



London Breed
Mayor

Carol Isen
Human Resources Director

Date: August 4, 2023

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Cynthia Avakian, AIR
Joan Lubamersky / Lynn Khaw, GSA
Joan Lubamersky, REG
David Kashani, ENV
Mike Cotter, HRD
Amy Nuque, MTA
Vincent Lee, POL
Alysabeth Alexander-Tut, PRT
Shawndrea Hale / Daniel Kwon, PUC
Alexander Burns, DPW
Esperanza Zapien / Johanna Gendelman, DSS

Subject: **Personal Services Contracts Approval Request**

This report contains twelve (12) 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 23/24 to date:

Total of this Report	YTD Expedited Approvals FY2023-2024	Total for FY2023-2024
\$51,699,000	\$24,923,517	\$2,172,448,485

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

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

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

Alexander Burns
Public Works
49 South Van Ness, Ste. 1600
San Francisco, CA 94103
(415) 554-6411

Joan Lubamersky
Elections
1 Dr. Carlton B. Goodlett Pl., Rm. 362
San Francisco, CA 94102
(415) 554-4859

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

David Kashani
Environment
1155 Market St., 3rd Floor
San Francisco, CA 94103
(415) 355-3704

Mike Cotter
Human Resources
1 South Van Ness Ave., 4th Floor
San Francisco, CA 94103
(415) 557-4912

Amy Nuque
Municipal Transportation Agency
1 South Van Ness Ave., 6th Floor
San Francisco, CA 94103
(415) 646-2802

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

Alysabeth Alexander-Tut
Port
Pier 1
San Francisco, CA 94111
(415) 274-0558

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POSTING FOR

August 21, 2023

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>49169 - 22/23</u>	AIRPORT COMMISSION	\$21,000,000.00	Contractor will provide engineering support services for various facilities and capital improvement projects at San Francisco International Airport (SFO or Airport). Work may include planning, design, development of construction documents, special studies, investigations, and other technical services for work on Airport terminal and office building interiors, industrial waste and storm drains, sewage and potable water infrastructure, fire and police stations, power distribution, underground infrastructure, heating, ventilation, and air conditioning systems.	September 1, 2023	August 30, 2028	REGULAR
<u>40533 - 22/23</u>	GENERAL SERVICES AGENCY - CITY ADMIN	\$2,000,000.00	<p>According to the Department of Disability and Aging Services (DAS), one in ten San Franciscans reports a disability (94,000 people). Almost half of people with disabilities are under age 65. Investing in this community is important for the future of the City.</p> <p>Digital accessibility refers to the inclusive practice of removing barriers that prevent interaction with, or access to websites, digital tools and technologies, by people with disabilities.</p> <ul style="list-style-type: none"> • Implementation or Remediation: Functional and technical implementation services for applications, modules and enhancements that supplement or complement existing systems. • Audit: Covers the following public facing digital 	September 1, 2023	August 31, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			material, but not limited to: Assessing department websites, Word/PDF documents, multi-media content, mobile applications, and social media accounts. Includes both automatic or manual testing methodologies.			
<u>40791 - 22/23</u>	ELECTIONS	\$2,000,000.00	The selected contractor would assist REG in developing and implementing a series of as-needed, intermittent, multilingual outreach campaigns with the goals of increasing public understanding of registration and voting options as well as voter engagement. The selected contractor would also help conduct evaluative research, primarily in the form of surveys and polls.	November 30, 2023	November 30, 2028	REGULAR
<u>41849 - 22/23</u>	ENVIRONMENT	\$450,000.00	Contractor will provide professional technical assistance for program development and implementation of projects and programs in the City's Toxics Reduction Program Contractor will provide technical assistance in any or all of the following issue areas, which may include but are not limited to: Integrated Pest Management; Environmentally Preferable Purchasing; Precautionary Principle Toxic Chemical Reduction; Hazardous Waste; Product Stewardship; Green Business; and Used Motor Oil Recycling. Contractor may perform technical research, conduct technical and/or laboratory analyses, and/or make recommendations regarding program development, strategy, legislation, and policy as well as assist with technical training for City staff and stakeholder engagement on topics related to toxics reduction, pollution prevention, and hazardous waste management.	September 1, 2023	August 31, 2026	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>40468 - 22/23</u>	HUMAN RESOURCES	\$250,000.00	Provide valid test materials. Contractor will score candidate responses to the test.	July 1, 2023	June 30, 2029	REGULAR
<u>44096 - 22/23</u>	HUMAN RESOURCES	\$3,450,000.00	Contractor will provide maintenance and support services; data hosting services; electronic data interchange development services; training, consulting, and software system improvements to the Workers' Compensation Division's (WCD) web-based claims management system.	September 16, 2024	September 15, 2029	REGULAR
<u>41579 - 22/23</u>	MUNICIPAL TRANSPORTATION AGENCY	\$4,000,000.00	The request for proposals is being developed. Four-year with one-year optional extension contract with a consultant firm experienced in communications, marketing, and public outreach, with specialized bicycle training knowledge for children, young people, and adults. This supports SFMTA's healthy transportation options policy and safety on San Francisco streets.	April 15, 2024	April 10, 2029	REGULAR
<u>49500 - 22/23</u>	POLICE	\$350,000.00	Coordinate, facilitate, and execute the Boundary analysis of existing SFPD District Stations against current quantitative and qualitative factors as well as input from Working Groups and community members.	January 1, 2024	December 31, 2024	REGULAR
<u>30699 - 22/23</u>	PORT	\$199,000.00	The contractor will develop and perform trainings on racial equity to Port staff groups of various sizes. Contractor will providing leadership coaching on an individual and group basis to specific groups of individuals. Contractor will provide an assessment and provide organizational development support in small group sessions. And contractor will issue a final report.	August 5, 2023	August 5, 2025	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>45877 - 22/23</u>	PUBLIC UTILITIES COMMISSION	\$14,250,000.00	The SFPUC Infrastructure Division Project Management Bureau seeks professional services to support project management in various capital improvement programs including Wastewater Enterprise Capital Improvement Program (WVECIP), Water Enterprise Capital Improvement Program (WECIP), Hetchy Capital Improvement Program (HCIP), and Power Enterprise Transmission/Distribution projects. This PSC will be made up of three (3) agreements, each at a value of \$4.75 million. These services are required to support project management functions including project coordination support, project document control, project closeout support, and other services not specified but similar in nature to support project management functions.	December 18, 2023	December 17, 2028	REGULAR
<u>45762 - 22/23</u>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$3,500,000.00	Public Works is seeking a qualified Architectural and Engineering (A/E) team led by an executive architect to provide property assessment services in assisting the City with the San Francisco Municipal Transportation Agency (SFMTA) located at 1 South Van Ness Street, San Francisco, CA. This project will generate an assessment report on current property conditions of twenty selected garages operated by SFMTA and Park & Recreation. The Selected Consultant Team is to be integrated with the City Team to deliver a property assessment report which provide current condition of the facilities, a recommended repair list and their respective cost estimate.	September 11, 2023	September 10, 2028	REGULAR
TOTAL AMOUNT \$51,449,000						

Posting For August 21, 2023

Proposed Modifications to Personal Services Contracts

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
49322 - 21/22 - MODIFICATIONS	HUMAN SERVICES -- DSS	\$250,000	\$415,000	<p>Services are for a software license subscription for data risk protection and response. This software allows the user to save data on their laptops that may contain client data and it stay protected. The Human Services Agency (HSA) would use these services to provide automated backup and recovery of user data on workstation computers. This system includes standard backup/recovery in case of device failure, and additionally it is used by HSA to ensure retention of data that may be subject to litigation hold. The service includes litigation hold functionality that prevents users or administrators from accidentally or routinely deleting data under hold, e.g. in the course of decommissioning accounts after separation from employment.</p> <p>Scope Change: No scope change, simply buying more licenses.</p>	07/10/2023	09/30/2025	REGULAR

TOTAL AMOUNT \$250,000

**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: As-Needed Engineering Support Services

Funding Source: Airport Capital and Operating Funds

PSC Amount: \$21,000,000

PSC Est. Start Date: 09/01/2023

PSC Est. End Date 08/30/2028

1. Description of Work

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

Contractor will provide engineering support services for various facilities and capital improvement projects at San Francisco International Airport (SFO or Airport). Work may include planning, design, development of construction documents, special studies, investigations, and other technical services for work on Airport terminal and office building interiors, industrial waste and storm drains, sewage and potable water infrastructure, fire and police stations, power distribution, underground infrastructure, heating, ventilation, and air conditioning systems.

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

The Airport requires upgrades and capital improvements for its facilities to maintain and/or improve operational efficiency. Denial may create delays for improvement projects, which will affect customer service and may result in lost revenues.

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

This service was previously approved under PSC 44422-13/14.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for this service 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.

not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The work is required on an as-needed and intermittent basis for short-term projects, and requires specialized expertise with airport asset development and construction.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This work requires engineering firms with specialized experience in airport projects including, but not limited to: development, design and remodeling, industrial waste and sanitary sewer pump stations, structural engineering, security access and monitoring, fire protection, fire alarm, telecommunications, and system integration.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5219, Senior Strucutral Engineer; 5241, Engineer; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2;

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?

Airport will provide City departments with first right of refusal.

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

- A. Explain why civil service classes are not applicable.
Existing civil service classifications do not have the required expertise and specialized skills related to the field of airport facilities improvements. Contractors performing work under this authorization will be supervised by City project managers with appropriate expertise in managing asset development and construction for the Airport.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the work is required on an as-needed, per-project basis and does not justify permanent staffing.

6. Additional Information

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

7. Union Notification: On 06/12/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49169 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 08/21/2023

Civil Service Commission Action:

Receipt of Union Notification(s)

Sung Kim (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, June 12, 2023 12:23 PM
To: Cynthia Avakian (AIR); Laxamana, Junko (DBI); ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Sung Kim (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49169 - 22/23

RECEIPT for Union Notification for PSC 49169 - 22/23 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 49169 - 22/23 for \$21,000,000 for Initial Request services for the period 09/01/2023 – 08/30/2028. 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/20389> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 44422 13/14)

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

Type of Service: As-Needed Architectural and Engineering Support Services

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 01/01/14 - 01/31/19 (5 years 4 weeks)
PSC Mod#1 Amount: \$5,000,000 PSC Mod#1 Duration: 02/01/19-12/31/20 (1 year 47 weeks)
PSC Mod#2 Amount: \$4,000,000 PSC Mod#2 Duration: 06/06/16-06/30/22 (1 year 25 weeks)
PSC Mod#3 Amount: \$10,000,000 PSC Mod#3 Duration: 09/18/17-06/30/23 (1 year)
PSC Mod#4 Amount: PSC Mod#4 Duration:
PSC Cumulative Amount Proposed: \$22,000,000 PSC Cumulative Duration Proposed: 9 years 25 weeks

1. Description of Work

A. Scope of Work:

Contractor will provide architectural and engineering support services for facilities improvements at San Francisco International Airport (SFO), including but not limited to maintenance tasks in the schematic, design, development, and construction support phases. Contractor will be required to work on time sensitive tasks initiated through the Design, Construction and Technology Division's Help Requests as approved by the Airport Deputy Director. A Contractor with airport expertise is needed to ensure proper and timely development and implementation of tasks.

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

Along with the aging infrastructure, SFO continues to experience strong passenger growth, both of which require the Airport to upgrade its facilities to improve operational efficiency, safety, and meet forecast demand. Facilities improvement and maintenance tasks are required to maintain terminal and office building interiors, industrial waste and drainage pump stations, fire and police stations, power distribution, underground infrastructure, heat ventilation and air-conditioning systems. Denial will cause projects delays, which will affect customer service, and result in lost revenues.

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.

Yes, under PSC 44422-13/14

D. Will the contract(s) be renewed? Yes, if there is a continued need for such services at SFO.

2. Union Notification: On 07/24/17, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44422 13/14

DHR Analysis/Recommendation:

09/18/2017

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 09/18/2017

09/18/2017

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Architectural and engineering firms with specialized experience in airport projects including, but not limited to specific expertise in airport development, design and remodel, utilities engineering, drainage and industrial waste pump stations, related structural engineering, security access and monitoring, fire protection, fire alarm, telecommunications, and system integration.

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

5201,5203,5207,5211,5218,5241,5260,5261,5265,5266,5268,5364,

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

To be determined based on the nature of the task.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The existing classifications do not have the required expertise and specialized skills related to the field of airport facilities improvements. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction including unique special systems commissioned at the Airport.

