a comprehensive basis only once every 5 to 10 years, and annual assessments only require a few weeks worth of work each year.

B. Reason for the request for modification:

The existing contract is being revised to include additional SaaS service through VFA's Capital Planning Planner subscription bundle, as well as additional site and facility assessment services.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Facility assessment services; storage, analysis and reporting of facility condition data; forecasting impacts of different spending levels; cost estimates; budget prioritization and progress benchmarking.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 5268, Architect;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor would provide Recreation and Park with proprietary capital planning computer software not currently possessed by the City. The software would be provided as a Software as a Service-based application on an enterprise basis, meaning unlimited users, and the possibility of scaling the application based on the Department's needs.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

While other providers offer facility condition assessment storage, Four Rivers is the only company to offer a software with the robust analysis and reporting capabilities required for Recreation and

Park Capital Planning program, and the knowledge and skill-set required to populate and maintain its proprietary software.

- 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, condition assessment occurs on a comprehensive basis only once every 5 to 10 years, and annual assessments only require a few weeks worth of work each year.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No training will be conducted.
- 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.  
Current contractor required to complete additional scope of work.

**7. Union Notification:** On 07/23/21, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: 501 Stanyan Street, San Francisco, CA 94117

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43499 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 08/04/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION

Dept. Code: REC

Type of Request:  Initial  Modification of an existing PSC (PSC # 43499 - 17/18)

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

Type of Service: Software

Funding Source: Open Space Fund

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 02/01/18 - 01/01/23 (4 years 47 weeks)

PSC Mod#1 Amount: \$1,065,000 PSC Mod#1 Duration: 09/02/19-02/02/21 (0 sec)

PSC Cumulative Amount Proposed: \$2,565,000 PSC Cumulative Duration Proposed: 3 years 2 days

**1. Description of Work**

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

Facilities capital planning software and associated facility assessment services for Recreation and Park assets and facilities, including storage, analysis and reporting of facility condition data on a proprietary software application.

**Scope Change**

This request for a modification expands the existing scope of the contract. The original contract was for a Facility Condition Assessment to provide accurate data for capital bond planning purposes. As the Facility Assessment proceeded, and although requested prior to commencement of the assessment, it quickly became clear that the highly detailed data collection required for facility equipment information could not be completed within the time frame required for completion of the assessment for bond planning purposes.

As such, the Facility Condition Assessment provides only partial facility equipment information and the detailed information required for equipment assessment and preventative maintenance planning and implementation must still be collected.

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

Recreation and Park wishes to develop a Deferred Maintenance Plan to provide direction on the investments required to preserve and/or extend the life of assets renovated through the Bond program; identify assets ready for replacement or renovation through the anticipated 2018 Go Bond; and establish preventative maintenance activities to keep core assets in good working condition. Without this service, Recreation and Park would not be able to complete its Deferred Maintenance Plan before the anticipated 2018 GO Bond.

**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?**

Ongoing fees will support software upgrades and help desk support. The software's function is to provide long term capital planning so by its nature, the minimum practical period for maintaining the software will be 10 years, so 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:**

**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:

Condition assessment occurs on a comprehensive basis only once every 5 to 10 years, and annual assessments only require a few weeks worth of work each year.

B. Reason for the request for modification:

The existing contract is being revised to include data collection of facility equipment information in addition to the Facility Condition Assessment. The detailed equipment information will then be used to create our Preventive Maintenance Program in order to enhance and maintain facility condition.

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

- A. Specify required skills and/or expertise: Facility assessment services; storage, analysis and reporting of facility condition data; forecasting impacts of different spending levels; cost estimates; budget prioritization and progress benchmarking.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor would provide Recreation and Park with proprietary capital planning computer software not currently possessed by the City. The software would be provided as a Software as a Service-based application on an enterprise basis, meaning unlimited users, and the possibility of scaling the application based on the Department's needs.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
While other providers offer facility condition assessment storage, Four Rivers is the only company to offer a software with the robust analysis and reporting capabilities required for Recreation and Park Capital Planning program, and the knowledge and skill-set required to populate and maintain its proprietary software.
- 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, condition assessment occurs on a comprehensive basis only once every 5 to 10 years, and annual assessments only require a few weeks worth of work each year.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No training will be conducted.
- 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.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Current contractor required to complete additional scope of work.

**7. Union Notification: On 06/12/19, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Architect & Engineers, Local 21;**

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

Name: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: 501 Stanyan Street, San Francisco, CA 94117

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43499 - 17/18

DHR Analysis/Recommendation:

07/15/2019

Commission Approval Required

Approved by Civil Service Commission

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