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

No, these as-needed projects do not justify permanent staffing.

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?
No training is contemplated at this time. | <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? The results of the process are not known at this time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/24/17 BY:

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

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

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: Digital Access and Inclusion for the Public

Funding Source: General Fund

PSC Duration: 5 years 1 day

PSC Amount: \$2,000,000

1. Description of Work

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

According to the Department of Disability and Aging Services (DAS), one in ten San Franciscans reports a disability (94,000 people). Almost half of people with disabilities are under age 65. Investing in this community is important for the future of the City.

Digital accessibility refers to the inclusive practice of removing barriers that prevent interaction with, or access to websites, digital tools and technologies, by people with disabilities.

- Implementation or Remediation: Functional and technical implementation services for applications, modules and enhancements that supplement or complement existing systems.

- Audit: Covers the following public facing digital material, but not limited to: Assessing department websites, Word/PDF documents, multi-media content, mobile applications, and social media accounts. Includes both automatic or manual testing methodologies.

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

Departments must audit their digital content for compliance with DAIS and remediate any areas of non-compliance by May 2024, and implement regular auditing thereafter to remain in compliance. Given the lack of expertise in the City on this subject, a denial would prevent departments from accomplishing this audit and remediation work, maintain inequitable access to digital content for vulnerable communities, and increasing the risk of legal action from groups who are negatively impacted. The Digital Accessibility and Inclusion Standard (DAIS) was passed in November 2021. All City and County of San Francisco websites, online applications, and digital content are required to: • Follow San Francisco's equitable design requirements and Level AA of the most recent Web Content Accessibility Guidelines (WCAG). • Provide vital information for the public at a 5th grade reading level. In cases where technical or legal language is necessary, the City must provide a summary at 5th grade level. Vital information is defined by the City's Language Access Ordinance • Provide human translation of vital information in the threshold languages defined by the Language Access Ordinance. This includes clear navigation to translations. Currently these languages are English, Chinese (Traditional Chinese), Spanish, and Filipino. Translation for other relevant languages is encouraged. The DAIS requirement that the City comply with the most recent WCAG standard ensures compliance with the Americans with Disabilities Act, Title II which states that public entities must not discriminate against persons with disabilities. This includes web accessibility. Moreover WCAG

compliance within DAIS mirrors the requirement set by federal law under Section 508 of the Rehabilitation Act, which requires all digital platforms be accessible to people with disabilities and references Level AA of WCAG as the standard to meet. California Government Code Section 7405 also requires WCAG compliance, referencing the Section 508 law.

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

Some departments have contracted out for digital accessibility audit and remediation work in the past.

D. Will the contract(s) be renewed?

The contract will not be renewed by COIT. Individual departments may continue to work with accessibility vendors based on their interest and available resources.

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

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

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

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

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

B. Explain the qualifying circumstances:

Reason for Request: • 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).

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

A. Specify required skills and/or expertise: • Clear understanding of the impacts of web accessibility on the disability community • Knowledge of Level AA of the latest Web Content Accessibility Guidelines (WCAG) • Demonstrated ability to use tools to measure web accessibility • Demonstrated experience in conducting broadly similar assessments • Technical knowledge of website development and code remediation • Have worked with both government departments and private sector institutions

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 9976, 9976;

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

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

We are working jointly with The Office of Digital Services and Mayor's Office on Disability to understand available resources and current expertise across the City. We have found there is insufficient knowledge base for appropriate and effective service delivery.

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

A. Explain why civil service classes are not applicable.

No civil service classes meet the technical expertise 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 expectation is that departments would maintain accessibility of their digital content moving forward. Best practices frequently change over time and digital accessibility of content alters whenever there is an update to a system or new content published for public consumption. There is likely not a need for a new classification, but rather could be integrated as part of the job duties of established 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.
No. This will be based on individual department need. Classifications to be trained will vary and would likely include anywhere from 5-10 hours of training on how to ensure any content they create is compliant with DAIS. Some departments may wish to learn how to conduct an accessibility audit/remediation so that they can monitor compliance with DAIS via internal 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 06/25/2023, 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# 40533 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2023

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Sunday, June 25, 2023 7:21 PM
To: Lubamersky, Joan (ADM); dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40533 - 22/23

RECEIPT for Union Notification for PSC 40533 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 40533 - 22/23 for \$2,000,000 for Initial Request services for the period 09/01/2023 – 08/31/2028. 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/20569> 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: ELECTIONS -- REG

Dept. Code: REG

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

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

Type of Service: Outreach marketing

Funding Source: General Fund

PSC Duration: 5 years 2 days

PSC Amount: \$2,000,000

1. Description of Work

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

The selected contractor would assist REG in developing and implementing a series of as-needed, intermittent, multilingual outreach campaigns with the goals of increasing public understanding of registration and voting options as well as voter engagement. The selected contractor would also help conduct evaluative research, primarily in the form of surveys and polls.

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

Effective public outreach and education is critical to upholding this department's mission to conduct free, fair, and functional elections for the City and County of San Francisco and to provide equitable access to voting services. The selected contractor would provide consistent and supplemental voter outreach and education services. Denial might hamper this department's ability to consistently fulfill its mission or its duty to comply with local, state, and/or federal law regarding the ongoing provision of voter outreach and education.

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

These services have not been provided in the past. REG has not previously sought the full-scope of supplemental outreach services sought under this contract.

D. Will the contract(s) be renewed?

No, if such service is needed again, REG would issue a new Request for Proposal (RFP).

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

not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Services require specialized skills and are as-needed, dependent on election cycles.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: A selected contractor would need to possess specialized marketing and research expertise in local community outreach and engagement. The contractor would also need technical experience in the use of local social and digital media advertisements and multicultural campaigns, as well as photography/videography and graphic design work.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 1767, Media Programming Spec; 1769, Media Production Supv; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9251, Public Relations Mgr;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Vendor will have equipment necessary for graphics, printing, editing, video and other digital services.

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

These services are not available within the City. SFGovTV has provided a narrow version of some of these services to REG in the past. However, they do not have the capacity, technology, or expertise to implement the full scope of services necessary to conduct an effective, five-year voter outreach campaign.

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

- A. Explain why civil service classes are not applicable.
Services are intermittent and are not necessary during the periods between election cycles.
- 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. REG currently hires many temporary employees (Classifications 1402, 1403, 1404) to perform clerical tasks during election cycles. However, the services to be provided by the vendor will be far more highly skilled and specialized.

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

7. **Union Notification:** On 06/26/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Municipal Executive Association; Theatrical Stage Employees, L16

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

Name: 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# 40791 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2023

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, June 26, 2023 10:23 AM
To: Lubamersky, Joan (ADM); sal@local16.org; jb@local16.org; andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40791 - 22/23

RECEIPT for Union Notification for PSC 40791 - 22/23 more than \$100k

The ELECTIONS -- REG has submitted a request for a Personal Services Contract (PSC) 40791 - 22/23 for \$2,000,000 for Initial Request services for the period 11/30/2023 – 11/30/2028. 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/20794> 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: ENVIRONMENT -- ENV

Dept. Code: ENV

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

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

Type of Service: Toxics Reduction Consulting

Funding Source: Local

PSC Duration: 3 years

PSC Amount: \$450,000

1. Description of Work

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

Contractor will provide professional technical assistance for program development and implementation of projects and programs in the City's Toxics Reduction Program Contractor will provide technical assistance in any or all of the following issue areas, which may include but are not limited to: Integrated Pest Management; Environmentally Preferable Purchasing; Precautionary Principle Toxic Chemical Reduction; Hazardous Waste; Product Stewardship; Green Business; and Used Motor Oil Recycling. Contractor may perform technical research, conduct technical and/or laboratory analyses, and/or make recommendations regarding program development, strategy, legislation, and policy as well as assist with technical training for City staff and stakeholder engagement on topics related to toxics reduction, pollution prevention, and hazardous waste management.

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

This service is necessary because the Department of the Environment is charged with the responsibility to develop and implement programs that protect the health and safety of City residents, visitors, workers, and the environment. It is critical that these programs be based on the most up-to-date science and relevant data to ensure credibility with target audiences and to ensure that reductions in toxicity and exposure are achieved by the City's actions.

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 were provided most recently under PSC 41033-16/17, approved August 25, 2017.

D. Will the contract(s) be renewed?

There is an option to extend the contract to a term not to exceed of 5 years total. The services will be competitively solicited after the expiration of the contract.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Due to the broad range of activities and complexities of the projects that come to the department, the department needs contractors who can bring a multi-disciplinary team to provide the necessary technical expertise for short-term project needs.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of chemistry, toxicology, industrial hygiene, and other related fields in terms of health and environmental risk assessment and protection. Knowledge of environmental and health attributes of chemical products or other commodities. Experience in evaluating chemicals, products, and other consumer commodities and providing a science based assessment of a range of alternatives. Knowledge of principles and applicable laws, regulations and policies in hazardous waste and hazardous waste facility operations. Experience conducting hazardous waste generation and disposal studies and analyses for local government and/or municipal and hazardous waste management operators.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5638, Environmental Assistant; 5640, Environmental Spec; 5642, Sr. Environmental Spec;
- 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 positions are applicable and for work that can be performed by staff, the work is performed by staff. However, due to the broad range of activities and complexities of the projects that come to the department, the department needs contractors who can bring a multi-disciplinary team to provide the necessary technical expertise for short-term project needs. As program needs evolve with consumer trends, so too must the expertise needed in the contracted team.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because of the broad nature of the skills needed to perform this work. In addition, new products, and procedures of concern to the environment are continually being discovered, so a flexible team of consultants is imperative to supply the City with the latest information in each new subject area.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. The contractor may train City personnel on toxics reduction techniques and principles, environmentally preferable product purchasing, the precautionary principle, hazardous waste management and reduction, and other related areas. Training will be based on an as needed basis for appropriate City employees such as gardeners, mechanics, janitors, building maintenance workers, transportation workers, health and safety personnel, scientists and engineers, etc.

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

7. Union Notification: On 06/12/2023, 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: David Kashani Phone: 415-355-3704 Email: david.kashani@sfgov.org

Address: 1155 Market Street, 3rd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41849 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 08/21/2023

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dh-pscordinator@sfgov.org on behalf of david.kashani@sfgov.org
To: [Kashani, David \(ENV\); Laxamana, Junko \(DBI\); ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Kashani, David \(ENV\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Kashani, David (ENV); Laxamana, Junko (DBI); ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Kashani, David (ENV); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41849 - 22/23
Date: Monday, June 12, 2023 1:55:45 PM

RECEIPT for Union Notification for PSC 41849 - 22/23 more than \$100k

The ENVIRONMENT -- ENV has submitted a request for a Personal Services Contract (PSC) 41849 - 22/23 for \$450,000 for Initial Request services for the period 09/01/2023 – 08/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/20602> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

**City and County of San Francisco
Sourcing Event ID 000008255**

**Formal Request for Proposals for:
Toxics Reduction Consulting**

This Solicitation can be viewed on the City’s Supplier Portal at: <https://sfcitypartner.sfgov.org/pages/index.aspx>



Proposal Phase	Tentative Date
Request for Proposals Issued	May 23, 2023
Pre-Proposal Conference	May 31, 2023 at 10:00 AM (PST) Join on your computer or mobile app: Click here to join the meeting
Written Questions Due Date	June 2, 2023 at 5:00 PM (PST)
Proposal Due Date	June 22, 2023 at 5:00 PM (PST)
Notice of Intent to Award	July 13, 2023
Period for Protesting Notice of Intent to Award	Within three (3) business days of the City's issuance of a Notice of Intent to Award.
Contract Administrator:	David Kashani Contracts and Grants Manager San Francisco Department of the Environment 1155 Market Street, 3rd Floor San Francisco, CA 94103 David.Kashani@sfgov.org P: (415) 513-3750

Attachments

- Attachment 1: City’s Contract Terms
- Attachment 2: Proposer Questionnaire and References
- Attachment 3: Omitted (CMD LBE Forms)
- Attachment 4: Omitted (Written Proposal Template)
- Attachment 5: Price Proposal Template
- Attachment 6: HCAO and MCO Declaration Forms
- Attachment 7: First Source Hiring Form

**MANDATORY MINIMUM QUALIFICATION DOCUMENTATION
DUE WITH EACH PROPOSAL**

PROPOSERS MUST SUBMIT WITH THEIR PROPOSAL DOCUMENTS IN SUPPORT OF EACH MINIMUM QUALIFICATION LISTED BELOW. A PROPOSAL THAT FAILS TO PROVIDE THE FOLLOWING DOCUMENTATION WILL NOT BE ELIGIBLE FOR FURTHER CONSIDERATION.

MQ #	Description
MQ 1	Organization’s Toxics Reduction Proposal addressing the elements noted in Section VI.
MQ 2	Completed Attachment 2, Proposer Questionnaire and References.
MQ 3	Completed Attachment 5, City’s Price Proposal Template

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I. INTRODUCTION AND SOLICITATION SCHEDULE

A. Introduction

1. General

This Request for Proposals (hereinafter “RFP” or “Solicitation”) is being issued by San Francisco Environment Department (hereinafter, “SF Environment” or “City”). SF Environment is seeking qualified suppliers (“Proposers”) to provide proposals (“Proposal”) for consultation and technical expertise in the area of Toxics Reduction.

SF Environment advances climate protection and enhances quality of life for all San Franciscans. SF Environment is a department within the City and County of San Francisco, a local government committed to innovation, leadership and collaboration in creating environmental change. SF Environment is recognized worldwide for its environmental policies and programs, which center on achieving zero waste, reducing toxic chemical hazards, advancing environmental justice, promoting low-carbon transportation modes, expanding clean energy infrastructure, greening the city’s built environment and protecting its urban forest. SF Environment serves primary audiences consisting of San Francisco residents, businesses, and workers by providing comprehensive and easily accessible information on a wide range of environmental programs, services, and City policies.

SF Environment is seeking highly qualified proposers with experience in toxics reduction, alternatives, and assessments. SF Environment is seeking to engage one multifaceted team that consists of multiple firms, including subcontractors, to provide as-needed research, technical and policy analysis, and program design and implementation assistance.

SF Environment shall order services covered by the awarded contract through the issuance of individual Purchase Orders and/or Task Orders which shall be released against the awarded contract during the contract term.

When applicable and practical, Proposers are encouraged to engage contracting teams that reflect the diversity of the City and include participation of businesses and residents from the City’s most disadvantaged communities including, but not limited to the Bayview/Hunters Point, Chinatown, Mission, South of Market, Tenderloin, Visitacion Valley and Western Addition neighborhoods.

2. Selection Overview

The City shall award a contract to the Proposer that meets the Minimum Qualifications of this Solicitation whose Proposal receives the highest-ranking score. Responsive Proposals will be evaluated by a panel (“Evaluation Panel”) consisting of one or more parties with expertise related to goods and/or services being procured through this Solicitation. The Evaluation Panel may include staff from various City departments. Proposals will be evaluated based on the criteria outlined herein. If applicable, a Contract Monitoring Division (CMD) Contract Compliance Officer will assess Proposal compliance with Local Business Enterprise (LBE) requirements and assign a rating bonus to Proposal scores. The CMD-adjusted scores (if applicable) will then be tabulated, and Proposers will be ranked starting with the Proposer receiving the highest score, then continuing with the Proposer receiving the second highest score, and so on.

To receive a contract under this Solicitation, any nonprofit proposer must be in good standing with the California Attorney General’s Registry of Charitable Trusts by the time of contract execution and must remain in good standing during the term of the agreement. Upon request, proposer must provide documentation to the City demonstrating its good standing with applicable legal requirements. If proposer will use any nonprofit subcontractors to perform the agreement, proposer will be responsible for ensuring they are also in compliance with all

requirements of the Attorney General’s Registry of Charitable Trusts at the time of contract execution and for the duration of the agreement.

B. Anticipated Contract Term

A contract awarded pursuant to this Solicitation shall be non-exclusive with an original term of up to **three (3) years**. The City at its sole, absolute discretion, shall have the option to extend the term for up to two (2) additional years for a total of up to **five (5) years**.

C. Anticipated Contract Not to Exceed Amount

A contract awarded pursuant to this Solicitation shall have a not to exceed (“NTE”) amount of up to **\$450,000** for the initial term (**\$150,000/annually**). This amount is based on City’s estimated spend over the advertised initial contract term. Should City’s actual spend exceed its estimated spend for the initial term, City may in its sole discretion increase the contract NTE for the initial term. Should City exercise its options to extend the contract beyond the initial term, City may also elect to increase the NTE proportionally.

D. Indefinite Quantity, As-Needed Contract

A contract awarded pursuant to this Solicitation will result in a term, indefinite quantities, as-needed contract. There is no guarantee of a minimum amount of goods or services for any of the Proposers selected for contract negotiations or for the awarded Proposer(s). Unless otherwise specified herein, deliveries and services will be required in quantities and at times as ordered during the period of the contract. Estimated quantities, if any, stated in this Solicitation are approximations only. City, in its sole discretion, may purchase any greater or lesser quantity. City may also make purchases of items awarded pursuant to this Solicitation from other suppliers when City determines, in its sole discretion, that it is in the best interest of the City to do so.

E. Cooperative Agreement

Any other City department, public entity or non-profit made up of multiple public entities, may use the results of this Solicitation to obtain some or all of the commodities or services to be provided by Proposer under the same terms and conditions of any contract awarded pursuant to this Solicitation.

F. Solicitation Schedule

The anticipated schedule for this Solicitation is set forth below. These dates are tentative and subject to change. It is the responsibility of the Proposer to check for any Addenda to this Solicitation or other published pertinent information.

Proposal Phase	Tentative Date
Request for Proposals Issued	May 23, 2023
Pre-Proposal Conference	May 31, 2023 at 10:00 AM (PST) Join on your computer or mobile app: Click here to join the meeting
Written Questions Due Date	June 2, 2023 at 5:00 PM (PST)
Proposal Due Date	June 22, 2023 at 5:00 PM (PST)
Notice of Intent to Award	July 13, 2023
Period for Protesting Notice of Intent to Award	Within three (3) business days of the City's issuance of a Notice of Intent to Award.
Pre-Proposal Conference Details	
The Pre-Proposal Conference will begin at the time specified. Proposers’ representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Proposal Conference shall not excuse the awarded	

Proposer from any obligations of a contract awarded pursuant to this Solicitation. Any change or addition to the requirements contained in this Solicitation as a result of the Pre-Proposal Conference will be executed by a written Addendum to this Solicitation. It is the responsibility of the Proposer to check for any Addendum to this Solicitation or other published pertinent information.

G. Contract Terms and Negotiations

The successful Proposer will be required to enter into a contract in the form attached hereto as Attachment 1, City's Contract Terms. **City's Contract Terms are not subject to negotiation.** However, Proposers may identify those contract terms to which they object as part of the questions they submit by the Questions Due Date. City shall evaluate all objections and determine what, if any changes, will be incorporated into City's Contract Terms prior to the Proposal Due Date. Any such changes will be made known to all Proposers through an Addendum to this Solicitation. Failure to timely execute City's Contract Terms, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in City's Contract Terms, shall be deemed an abandonment of the Proposal and City, in its sole discretion, may select another Proposer and proceed against the original selectee for damages.

II. SERVICES REQUESTED

A. Services Requested

This Solicitation is being issued by SF Environment. SF Environment is seeking highly qualified proposers with experience in toxics reduction, alternatives, and assessments. SF Environment is seeking to engage one multifaceted team that consists of multiple firms, including subcontractors, to provide as-needed research, technical and policy analysis, and program design and implementation assistance.

1. Toxics Reduction

- a. Assist the Toxics Reduction Program in the development and implementation of programs to protect the environment and the health and safety of the City and the private sector workers as well as the general public.
- b. Assist in the continued development and refinement of strategy and program elements to sustain and improve the effectiveness of existing programs, including, but not limited to:
 - i. Integrated Pest Management Program,
 - ii. Environmentally Preferable Purchasing Program,
 - iii. Toxic Chemical Reduction Program,
 - iv. Precautionary Principle Program, and
 - v. Green Business Program
- c. Conduct technical reviews of products, materials or chemicals.
- d. Perform surveys on the availability of environmentally preferable products and materials.
- e. Assist in the development of purchasing criteria and the identification and evaluation of less toxic products for use in City operations.

- f. Conduct formal or informal alternatives analyses for products, materials or chemicals.
- g. Perform policy research, analyze issues, and make recommendations regarding legislation and policy developments, and upon request draft legislation and policy, for all program areas under the purview of the Toxics Reduction Program.
- h. Conduct technical and training seminars to City staff, private sector, and the general public on specific topics related to toxics reduction and pollution prevention.
- i. Assist in the preparation of necessary documents and reports as required for program implementation.
- j. Assist in stakeholder engagement to promote and communicate program results and recommendations, and receive feedback from City staff and the general public as well as from other municipal, state, and federal agencies.
- k. Provide services with hourly rates commensurate with a range of skill levels.
- l. Provide training and facilitation services for both large and small working groups as well as public meetings.
- m. Perform other analyses, studies, reports and tasks as requested.

B. Reserved (Compliance Requirements Specific to the Goods/Services Solicited)

C. Green Purchasing Requirements

In preparation for any Proposal submitted in response to this Solicitation, Proposers are required to review the City [Mandatory Green Purchasing Requirements](#) to ensure all goods and services offered to City in response to this Solicitation comply with the City's Green Purchasing Requirements. In addition, Proposers are encouraged to refer to Attachment 1, City's Contract Terms, for additional details related to the Green Purchasing Requirements applicable to any contract awarded pursuant to this Solicitation.

D. Reserved (Alternates & Samples)

E. Reserved (Freight on Board and Shipping Costs)

III. LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM REQUIREMENTS

A. CMD Compliance Officer

The CMD Compliance Officer (CCO) for this Solicitation and any Contract awarded pursuant to this Solicitation is:

Selormey Dzikunu
 Contract Monitoring Division
 City and County of San Francisco
 Tel: 628-271-2094
 Email: selormey.dzikunu@sfdpw.org
 Website: www.sfgov.org/cmd.

B. Application of LBE Rating Bonuses

LBE Rating Bonuses shall be applicable to at each phase of the Solicitation evaluation and selection process, in accordance with the values shown below.

- 1. **Reserved (Commodities).**
- 2. **General and Professional Services**

Estimated Contract Value	Small/Micro LBEs Rating Bonus	SBA LBEs Rating Bonus
Greater than \$10,000 but less than or equal to \$400,000.	10%	0%
Greater than \$400,000 but less than or equal to \$10,000,000.	10%	5% <i>So long as it does not adversely affect a Small or Micro-LBE Proposer's participation or, for Professional Services, an JV Proposer's participation.</i>

3. Professional Services by Joint Ventures

Estimated Contract Value	Small/Micro LBE Subcontracting Level	Rating Bonus
Greater than \$10,000 but less than or equal to \$10,000,000.	Equals or exceeds 35%, but less than 40%	5%
	Equals or exceeds 40%, but less than 100%	7.5%
	100%	10%
If applying for an LBE rating discount as a Joint Venture (JV), the Micro and /or Small-LBE must be an active partner in the JV and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the Proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the JV. The portion of the Micro and/or Small-LBE JV's work shall be set forth in detail separately from the work to be performed by the non-LBE JV. The Micro and/or Small-LBE JV's portion of the contract must be assigned a commercially useful function.		

C. LBE Subcontracting Participation Requirements

There shall be no LBE Subcontracting Requirement for any Contract awarded pursuant to this Solicitation because the LBE Subcontracting Requirements were waived by the Contract Monitoring Division.

- D. Reserved (CMD LBE Forms).**
- E. Reserved (LBE Payment and Utilization Tracking)**

IV. PROPOSAL EVALUATION CRITERIA

Evaluation Phase	Maximum Points
Minimum Qualifications Documentation	Pass/Fail
Price Proposal	20 Points
Written Proposal	80 Points
TOTAL	100 Points

V. MINIMUM QUALIFICATIONS DOCUMENTATION REQUIRED WITH PROPOSAL (PASS/FAIL)

Proposers must provide documentation that clearly demonstrates each Minimum Qualification (MQ) listed below has been met. Minimum Qualification documentation should be clearly marked as “MQ1”, “MQ2”, etc. to indicate which MQ it supports. Each Proposal will be reviewed for initial determination on whether Proposer meets the MQs referenced in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.** The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

MQ #	Description
MQ 1	Organization’s Toxics Reduction Proposal addressing the elements noted in Section VI.
MQ 2	Completed Attachment 2, Proposer Questionnaire and References.
MQ 3	Completed Attachment 5, City’s Price Proposal Template

VI. WRITTEN PROPOSAL (80 POINTS)

In addition to submitting documents supporting each Minimum Qualification as required by this Solicitation, Proposers shall also submit a complete Proposal consisting of each item set forth below. *The content of all Proposals must consist of the information specified below, in the order outlined below.*

A. Proposal Content

Firms interested in responding to this RFP must submit the following information, in the order specified below:

1. Introduction and Executive Summary (up to 4 pages per scope of work type)

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

In the Executive Summary, provide a clear statement of the firm’s understanding of the nature and extent of the services required, and the team's overall approach in fulfilling the objectives and goals of the contract within CCSF’s required time frame, assignment of work within your firm’s work team, and a summary of your team’s key strengths. Introduce the subcontractors included on the consultant team, including size, scope and nature of services routinely provided which demonstrate the firms' qualifications to perform the work scope.

2. Qualifications (up to 4 pages per person or firm, including subcontractors)

- a. Provide information on your firm's and team members background and qualifications which addresses the following:
- b. Name, address, and telephone number of a contact person.
- c. A brief description of your firm, as well as how any joint venture or association would be structured.
- d. Describe relevant project experience that corresponds to the subsections of the Scope of Work (Section II). Please detail the work of two (2) projects similar in scope that have been completed by the proposed team, including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary and results. Descriptions should be limited to five (5) pages for each project. Projects may be included in more than one program area if they pertain. Where appropriate, briefly describe your approach to the work, including insights and issues associated with the program area, and/or sample tasks or deliverables. Include client, budget, schedule, and project summary. If joint consultants or subconsultants are proposed provide the above information for each.
- e. Provide a list identifying: (1) the project manager for each scope type, (2) each person on the project team, (3) the role each will play in the project, and (4) assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without SF Environment's prior approval.
- f. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary, addressing the subsections of the Scope of Work (Section II) and/or minimum qualifications indicated in Section V.

3. Two Past Project Examples (up to 5 pages for each)

Details related to two (2) past projects completed in the area of Toxics Reduction consultation and technical expertise. The project examples should include:

- a. Project name;
- b. Project scope summary;
- c. Dates when the project was performed;
- d. Project costs;
- e. Proposer's role and responsibilities in the project;
- f. Proposer's performance on delivering the project on schedule and on budget;
- g. Proposer staff members who worked on the project; and
- h. Client name, reference, and contact info.
- i. Goal or Desired Outcome

- j. Methodology Used
- k. Results or Recommendations

B. Selection Criteria (80 Points)

The written proposals will be evaluated by a selection committee comprised of parties with toxics reduction, pollution prevention, environmental health, and/or green purchasing experience. The City intends to evaluate the proposals based on the ability of the firm to meet the minimum qualifications of this RFP and the needs of the Department of the Environment using the criteria below.

1. **(65 points) Overall Experience.** History of work involving primary or major responsibilities in the appropriate areas from the list below:
 - Depth of staff experience in project areas (15 Points)
 - Complexity and success of comparable work projects (20 Points)
 - Experience with Toxics Reduction programs (20 Points)
 - Coordination of technical and operational data collection, analysis and reporting (10 Points)

2. **(15 points) Approach to project and understanding of goals.** Evaluated based on:

Proposer must describe their overall work approach to successfully deliver the services requested in this Solicitation by addressing each item listed below:

 - Approach for coordinating/managing all work activities, including coordination and communication with City staff, to meet project milestones and deliverable due dates. (5 Points)
 - Processes/measures for controlling cost and schedule, tracking delivery/performance, and maximizing quality (QA/QC). (5 Points)
 - Approach for monitoring expended labor hours and tracking various factors affecting task costs. Include description (frequency, days after timesheet submittal) of project manager's access to reports on staff labors hours and other cost items. (5 Points)

VII. PRICE PROPOSAL (20 Points)

A. Price Proposal Format and Allocation of Points

In addition to submitting documents supporting each Minimum Qualification as required by this Solicitation, Proposers shall also submit a complete Price Proposal consisting of each item set forth **Attachment 5, Price Proposal Template**. Include a completed Price Proposal Template with your Proposal, following all instructions set forth therein. The total points allocated to the Lowest Proposed Price shall be determined as follows:

(Lowest Average Hourly Rate / Proposer's Average Hourly Rate) x (20 Points).

B. Price Proposal Evaluation Period

The City will attempt to evaluate Price Proposals within sixty (60) days after receipt of Proposals. If City requires additional evaluation time, all Proposers will be notified in writing of the new expected award date.

C. Price Discrepancies

Where applicable, if there is a discrepancy between the Price Proposal and pricing entered by Proposer into the Supplier Portal, the Price Proposal pricing will prevail. In the event of a discrepancy between the unit price and the extended price, the unit price will prevail.

D. Reserved (Proposing on Separate Items or in Aggregate(s))

E. Application of Discounts for Evaluating Lowest Responsive Proposer

1. Application of LBE Bid Discount to Price Proposal

Where price is a factor in City’s evaluation process, Proposer’s price shall be reduced by an amount equal to the applicable LBE Bid Discounts. The discount shall be applied solely for the purpose of determining the lowest responsive Price Proposal and shall be in addition to any other discounts, preferences, or adjustments required by City law.

2. Application of Prompt Payment Discounts to Price Proposal

Prompt Payment discount (discount for prompt payment) will not be taken into consideration in determining the Lowest Responsive Proposal.

3. Reserved (Anticipated Local Tax Revenue Discount).

4. Sample Discount Calculation

Evaluations are performed on a pre-tax basis except in rare instances, where tax may be a factor (i.e. One vendor bundles the commodities and services in such a way that the entire amount must be taxed, while another vendor clearly separates commodities and services). Below is an example of how bid discounts and/or rating bonuses are applied to a Price Proposal for commodities and services.

ABC Firm Price Proposal Attributes • Is a Certified Micro LBE	Offered Price Proposal (Pre-Tax)	14B LBE Bid Discount (10%)	Evaluated Price when determining Lowest Responsive Proposed Price
Services	\$1,000	(\$100)	\$900
Total	\$1,000	(\$100)	\$900

VIII. RESERVED (ORAL INTERVIEWS)

IX. SUPPORTING DOCUMENTATION REQUIRED PRIOR TO CONTRACT EXECUTION

Proposers must provide each Required Supporting Documentation (“RSD”) identified below prior to Award. Failure to do so may result in the Proposal being deemed Non-Responsive.

RSD #1	Evidence that Proposer is 12B compliant or likely to become compliant within 30 calendar days of the Proposal Due Date.
RSD #2	Completed Proposal Attachments: <input type="checkbox"/> Attachment 6: HCAO and MCO Declaration Forms <input type="checkbox"/> Attachment 7: First Source Hiring Form

X. FAILURE TO PROVIDE INSURANCE AND/OR BONDS

Unless otherwise stated, within ten business days of the receipt of a notice of award of a Contract, the Proposer to whom the contract is awarded shall deliver the specified bond documents and/or insurance certificates and policy endorsements to City. If the Proposer fails or refuses to furnish the required bond and/or insurance within ten days after receiving notice to award a Contract, City may, at its option, determine that the Proposer has abandoned its Proposal. The foregoing in no way limits the damages which are recoverable by City whether or not defined elsewhere in the contract documents.

XI. CITY'S SOCIAL AND ECONOMIC POLICY REQUIREMENTS

The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City ("Social and Economic Policy Requirements"). These Social and Economic Policy Requirements can be found in Attachment 1, City's Contract Terms, which Proposers are encouraged to carefully review. The Social and Economic Policy Requirements set forth below are not intended to be a complete list of all Social Policy Requirements applicable to this Solicitation and any contracts awarded from it.

A. Proposers Unable to do Business with the City

1. Generally

Proposers that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into a contract with the City. Laws applicable to this Solicitation are set forth below and in Attachment 1, City's Contract Terms.

2. Contractor Vaccination Policy Attestation Form

Proposers must agree to comply with the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found here: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>. If Proposer is unable to comply with this Policy, it will be deemed non-responsive unless a City is able to secure a waiver on Proposer's behalf. *Refer to Attachment 1, City's Contract Terms for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

3. Administrative Code Chapter 12B

A Proposer selected pursuant to this Solicitation may not, during the term of the Contract, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code *Refer to Attachment 1, City's Contract Terms for additional details related to the application of this Ordinance to a contract awarded pursuant to this Solicitation.*

- B. Reserved (Payment of Prevailing Wages)**
- C. Health Care Accountability Ordinance**

Where applicable, a Proposer selected pursuant to this Solicitation shall comply with the requirements of Chapter 12Q. For each covered employee who is not subject to Prevailing Wage, an awarded Proposer shall provide the appropriate health benefit set forth in Section 12Q.3 of the Health Care Accountability Ordinance (HCAO). If a Proposer selected pursuant to this Solicitation chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of the Chapter 12Q and the Health Commission’s minimum standards are available at <http://sfgov.org/olse/hcao>. Any Subcontract entered into by Proposer shall also be required to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this section. *Refer to Attachment 1, City’s Contract Terms for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

D. Minimum Compensation Ordinance

Where applicable, a Proposer selected pursuant to this Solicitation shall comply with Administrative Code Chapter 12P. A Proposer selected pursuant to this Solicitation shall pay covered employees who are not subject to Prevailing Wage no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. A Proposer selected pursuant to this Solicitation is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco> *Refer to Attachment 1, City’s Contract Terms for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

E. First Source Hiring Program

A Proposer selected pursuant to this Solicitation shall comply with all of the applicable provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code. *Refer to Attachment 1, City’s Contract Terms for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

F. Reserved (Sweatfree Procurement)

G. Other Social Policy Provisions

Attachment 1, City’s Contract Terms, identifies the City’s applicable social policy provisions related to a contract awarded pursuant to this Solicitation. Proposers are encouraged to carefully review these terms and ensure they are able to comply with them.

XII. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

A. How to Register as a City Supplier

The following requirements pertain only to Proposers not currently registered with the City as a Supplier.

Step 1: Register as a BIDDER at City’s Supplier Portal:

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

Step 2: Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector’s Office and submit Chapter 12B and 12C forms through the Supplier portal. Once these forms have been completed, submitted, and processed, you

will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
- **Chapter 12(B) and 12(C) Inquiries:** For questions concerning the City's Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: www.sfgov.org/cmd.

B. Proposal Questions and Submissions

1. Proposer Questions and Requests for Clarification

Proposers shall address any questions regarding this Solicitation to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation. Proposers who fail to submit questions concerning this Solicitation and its requirements will waive all further rights to protest based on the specifications and conditions herein. **Questions must be submitted by email to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation no later than Written Questions Due Date.** A written Addendum will be executed addressing each question and answer and posted publicly. It is the responsibility of the Proposer to check for any Addenda and other updates that will be posted on the City's Supplier Portal: <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>.

2. Proposal Format

Proposals must be created using a word processing software (e.g. Microsoft Word or Excel) and typed in a serif font (e.g.-Times New Roman). The document must have page margins of at least .5" on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Proposal.

3. Time and Place for Submission of Proposals

Prior to the Proposal submission deadline, Proposers should try upload their complete Proposals into the City's Supplier Portal: <https://sfcitypartner.sfgov.org/pages/index.aspx>. Late submissions will not be considered. Each original Proposal received will be screened to ensure that all content required by this Solicitation is included. Partial or complete omission of any required content may disqualify Proposals from further consideration. Late Proposal submissions will not be considered and failure to adhere to the above requirements may result in the complete rejection of your Proposal.

Proposers are encouraged to upload their Proposals to the SF Supplier Portal as early as possible to address any technical issues that may arise during the submission process. In the event a Proposer is unable to upload its complete Proposal into the SF Supplier Portal, Proposer must email its Proposal to the Contract Administrator (david.kashani@sfgov.org) whose name and contact information appears on the cover page of this Solicitation prior to the Proposal submission deadline and request confirmation of receipt.

C. Proposal Addenda

The City may modify this Solicitation, prior to the Proposal Due Date, by issuing an Addendum to the Solicitation, which will be posted on the San Francisco Supplier Portal. Every Addendum will create a new version of the Sourcing Event and Proposers must monitor the event

for new versions. **The Proposer shall be responsible for ensuring that its Proposal reflects any and all Addenda issued by the City prior to the Proposal Due Date regardless of when the Proposal is submitted.** Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal Due Date, to determine if the Proposer has downloaded all Solicitation Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject Solicitation.

THE SUBMITTAL OF A RESPONSE TO THIS SOLICITATION SHALL EXPLICITLY STIPULATE ACCEPTANCE BY PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED CONTRACT TERMS.

D. Public Disclosure

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit.

If the City receives a Public Records Request ("Request") pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure ("Response Date"). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production ("Withholding Directive"), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

E. Limitation on Communications During Solicitation

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer's control, shall communicate solely with the Contract Administrator whose name appears in this Solicitation. Any attempt to communicate with any party other than the Contract Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

F. Proposal Selection Shall not Imply Acceptance

The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further approvals before the City may be legally bound thereby.

G. Cybersecurity Risk Assessment

As part of City's evaluation process, City may engage in Cybersecurity Risk Assessment (CRA). CRA may be performed for each entity manufacturing the product, performing technical functions related to the product's performance, and/or accessing City's networks and systems. Where a prime contractor or reseller plays an active role in each of these activities, CRA may also be required for the prime contractor or reseller.

To conduct a CRA, City may collect as part of this Solicitation process one of the following two reports:

- **SOC-2 Type 2 Report:** Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy; or
- **City's Cyber Risk Assessment Questionnaire:** Proposer's responses to a City's Cyber Risk Assessment Questionnaire.

The above reports may be requested at such time City has selected or is considering a potential Proposer. The reports will be evaluated by the soliciting Department and the City's Department of Technology to identify existing or potential cyber risks to City. Should such risks be identified, City may shall afford a potential Proposer an opportunity to cure such risk within a period of time deemed reasonable to City. Such remediation and continuing compliance shall be subject to City's on-going review and audit through industry-standard methodologies, including but not limited to: on-site visits, review of the entities' cybersecurity program, penetration testing, and/or code reviews.

H. Solicitation Errors and Omissions

Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the City, in writing and to the Solicitation contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.

I. Objections to Solicitation Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this Solicitation, the Proposer must, no later than the deadline for questions, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

J. Protest Procedures

1. Protest of Non-Responsiveness Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsiveness. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

2. Protest of Non-Responsible Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsibility, a Proposer may submit a written Notice of Protest of Non-Responsibility. The Notice of Protest must

include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

3. Protest of Contract Award

Within three (3) business days of the City's issuance of a Notice of Intent to Award, a Proposer may submit a written Notice of Protest of Contract Award. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

4. Delivery of Protests

A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest must be delivered by mail or email to the Contract Administrator whose name and contact information appears on the cover page to this Solicitation and received by the due dates stated above. A Notice of Protest shall be transmitted by a means that will objectively establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein.

K. Proposal Term

Submission of a Proposal signifies that the proposed products, services and prices are valid for 180 calendar days from the Proposal Due Date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the Proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations.

L. Revision to Proposal

A Proposer may revise a Proposal on the Proposer's own initiative at any time before the deadline for submission of Proposals. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before, but no later than the Proposal Due Date and time. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal Due Date for any Proposer. At any time during the Proposal evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.

M. Proposal Errors and Omissions

Failure by the City to object to an error, omission, or deviation in the Proposal will in no way modify the Solicitation or excuse the Proposer from full compliance with the specifications of this Solicitation or any contract awarded pursuant to this Solicitation.

N. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this Solicitation. Proposers acknowledge and agree that their submissions in response to this Solicitation will become the property of the City and may be used by the City in any way deemed appropriate.

O. Proposer’s Obligations under the Campaign Reform Ordinance

If a contract awarded pursuant to this Solicitation has (A) a value of \$100,000 or more in a fiscal year and (B) requires the approval of an elected City official, Proposers are hereby advised:

1. Submission of a Proposal in response to this Solicitation may subject the Proposers to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City contractors, Proposers, and their affiliates from making political contributions to certain City elective officers and candidates; and
2. Before submitting a Proposal in response to this Solicitation, Proposers are required to notify their affiliates and subcontractors listed in the awarded contract or Proposal of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.

This restriction applies to the party seeking the contract, the party’s board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated and no contract is awarded; or (2) twelve months have elapsed since the award of the contract.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at [415-252-3100](tel:415-252-3100) or go to <https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>.

P. Reservations of Rights by the City

The issuance of this Solicitation does not constitute a guarantee by the City that a contract will be awarded or executed by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
2. Reject any or all Proposals;
3. Reissue the Solicitation;
4. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this Solicitation, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
6. Determine that the subject goods or services are no longer necessary.

Q. No Waiver

No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.

R. Other

1. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:

- a. Any condition set forth in this Solicitation;
- b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
- c. Delivery time(s).

2. City reserves the right to inspect an awarded Proposer's place of business prior to award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.

3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.

4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.

5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT

Dept. Code: ENV

Type of Request: Initial Modification of an existing PSC (PSC # 41033 - 16/17)

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

Type of Service: Toxics Reduction Technical Consulting

Funding Source: Solid Waste Impound Account

PSC Original Approved Amount: \$450,000 PSC Original Approved Duration: 09/01/17 - 08/31/25 (8 years 1 day)

PSC Mod#1 Amount: \$150,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$600,000 PSC Cumulative Duration Proposed: 8 years 1 day

1. Description of Work

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

Contractor will provide professional technical assistance for program development and implementation of projects and programs in the Toxics Reduction Program Contractor will provide technical assistance in any or all of the following issue areas, which may include but are not limited to: Integrated Pest Management; Environmentally Preferable Purchasing; Precautionary Principle Toxic Chemical Reduction; Hazardous Waste; Product Stewardship; Green Business; and Used Motor Oil Recycling. Contractor may perform technical research, conduct technical and/or laboratory analyses, and/or make recommendations regarding program development, strategy, legislation, and policy as well as assist with technical training for City staff and stakeholder engagement on topics related to toxics reduction, pollution prevention, and hazardous waste management.

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

This service is necessary because the Department of the Environment is charged with the responsibility to develop and implement programs that protect the health and safety of City residents, visitors, workers, and the environment. It is critical that these programs be based on the most up-to-date science and relevant data to ensure credibility with target audiences and to ensure that reductions in toxicity and exposure are achieved by the City's actions. Please see Addendum #1 for complete explanation.

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.

Only through 42629 - 20/21

D. Will the contract(s) be renewed?

Possibly, if the program still needs the service.

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:

No PSC extension required from the previously approved time period. We are increasing the contract by an amount related to an additional year of services needed.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

As noted before, the issues in toxics reduction and hazardous waste are myriad and ever-evolving. They often require specialized expertise to identify safer alternatives, management techniques, and training for a short-term project. The breadth and depth of knowledge necessary to provide this service requires a contractor who can access resources and information as quickly as possible to provide effective toxics reduction and hazardous waste management for the City. Due to the multi-disciplinary activities and complexities of the work to be performed under this contract, the contractor must be able to assemble a multidisciplinary team of experts to provide the necessary technical assistance for short and intensive periods of time.

B. Reason for the request for modification:

The department is extending the Toxics Reduction contract for 12 months under Sec 21.24 and increasing the contract by the original annualized amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Please see Addendum #1 for specific skills/expertise required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5638, Environmental Assistant; 5640, Environmental Spec; 5642, Sr. Environmental Spec;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, from time to time, the Contractor will access research databases and peer-reviewed journals to which the City does not have access.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

No Civil Service position exists or possesses the breadth of expertise or skills to perform these duties. Due to the broad range of activities and complexities of the work to be performed under this contract, contractors must assemble a multi-disciplinary team to provide the necessary technical expertise for short and intensive periods of time. As program needs evolve with consumer trends, so too must the expertise needed in the contracted team.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because of the broad nature of the skills needed to perform this work. In addition, new products, and procedures of concern to the environment are continually being discovered, so a flexible team of consultants is imperative to supply the City with the latest information in each new subject area.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Please see Addendum #1 for possible training details.

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.

Same contractor as original PSC, time extension

7. **Union Notification:** On 10/14/22, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

Name: David Kashani Phone: 415-355-3704 Email: david.kashani@sfgov.org

Address: Dept of the Environment, 1455 Market St, #1200, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41033 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/25/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT -- ENV

Dept. Code: ENV

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

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

Type of Service: Toxics Reduction Technical Consulting

Funding Source: Solid Waste Impound Account

PSC Amount: \$450,000

PSC Est. Start Date: 09/01/2017

PSC Est. End Date 08/31/2025

1. Description of Work

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

Contractor will provide professional technical assistance for program development and implementation of projects and programs in the Toxics Reduction Program Contractor will provide technical assistance in any or all of the following issue areas, which may include but are not limited to: Integrated Pest Management; Environmentally Preferable Purchasing; Precautionary Principle Toxic Chemical Reduction; Hazardous Waste; Product Stewardship; Green Business; and Used Motor Oil Recycling. Contractor may perform technical research, conduct technical and/or laboratory analyses, and/or make recommendations regarding program development, strategy, legislation, and policy as well as assist with technical training for City staff and stakeholder engagement on topics related to toxics reduction, pollution prevention, and hazardous waste management.

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

This service is necessary because the Department of the Environment is charged with the responsibility to develop and implement programs that protect the health and safety of City residents, visitors, workers, and the environment. It is critical that these programs be based on the most up-to-date science and relevant data to ensure credibility with target audiences and to ensure that reductions in toxicity and exposure are achieved by the City's actions. Please see Addendum #1 for complete explanation.

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 were provided mostly recently under PSC 4109-07/08, approved 3/17/08 and 2/15/14.

D. Will the contract(s) be renewed?

Possibly, if the program still needs the service.

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

The Department expects that the need for these services will continue into the foreseeable future, especially as consumer trends continue to evolve and the technological sector advances. It is critical that the Department have current, up-to-date technical assistance available to ensure the use of effective methodologies and informed decision-making in the operation of toxics reduction programs. Specialized knowledge and innovative approaches in addressing new generations of toxics will aid San Francisco in meeting its goal of zero waste.

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:

As noted before, the issues in toxics reduction and hazardous waste are myriad and ever-evolving. They often require specialized expertise to identify safer alternatives, management techniques, and training for a short-term project. The breadth and depth of knowledge necessary to provide this service requires a contractor who can access resources and information as quickly as possible to provide effective toxics reduction and hazardous waste management for the City. Due to the multi-disciplinary activities and complexities of the work to be performed under this contract, the contractor must be able to assemble a multidisciplinary team of experts to provide the necessary technical assistance for short and intensive periods of time.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Please see Addendum #1 for specific skills/expertise required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5638, Environmental Assistant; 5640, Environmental Spec; 5642, Sr. Environmental Spec;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes, from time to time, the Contractor will access research databases and peer-reviewed journals to which the City does not have access.

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

No single Civil Service position exists or possesses the breadth of scientific expertise or skills that the Toxics Reduction Program may need at any given time. When a project is narrow, we can and do consult with individuals who are City staff that may have specific experience or expertise on that subject. However, our projects are mostly intensive for short periods of time, and often require multidisciplinary expertise; these latter situations require a contractor that can assemble a multidisciplinary team.

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

A. Explain why civil service classes are not applicable.

No Civil Service position exists or possesses the breadth of expertise or skills to perform these duties. Due to the broad range of activities and complexities of the work to be performed under this contract, contractors must assemble a multi-disciplinary team to provide the necessary technical expertise for short and intensive periods of time. As program needs evolve with consumer trends, so too must the expertise needed in the contracted team.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because of the broad nature of the skills needed to perform this work. In addition, new products, and procedures of concern to the environment are continually being discovered, so a flexible team of consultants is imperative to supply the City with the latest information in each new subject area.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. Please see Addendum #1 for possible training details.

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

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

7. Union Notification: On 06/26/2017, 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: Victoria Chan Phone: 415-355-3704 Email: victoria.w.chan@sfgov.org

Address: Dept of the Environment, 1455 Market St, #1200 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41033 - 16/17

DHR Analysis/Recommendation:

action date: 08/21/2017

Commission Approval Required

Approved by Civil Service Commission with conditions

08/21/2017 DHR Approved for 08/21/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD

Dept. Code: HRD

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

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

Type of Service: Test Materials and Scoring Services

Funding Source: General Fund

PSC Amount: \$250,000

PSC Est. Start Date: 07/01/2023

PSC Est. End Date 06/30/2029

1. Description of Work

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

Provide valid test materials. Contractor will score candidate responses to the test.

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

This service is necessary to assess emotional intelligence, tendency toward bias and inappropriate use of force, and other 'public-safety-essential' characteristics. If denied, the City's effort to screen for emotional intelligence, bias, and tendency toward inappropriate use of force will be compromised.

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 49946 - 20/21

D. Will the contract(s) be renewed?

To be determined.

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

Duration to account for the time to process a contract, unexpected delays, and for the contract duration.

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:

Contractor must have a validated test for measuring emotional intelligence in a custody environment, and must have expert experience in psychometrics and statistical analysis, and experience providing depositions and testifying as an expert witness in State and Federal courts in defense of the test materials.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have expert experience in psychometrics and statistical analysis, and experience providing depositions and testifying as an expert witness in State and Federal courts in defense of the test materials.

B. Which, if any, civil service class(es) normally perform(s) this work? 1241, Personnel Analyst; 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst; 0931, Manager III; 1241, Human Resources Analyst; 1244, Senior Human Resources Analyst; 1246, Principal Human Resources Analyst;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because staff do not have the credentials to provide expert testimony in court. Also, the vendor will be providing proprietary materials.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class because human resource analysts perform the majority of tasks related to development and administration of the selection process.

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 will be no formalized training. However, there will be a transfer of knowledge with regard to current best practices through working with the consultant.

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

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

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

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

7. Union Notification: On 06/20/2023, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Mike Cotter Phone: 415-557-4912 Email: Mike.Cotter@sfgov.org

Address: 1 South Van Ness Ave., 4fl San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40468 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 08/21/2023

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of Mike.Cotter@sfgov.org
Sent: Tuesday, June 20, 2023 1:18 PM
To: Cotter, Mike (HRD); amakayan@ifpte21.org; andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Choi, Suzanne (HRD); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40468 - 22/23

RECEIPT for Union Notification for PSC 40468 - 22/23 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 40468 - 22/23 for \$250,000 for Initial Request services for the period 07/01/2023 – 06/30/2029. 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/20663> 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: HUMAN RESOURCES

Dept. Code: HRD

Type of Request: Initial Modification of an existing PSC (PSC # 49946 - 20/21)

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

Type of Service: Test Materials and Scoring Services

Funding Source: General Fund

PSC Original Approved Amount: \$150,000 PSC Original Approved Duration: 05/01/21 - 12/31/24 (3 years 35 weeks)

PSC Mod#1 Amount: \$50,000 PSC Mod#1 Duration: 07/01/21-12/31/25 (1 year)

PSC Cumulative Amount Proposed: \$200,000 PSC Cumulative Duration Proposed: 4 years 35 weeks

1. Description of Work

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

Provide valid test materials. Contractor will score candidate responses to the test.

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

This service is necessary to assess emotional intelligence, tendency toward bias and inappropriate use of force, and other

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 49946 - 20/21

D. Will the contract(s) be renewed?

To be determined.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Contractor must have a validated test for measuring emotional intelligence in a custody environment, and must have expert experience in psychometrics and statistical analysis, and experience providing depositions and testifying as an expert witness in State and Federal courts in defense of the test materials.

B. Reason for the request for modification:

To add more fund and duration

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have a validated test for measuring emotional intelligence in a custody environment, and must have expert experience in psychometrics and statistical analysis, and experience providing depositions and testifying as an expert witness in State and Federal courts in defense of the test materials.

B. Which, if any, civil service class(es) normally perform(s) this work? 1241, Personnel Analyst; 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst; 0931, Manager III; 1241, Human Resources Analyst; 1244, Senior Human Resources Analyst; 1246, Principal Human Resources Analyst;

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

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because staff do not have the credentials to provide expert testimony in court. Also, the vendor will be providing proprietary materials.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt a new civil service class because human resource analysts perform the majority of tasks related to development and administration of the selection process.

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.
There will be no formalized training. However, there will be a transfer of knowledge with regard to current best practices through working with the consultant.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 07/21/21, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; Management & Superv Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49946 - 20/21

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/30/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD

Dept. Code: HRD

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

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

Type of Service: Test Materials and Scoring Services

Funding Source: General Fund

PSC Duration: 3 years 35 weeks

PSC Amount: \$150,000

1. Description of Work

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

Provide valid test materials. Contractor will score candidate responses to the test.

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

This service is necessary to assess emotional intelligence, tendency toward bias and inappropriate use of force, and other "public-safety-essential" characteristics. If denied, the City's effort to screen for emotional intelligence, bias, and tendency toward inappropriate use of force will be compromised.

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

Yes

D. Will the contract(s) be renewed?

To be determined.

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:

Contractor must have a validated test for measuring emotional intelligence in a custody environment, and must have expert experience in psychometrics and statistical analysis, and experience providing depositions and testifying as an expert witness in State and Federal courts in defense of the test materials.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have a validated test for measuring emotional intelligence in a custody environment, and must have expert experience in psychometrics and statistical analysis, and experience providing depositions and testifying as an expert witness in State and Federal courts in defense of the test materials.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1241, Personnel Analyst; 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst; 0931, Manager III; 1241, Human Resources Analyst; 1244, Senior Human Resources Analyst; 1246, Principal Human Resources Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because staff do not have the credentials to provide expert testimony in court. Also, the vendor will be providing proprietary materials.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class because human resource analysts perform the majority of tasks related to development and administration of the selection process.

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

7. Union Notification: On 04/06/2021, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49946 - 20/21

DHR Analysis/Recommendation:

action date: 07/19/2021

Commission Approval Required

Approved by Civil Service Commission

07/19/2021 DHR Approved for 07/19/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD

Dept. Code: HRD

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

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

Type of Service: Maintenance, Support, Hosting, Manage, Train, & Improvement for Workers' Comp Claims Software

Funding Source: Workers' Compensation work order funds

PSC Amount: \$3,450,000

PSC Est. Start Date: 09/16/2024

PSC Est. End Date 09/15/2029

1. Description of Work

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

Contractor will provide maintenance and support services; data hosting services; electronic data interchange development services; training, consulting, and software system improvements to the Workers' Compensation Division's (WCD) web-based claims management system.

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

WCD's web-based claims management system is crucial for administering workers' compensation claims in compliance with City, State, and Federal laws, codes, and requirements. It is necessary to periodically update the claims management software—which is a proprietary product for which the City has no access to the source code—to prevent it from becoming obsolete and losing manufacturer support. The Department of Human Resources (DHR) relies on this service to manage workers' compensation claims on behalf of citywide departments while adhering to the requirements of the California Labor Code. If the requested PSC is denied, the City would be unable to furnish a compliant, professional claims management system, which would place the City's self-administered claims operation, operated by City employees, at risk of closure.

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 46925 - 18/19

D. Will the contract(s) be renewed?

Possible depending on the need of the service.

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

This PSC request is for a five-year 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.

B. Explain the qualifying circumstances:

The software is proprietary software.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have computer and information systems personnel who have knowledge of California workers' compensation laws, claims handling practices, legal requirements for self-insured and self-administered public agencies and employers, risk management information system operations, financial system operations including complex payment disbursement programs, database

reporting systems, state and national workers' compensation data coding standards, and familiarity with City and departmental requirements for customized reports and services.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior; 1071, IS Manager;

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

There are civil service classes that can do the scope of work. However the City does not have access to the source code to the proprietary software programs and the necessary documentation and training material to perform the work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, there are already Civil Service Classes. The software is proprietary, and only the Contractor has the expertise and knowledge required to provide the upgrade and implementation services as well as the software maintenance and support 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 contractor will provide training to front-end users who interact with the software, for example, to enter, modify, or retrieve claim-related information, as well as to back-end system administrators to perform a limited set of daily software administration duties.

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

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

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

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

7. Union Notification: On 06/20/2023, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Mike Cotter Phone: 415-557-4912 Email: Mike.Cotter@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44096 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2023

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of Mike.Cotter@sfgov.org
Sent: Tuesday, June 20, 2023 11:29 AM
To: Cotter, Mike (HRD); Laxamana, Junko (DBI); amakayan@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Choi, Suzanne (HRD); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44096 - 22/23

RECEIPT for Union Notification for PSC 44096 - 22/23 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 44096 - 22/23 for \$3,450,000 for Initial Request services for the period 09/16/2024 – 09/15/2029. 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/20660> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Choi, Suzanne (HRD)

From: Choi, Suzanne (HRD)
Sent: Tuesday, June 20, 2023 11:42 AM
To: christina@sfmea.com; 'andrea@sfmea.com'; staff@sfmea.com; 'Criss@SFMEA.com'
Cc: DHR-PSCCoordinator, DHR (HRD); Brusaca, Christina
Subject: Receipt of Notice for new PCS over \$100K PSC # 44096 - 22/23

RECEIPT for Union Notification for PSC 44096 - 22/23 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 44096 - 22/23 for \$3,450,000 for Initial Request services for the period 09/16/2024 – 09/15/2029. 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/20660> 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: HUMAN RESOURCES

Dept. Code: HRD

Type of Request: Initial Modification of an existing PSC (PSC # 46925 - 18/19)

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

Type of Service: Maintenance, Support, Hosting, Manage, Train, & Improvement for Workers' Comp Claims Software

Funding Source: Workers' Compensation Admin Budget

PSC Original Approved Amount: \$1,300,000 PSC Original Approved Duration: 09/01/19 - 06/30/23 (3 years 43 weeks)

PSC Mod#1 Amount: \$650,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$1,011,000 PSC Mod#2 Duration: 07/01/23-09/13/24 (1 year 10 weeks)

PSC Cumulative Amount Proposed: \$2,961,000 PSC Cumulative Duration Proposed: 5 years 2 weeks

1. Description of Work

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

Contractor will provide maintenance, support services, development for new interfaces, training, and software hosting, and software system improvement to the Workers' Compensation Division's (WCD) Claims management web-based platform.

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

WCD's claims management web-based platform must be current with City, State, & Federal requirements in order to provide workers' compensation claims services. The claims management software, a proprietary product for which the City does not have access to the source code, must be updated & supplied to avoid obsolescence & discontinuance of manufacturer support. DHR needs this service in order to electronically adjust workers' compensation claims in a timely and efficient manner, and comply with requirements under the California Labor Code. This PSC will allow the department to implement enhanced data reporting for citywide departments. Denial of this PSC will severely impact the City's ability to meet benefit requirements of the CA Labor Code (Please see attachment).

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 46925 - 18/19

D. Will the contract(s) be renewed?

Possible depending on the need of the service.

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:

DHR is planning an amendment for an additional 2 years of service.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The software is proprietary software.

B. Reason for the request for modification:

To add time and money.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have computer and information systems personnel who have knowledge of California workers' compensation laws, claims handling systems & practices, legal requirements

for self-insured & self-administered public agencies & employers, risk management information system operations, financial system programming and enablement of complex payment disbursement and reconciliation functions, and familiarity with City and departmental requirements for customized reports and services.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior; 1071, IS Manager;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will host the claims management 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.
There are civil service classes that can do the scope of work. However the City does not have access to the source code to the proprietary software programs and the necessary documentation and training material to perform the work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, there are already Civil Service Classes. The software is proprietary, and only the Contractor has the expertise and knowledge required to provide the upgrade and implementation services as well as the software maintenance and support 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.
The contractor will provide training to front-end users who interact with the software, for example, to enter, modify, or retrieve claim-related information, as well as to back-end system administrators to perform a limited set of daily software administration duties.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 07/13/22, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; Management & Superv Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46925 - 18/19

DHR Analysis/Recommendation:

08/15/2022

Commission Approval Required

Approved by Civil Service Commission

08/15/2022 DHR Approved for 08/15/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Contract for Bicycle Education Program

Funding Source: Local Funds

PSC Duration: 4 years 51 weeks

PSC Amount: \$4,000,000

1. Description of Work

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

The request for proposals is being developed.

Four-year with one-year optional extension contract with a consultant firm experienced in communications, marketing, and public outreach, with specialized bicycle training knowledge for children, young people, and adults. This supports SFMTA's healthy transportation options policy and safety on San Francisco streets.

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

The San Francisco Municipal Transportation Agency (SFMTA) requires assistance to deliver communications, specialized education, and public outreach to support public safety, including the city-supported Vision Zero program. The services needed and to be provided by this contract include specialized skills such as equipment problem troubleshooting, physical machinery operation, knowing which skill sets are appropriate for different ages, the ability to coach participants in culturally appropriate manners, message development, creative design, public outreach, and media purchasing. This work requires intermittent peaks in staff time demand which the SFMTA is not able to appropriately staff, nor do our staff have the appropriate resources or expertise to perform this work. As-needed contracts with various qualified consultants and sub-consultants, allow the SFMTA to utilize unique skill sets to help plan and deliver communications, education, and public outreach services that incorporate best practices and are culturally competent within stakeholder communities and the public at large. If denied, SFMTA will be unable to deliver critical projects to move toward our strategic plan goal of bicycle safety to encourage bicycle riding and reduce travel by single-passenger occupied vehicles. Those vehicles will continue to create gridlock within the city and delay the City's economic recovery, as well as increase fatalities on our streets if bicycle riders do not have the skills and confidence to ride safely.

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 to PSC 40929 18/19 approved by CSC on 11/05/2018

D. Will the contract(s) be renewed?

No, when the contract ends, a new request for proposal (RFP) will seek broader and more varied services from new applicants.

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

2. Reason(s) for the Request

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

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- 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:

Specialized services are required on an as-needed, intermittent, or periodic basis to address the need for Vision Zero marking, communication, and outreach within San Francisco, and there is no secure future funding to support creating additional staff positions.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contracted staff must have a broad base of experience in communications, marketing, and public outreach related to Vision Zero and other SFMTA transportation safety projects, as well as knowledge of behavior change approaches. The contractor must be able to provide a wide range of bicycle safety, riding education, and community outreach programs to encourage more San Francisco residents to bicycle safely. A winning program is expected to include a mix of activities, classes, outreach, and events, and have specific goals for participation, education, and communication.

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

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

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

This work will be coordinated and supervised by a team of existing staff; but these additional services require more specific and extensive expertise, as well as flexible staffing levels and availability that are not available with our existing resources.

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

A. Explain why civil service classes are not applicable.

This work will be overseen by a team of existing staff in these classifications; but these services require more specific and extensive expertise, as well as flexible staffing levels and availability that are not available through the agency's existing resources.

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 nature of the work is intermittent, part-time.

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 planned for city 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 05/17/2023, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41579 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2023

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Wednesday, May 17, 2023 10:01 PM
To: Nuque, Amy; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferlocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; najuwanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; Pete Wilson - Union 250A VP; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 41579 - 22/23

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

RECEIPT for Union Notification for PSC 41579 - 22/23 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41579 - 22/23 for \$4,000,000 for Initial Request services for the period 04/15/2024 – 04/10/2029. 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/20361> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

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

Type of Service: Provide in-school bicycle safety education

Funding Source: Local Sales Tax PSC Duration: 5 years
PSC Amount: \$490,000 PSC Est. Start Date: 01/01/2019 PSC Est. End Date: 12/31/2023

1. Description of Work

A. Scope of Work:

Conduct broad bicycle education and outreach and provide free bicycle education courses.

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

San Francisco has prioritized Vision Zero, a policy that aims to eliminate roadway fatalities by 2024. San Francisco also has a goal of reaching 20% of all trips by bicycle by 2020. With these goals in mind, it is critical that we provide bicycle education and bicycle information to San Francisco residents. Denial of this request will result in fewer San Francisco residents having the opportunity to learn vital bicycle skills.

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. Previously provided through contract via PSC #: 46637-15/16

D. Will the contract(s) be renewed? No. The contract has the option of extension for up to but not exceeding 5

2. Union Notification: On 09/08/2018, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40929 - 18/19

DHR Analysis/Recommendation:

11/05/2018

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 11/05/2018

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Experience developing and implementing bicycle education courses for a variety of levels of bicycle skill and in a range of languages other than English. Skills required also include working with children for some classes as well as conducting general outreach at events throughout the city.

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

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

Yes. Contractor shall be responsible for organizing space for bicycle safety classes and for providing equipment as needed for bicycle trainings including bicycles and helmets.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

While 1232 Training officer is the closest classification, this request is for very specific services requiring specific knowledge and skill related to bicycle outreach and education.

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

No. Due to the intermittent nature of this work, involving classes and outreach events only a few times a month, it would not be practical to adopt a new civil service class to perform this work.

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?
No training of CCSF employees is included in the request for proposal. | <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 10/10/2018 BY:

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

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

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: Border Analysis of SFPD District Stations

Funding Source: General Fund

PSC Duration: 1 year

PSC Amount: \$350,000

1. Description of Work

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

Coordinate, facilitate, and execute the Boundary analysis of existing SFPD District Stations against current quantitative and qualitative factors as well as input from Working Groups and community members.

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

The Board of Supervisors requires a Boundary analysis of the SFPD Police Districts to occur every 10 years (SF Admin Code Sec 2A.86). This analysis requires an external qualified consultant. Without this consultant, the SFPD will be unable to meet this legislatively mandated requirement.

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

This service has been completed twice in the past with CSC approval for an external contractor.

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 analysis only needs to be completed once every ten years.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in providing law enforcement agency redistricting analytical services Workload Analysis expertise Police Management Consulting expertise

B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5283, Planner 5;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. An Interactive Redistricting Model and GIS Mapping Tool will be used to perform the scope of work.

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

Current City resources and civil service classifications do not possess the required expertise in providing law enforcement agency redistricting analytical services

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

- A. Explain why civil service classes are not applicable.
Current civil service classifications do not possess the required expertise in providing law enforcement agency redistricting analytical 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. This analysis only needs to be conducted once every ten years

6. Additional Information

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

7. Union Notification: On 06/02/2023, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, 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: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

Address: 1245 3rd St, 6th Fl San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49500 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of vincent.lee@sfgov.org
To: [Lee, Vincent \(POL\); Laxamana, Junko \(DBI\); ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Lee, Vincent \(POL\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lee.Vincent(POL);Laxamana.Junko(DBI);ewallace@ifpte21.org;ecassidy@ifpte21.com;WendyWong26@yahoo.com;wendywong26@yahoo.com;tmathews@ifpte21.org;kschumacher@ifpte21.org;kpage@ifpte21.org;eerbach@ifpte21.org;l21pscreview@ifpte21.org;Lee.Vincent(POL);DHR-PSCCoordinator,DHR(HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49500 - 22/23
Date: Friday, June 2, 2023 2:29:43 PM

RECEIPT for Union Notification for PSC 49500 - 22/23 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 49500 - 22/23 for \$350,000 for Initial Request services for the period 01/01/2024 – 12/31/2024. 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/20461> 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: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Organizational and Development Services and Coaching on Racial Equity

Funding Source: Port Operating Budget

PSC Duration: 2 years 1 day

PSC Amount: \$199,000

1. Description of Work

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

The contractor will develop and perform trainings on racial equity to Port staff groups of various sizes. Contractor will providing leadership coaching on an individual and group basis to specific groups of individuals. Contractor will provide an assessment and provide organizational development support in small group sessions. And contractor will issue a final report.

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

This is part of the Racial Equity Action Plan of the Port. We do not have this resource in-house.

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.

A similar service was provided by contractor, this was approved by PSC 31615 - 21/22.

D. Will the contract(s) be renewed?

There is not the expectation that the contract will be renewed.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

These are intermittent trainings and coaching sessions. Some of which will be recorded and maintained for future use.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have extensive experience providing organizational development trainings and coaching high level staff. Contractor must maintain a sense of confidentiality between staff. Contractor must have extensive knowledge and experience with organizations doing racial equity change work.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1823, Senior Administrative Analyst; 2992, Contract Compliance Officer 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

We have reviewed the classification lists and are aware that other departments receive this service through contractors.

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

- A. Explain why civil service classes are not 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.

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. 60 hours in of training and coaching. The focus will be on microaggressions, implicit bias, identifying and addressing dominant culture practices in the work place, and becoming an equitable manager.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 06/29/2023, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Alysabeth Alexander-Tut Phone: 415-274-0558 Email: alysabeth.alexander-tut@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30699 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2023

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of alysabeth.alexander-tut@sfport.com
Sent: Thursday, June 29, 2023 4:57 PM
To: Alexander Tut, Alysabeth (PRT); Laxamana, Junko (DBI); amakayan@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Alexander Tut, Alysabeth (PRT); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 30699 - 22/23

RECEIPT for Union Notification for PSC 30699 - 22/23 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 30699 - 22/23 for \$199,000 for Initial Request services for the period 08/05/2023 – 08/05/2025. 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/20967> 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: Dept Title -- Dept

Dept. Code: PRT

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

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

Type of Service: Professional Services - Training for Racial Equity

Funding Source: Port Operating Fund

PSC Duration: 2 years

PSC Amount: \$99,950

1. Description of Work

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

The contractor will assist the Port staff in implementation of staff training for the racial equity action plan.

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

Ordinance 188-19 establishes the Office of Racial Equity and requires that the Port and all City departments to create a Racial Equity Action Plan and all-staff training is required of the ordinance. The consequence of denial is that the Port would be unable to execute the training and would be non-compliance with Ordinance 188-19.

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.

CSC 36658-19/20 was approved to provide the initial planning and training as required by the ordinance.

D. Will the contract(s) be renewed?

At this time, the Port does not forecast renewal of these services.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The Racial Equity Action Plan mandated by the Ordinance makes staff racial equity training a short-term mandate that is transitional. The services require special skills, expertise and knowledge which can only be obtained through specialized training and experience.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This work requires extensive experience in best practices and facilitation on anti-racism, equity models, and highly-complex training and facilitation. The

stakeholder must understand local policies and procedures and understand models of learning and unlearning to multiple stakeholders including commissioners, management and administrative and maintenance employees.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1231, EEO Senior Specialist; 1232, Training Officer; 1233, EEO Programs Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The Port has contacted the Human Resources and the Office of Racial Equity on existing resources. There are no resource available.

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

- A. Explain why civil service classes are not applicable.
The expertise required is highly specialized and does not currently possess the ability to do racial equity training at the Port.
- 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. Given the specialized nature of the work it would not be practical given the short-term nature of the training.

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. Explanation of training has not been provided by the department
- 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 03/17/2022, the Department notified the following employee organizations of this PSC/RFP request:
Carpet, Linoleum & Soft Tile; 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: Stephanie Tang Phone: 415-274-0483 Email: stephanie.tang@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31615 - 21/22

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/06/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: As-Needed Project Management Support Services

Funding Source: Various SFPUC Capital Improvement Programs PSC Duration: 5 years 1 day

PSC Amount: \$14,250,000

1. Description of Work

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

The SFPUC Infrastructure Division Project Management Bureau seeks professional services to support project management in various capital improvement programs including Wastewater Enterprise Capital Improvement Program (WWECIP), Water Enterprise Capital Improvement Program (WECIP), Hetchy Capital Improvement Program (HCIP), and Power Enterprise Transmission/Distribution projects. This PSC will be made up of three (3) agreements, each at a value of \$4.75 million. These services are required to support project management functions including project coordination support, project document control, project closeout support, and other services not specified but similar in nature to support project management functions.

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

The service is necessary as SFPUC currently does not have sufficient City staffing resources to handle short-term, intermittent, or periodic peak workloads in various projects. If this request is denied, there will not be sufficient resources to handle the short-term, intermittent, or periodic peak needs, resulting in delay and cost overrun of capital projects.

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

Yes, similar services were provided under CS-296, PRO.0085 for HCIP; and CS-165 for Sewer System Improvement Program (SSIP). These three contracts intended to cover greater needs of capital improvement programs. Project management support utilized a small portion in these contracts. CS-296 contract expired in 2018, PRO.0085 will expire in 2024, and CS-165 contract will expire in 2026. There has not been a professional services contract dedicated solely for project management support in SFPUC's capital improvement programs in the past.

D. Will the contract(s) be renewed?

No

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

As-Needed Professional Services Contract subject to a maximum contract term of not more than five (5) years per the San Francisco Administrative Code Sec on 6.43.

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 required services are for short term capital projects. The project workload varies and fluctuates depending on the stage and complexity of the projects. For an effective workforce, SFPUC builds a core project management group to handle the essential functions of projects but will require as-needed consultant services to support short term, intermittent or periodic surge of workload in various programs.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This RFP requires project management knowledge, organizational skills, communication and coordination skills, technical writing skills, and project document control expertise.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5241, Engineer; 5502, Project Manager 1; 5504, Project Manager 2; 5601, Utility Analyst; 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No

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

SFPUC Engineering Management Bureau (EMB) and San Francisco Public Works (SFPW), replied that they do not have sufficient City resources to support the short-term, intermittent, or periodic peak Project Management support needs as described in this PSC.

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

- A. Explain why civil service classes are not applicable.
There are not sufficient City resources available to perform the required services on a short-term, intermittent, or periodic peak basis.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The current civil service classes could perform the work. However, there are not enough City resources to cover the short-term, intermittent, or periodic peak workload. So, there is no need to adopt a new civil service class.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. The required services are expected to be short-term, intermittent, or periodic. Also, the service is to supplement what the City and County employees are doing. The contractor is not expected to train 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 05/19/2023, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45877 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); SF-DHR-Info@seiu1021.org; najuawanda.daniels@seiu1021.org; jason.klumb@seiu1021.org; noah.frigault@sfgov.org; Julie.Meyers@sfgov.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; [Basconcillo, Kathy](mailto:Basconcillo,Kathy); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; junko.laxamana@sfgov.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 45877 - 22/23
Date: Friday, May 19, 2023 10:50:05 AM

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

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

RECEIPT for Union Notification for PSC 45877 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45877 - 22/23 for \$14,250,000 for Initial Request services for the period 12/18/2023 – 12/17/2028. 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/20382> 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 - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Municipal Transport Agency Garages Assessment

Funding Source: Local Operating Funds

PSC Amount: \$3,500,000

PSC Est. Start Date: 09/11/2023

PSC Est. End Date 09/10/2028

1. Description of Work

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

Public Works is seeking a qualified Architectural and Engineering (A/E) team led by an executive architect to provide property assessment services in assisting the City with the San Francisco Municipal Transportation Agency (SFMTA) located at 1 South Van Ness Street, San Francisco, CA. This project will generate an assessment report on current property conditions of twenty selected garages operated by SFMTA and Park & Recreation. The Selected Consultant Team is to be integrated with the City Team to deliver a property assessment report which provide current condition of the facilities, a recommended repair list and their respective cost estimate.

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

This project involves many construction trades and is expected to last over a year and a half. Currently, the Public Works Bureaus and IDC Mechanical, Electrical, Plumbing (MEP) engineering disciplines do not have the capacity to take on this project. These services are necessary where information obtained from the assessment report will be used to support future program funding at MTA. Denial of this PSC would mean that essential aspects of the project such as facility maintenance or upkeep could not be planned and budgeted ahead for the garages.

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 requiring the support of an A&E team have been approved under PSC# 43809-14/15 for Fire Station 35 approved on 7/06/2015 and PSC 42622-16/17 on 9/9/2016 for the Emergency Medical Services Facility.

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 anticipated contract term is under five 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.

B. Explain the qualifying circumstances:

This assessment exercise is estimated to cost two million dollars and for duration of a year and a half. Current as-needed architectural contracts do not have the capacity to take on this project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultant disciplines required for this RFQ may include, but not be limited to: building mechanical, plumbing, fire sprinkler, electrical, waterproofing, low voltage (security

access and security cameras, IT audio visual, fire alarm) fixtures & equipment. These are specialty disciplines which the consultant team will be required to prepare the assessment report.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5215, Fire Protection Engineer; 5268, Architect;

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

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

Public Works Bureau of Project Management has confirmed with architectural and engineering disciplines that they do not have the available resources to provide the services required to deliver this project to the client.

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

A. Explain why civil service classes are not applicable.

Public Works currently lacks the internal capacity to provide the services required for this project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical or feasible to adopt a new civil service class to perform this one-time work. Attempting to create a new civil service class would require significant time and resources to recruit, train, and develop employees with the required skills, which would likely be impractical and cause delays in the project. Therefore, it is more efficient and effective to contract out the work to a qualified external firm.

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 request for training. Through an RFQ solicitation process we are seeking qualified licensed professionals who can provide specialized engineering services. For liability reasons, we request engineering services from licensed experts in their field who are best suited to perform the required engineering assessment.

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

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

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

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

7. Union Notification: On 06/15/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 49 South Van Ness Ave, Suite 1600 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45762 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](mailto:Burns,Alexander@DPW); [Laxamana, Junko \(DBI\)](mailto:Laxamana,Junko@DBI); amakayan@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; [Macaranas, Belle \(DPW\)](mailto:Macaranas,Belle@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45762 - 22/23
Date: Thursday, June 15, 2023 4:12:20 PM

RECEIPT for Union Notification for PSC 45762 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 45762 - 22/23 for \$3,500,000 for Initial Request services for the period 09/11/2023 – 09/10/2028. 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/20638> 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 - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Engineering and Architectural Services for a new Emergency Medical Services Facility.

Funding Source: Capital Planning Fund & GO Bond

PSC Amount: \$3,000,000

PSC Est. Start Date: 01/01/2017

PSC Est. End Date 07/01/2020

1. Description of Work

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

The proposed work under consideration is to provide architectural and engineering design services for Design Development through the completion of construction. The design is for a new San Francisco Fire Department (SFFD) Ambulance and Paramedic Emergency Medical Services (EMS) facility at 2245 Jerrold Avenue. This new EMS facility will consist of a seismically safe three-story facility and adjacent three-story parking structure. This EMS facility will house and deploy ambulance and paramedic staff, as well as provide enhanced ambulance restocking and a centralized depot which will increase overall ambulance dispatching efficiency.

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

The end product of this project will provide a new multistory EMS facility. The existing EMS facility which provides ambulance dispatching functions is seismically unsafe, and may not withstand a major earthquake event. The existing facility has also become insufficient for the SFFD's current needs to serve the public. The consequence of denial of this proposal is that the design of this project cannot be completed, and the existing EMS facility will remain insufficient to meet the SFFD's needs, and remain susceptible to failure during a major earthquake event. The effect of this will further limit the ambulatory response capabilities of being able to respond to emergencies after said major earthquake event.

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 by the Civil Service Commission on July 6, 2015 for Fire Station 35 under PSC# 43808-14/15.

D. Will the contract(s) be renewed?

No

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The design services proposed are needed during a period of time during which City staff availability will not meet the staffing needs.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Architectural and engineering expertise in the design of a new EMS facility valued at more than \$40 million. Engineering licenses are required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

City staff will provide architectural and engineering design services for Schematic Design. City staff will also deliver Project Management of the project. The proposed consultant team will collaborate with City's A/E staff for peer reviews, while services are provided.

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

- A. Explain why civil service classes are not applicable.
City staff do not have the capacity necessary to provide the services during the required timeline. City staff will provide overall project management services as well as peer reviews for the project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical since this is a peak workload situation where there's no evidence that the workload will continue at the current high level. As City staff resources and availability fluctuate, the applicable existing civil service class may be available to perform the design services in the future.

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. One or two seminars will be provided by the consultant, presenting lessons learned on issues resolved during design. Five to fifteen Engineers and Architects.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 07/25/2016, 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: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42622 - 16/17

DHR Analysis/Recommendation:

action date: 09/19/2016

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW Dept. Code: DPW

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Mechanical, Electrical, Plumbing, & Structural Engineering Services for Fire Station 35

Funding Source: General Obligation Bond PSC Duration: 5 years 33 weeks

PSC Amount: \$7,500,000 PSC Est. Start Date: 05/11/2015 PSC Est. End Date: 12/31/2020

1. Description of Work

A. Scope of Work:

Public Works is seeking a qualified team of specialized engineering consultants to provide engineering design and construction support services for the new Fire Station no. 35 facility. The consultant will collaborate with Public Works' team of architects and structural engineers.

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

The service is necessary in order to provide engineering expertise to support architectural City staff. Denial of this request will inhibit Public Works' ability to augment its in-house Architectural and Engineering (A/E) team with the necessary capability and capacity to provide engineering services for a facility to be constructed over water, and with potential historical significance. A significant part of this project will be to upgrade and rebuild damaged piers.

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.

A/E services for the Public Safety Building were approved via PSC#4095-08/09 and for the Cruise Terminal via PSC#4018-09/10. (Please see uploaded documents for previously approved PSCs for similar services)

D. Will the contract(s) be renewed? No, not at this time

2. Union Notification: On 05/08/2015, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43808 - 14/15

DHR Analysis/Recommendation:

07/06/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 07/06/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The consultant team must consist of professional engineers licensed in the state of California for the respective disciplines. We are looking for specialized engineering services for design and construction support of an essential service building built over the water. Maritime construction requires a team of consultants who understands the risks and the prevailing regulations that are applicable to the project.

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

5268,5241,5211,5218,

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

No, facilities and equipment will not be provided.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Permanent civil service employees do not possess the experience and specialized expertise in maritime design and construction for delivering an essential service facility.

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

No. Fire Station 35 is currently the only boathouse station within the City's portfolio of fire stations. This service requires specialized expertise that will not be required on an ongoing basis.

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?
(please see attached) | <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 06/09/2015 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

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

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 49322 - 21/22)

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

Type of Service: Information Technology Data Risk Protection and Response

Funding Source: State, Local, Fed

PSC Original Approved Amount: \$165,000 PSC Original Approved Duration: 10/01/21 - 09/30/24 (3 years)

PSC Mod#1 Amount: \$250,000 PSC Mod#1 Duration: 07/10/23-09/30/25 (1 year)

PSC Cumulative Amount Proposed: \$415,000 PSC Cumulative Duration Proposed: 4 years

1. Description of Work

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

Services are for a software license subscription for data risk protection and response. This software allows the user to save data on their laptops that may contain client data and it stay protected. The Human Services Agency (HSA) would use these services to provide automated backup and recovery of user data on workstation computers. This system includes standard backup/recovery in case of device failure, and additionally it is used by HSA to ensure retention of data that may be subject to litigation hold. The service includes litigation hold functionality that prevents users or administrators from accidentally or routinely deleting data under hold, e.g. in the course of decommissioning accounts after separation from employment.

Scope Change

No scope change, simply buying more licenses.

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

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

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

Services have been provided in the past through earlier PSC request. See 49322 - 21/22

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:

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The city does not currently own a software solution that provides a data risk detection and response product.

B. Reason for the request for modification:

Requires more licenses for software service and to continue contract for another year

3. Description of Required Skills/Expertise

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

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

These services are proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system. HSA's Information Technology (IT) civil service employees will be the staff using these business solutions. They will just not be creating or maintaining the software, itself.

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 system is proprietary. HSA's civil service employees are who will be utilizing this software to perform their work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No 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.
Code 42 is vendor

7. **Union Notification:** On 07/10/23, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49322 - 21/22

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 08/21/2023

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of johanna.gendelman@sfgov.org
Sent: Monday, July 10, 2023 9:34 AM
To: Gendelman, Johanna (HSA); Laxamana, Junko (DBI); agarza@ifpte21.org; amakayan@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 49322 - 21/22 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$250,000 for services for the period July 10, 2023

– September 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/21072>

Email sent to the following addresses: L21PSCReview@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com ewallace@ifpte21.org dho@ifpte21.org mweirick@ifpte21.org jharding@ifpte21.org kdavis@ifpte21.org amakayan@ifpte21.org agarza@ifpte21.org junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: Information Technology Data Risk Protection and Response

Funding Source: State, Local, Fed

PSC Amount: \$165,000

PSC Est. Start Date: 10/01/2021

PSC Est. End Date 09/30/2024

1. Description of Work

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

Services are for a software license subscription for data risk protection and response. This software allows the user to save data on their laptops that may contain client data and it stay protected. The Human Services Agency (HSA) would use these services to provide automated backup and recovery of user data on workstation computers. This system includes standard backup/recovery in case of device failure, and additionally it is used by HSA to ensure retention of data that may be subject to litigation hold. The service includes litigation hold functionality that prevents users or administrators from accidentally or routinely deleting data under hold, e.g. in the course of decommissioning accounts after separation from employment.

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

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

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

Services were previously procured through the Office of Contract Administration's Tech Marketplace. However, HSA would now like to move from having the data stored on-premises to it being stored in the cloud which requires a Business Associate Agreement because the use of this software contains Protected Health Information/Personally Identifiable Information data and will now have to be on a software maintenance contract.

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:

The city does not currently own a software solution that provides a data risk detection and response product.

3. Description of Required Skills/Expertise

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

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

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

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

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

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

A. Explain why civil service classes are not applicable.

These services are proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system. HSA's Information Technology (IT) civil service employees will be the staff using these business solutions. They will just not be creating or maintaining the software, itself.

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 system is proprietary. HSA's civil service employees are who will be utilizing this software to perform their work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Yes. Training is on the use of the final product for end-users. These are mostly online or in-application but can be intermittently on-site a few times a year, if needed. End users would be HSA's IT staff and others who may work directly with the saved data.

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

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

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

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

7. Union Notification: On 09/08/2021, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Esperanza Zapien Phone: 557-5657 Email: esperanza.zapien@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49322 - 21/22

DHR Analysis/Recommendation:

action date: 11/01/2021

Commission Approval Required

Approved by Civil Service Commission

11/01/2021 DHR Approved for 11/01/2021