



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: November 1, 2019

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *Micki Callahan*

From: William Lee, DEM
James Glik, CPC
Jacquie Hale, DPH
Bill Irwin / Daniel Kwon, PUC
Cynthia Avakian, AIR

Subject: **Personal Services Contracts Approval Request**

This report contains eight (8) 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 19/20 to date:

Total of this Report	YTD Expedited Approvals FY2019-2020	Total for FY2019-2020
\$61,360,000	\$61,971,431	\$781,838,194

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San Francisco, CA 94102
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Cynthia Avakian
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POSTING FOR**November 18, 2019****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2019-11-18

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42863 - 19/20	DEPARTMENT OF EMERGENCY MANAGEMENT	\$6,000,000.00	Contractor will provide software, maintenance, support, and services to the eight urban areas collectively known as "California Urban Area Subscribers" under a statewide risk management program. The program leverages local and regional risk management, critical infrastructure assessments, and cybersecurity services to create a common threat awareness picture for the State of California. Contractor will provide a variety of services to support this effort, including: Maintenance of a cloud-based Protected Critical Infrastructure Information (PCII) configured critical infrastructure database; vulnerability assessment and real-time incident management tools; provision of training to support platforms; consultant services for annual threat and hazard analysis and capability assessments; and cybersecurity services to increase cyber readiness within the region.	January 1, 2020	December 31, 2023	REGULAR
46811 - 19/20	CITY PLANNING	\$3,000,000.00	The San Francisco Planning Department is seeking a consultant to assist the department in the preparation, production, management, and successful completion of environmental analysis, including an environmental impact report ("EIR"), transportation impact study ("TIS"), and other technical studies and data collection for the 2022 San Francisco General Plan Housing Element update. The objective of the environmental analysis service is to satisfy the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, the San Francisco Administrative Code Chapter 31, and applicable local, state, and federal regulatory requirements.	April 1, 2020	March 30, 2025	REGULAR
42008 - 19/20	PUBLIC HEALTH	\$10,000,000.00	The Contractor(s) (suppliers) will provide specialized support to Department medical and support staff in the use of implants, medical devices, and other medical products in order to provide patient treatment. Support will include providing on-the-spot information, guidance and recommendations to clinicians and surgical teams or to clinicians who are performing medical procedures which are specific to a particular patient and treatment as concerns the proper and/or best use the provided implants, medical devices, and other medical products. As an example, certain neurosurgery requires highly specialized products which must be used in specific ways in order to be effective. Having the supplier of the purchased medical products available in the operating room on an as-needed basis to provide information to the surgical team as to the proper and best use of these products enables the Department to maximize quality of care for patients, as it would otherwise be infeasible for each team member or clinician to be completely expert in the use of the multiplicity of products needed.	November 1, 2019	December 31, 2026	REGULAR
49416 - 19/20	PUBLIC HEALTH	\$8,000,000.00	The Contractor (s) shall provide Furniture, Fixtures, and Equipment (FF&E) Management Services on an as-needed basis related to various new construction projects, including retrofitting, re-use, and rehabilitation projects for the Department. Services may include: procurement process assistance and quotes management, creating requisitions, preparing back-up documents, coordination with City staff and consultants, as directed; inventorying, coordination of receipts, temporary staging, management of moving and installation of equipment; FF&E specification updates and	April 1, 2020	March 31, 2029	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			augmentation; assembly of purchase packages for direct lease or purchase by the City; review of technical specifications of requisitions, bids, and proposals; product expediting; product delivery coordination; product warehousing, storage, or staging; planning and coordination for product assemblies and installations; punch list development; project finalization action items list; compilation of operations and maintenance manuals; and planning and coordination for relocation, salvaging, or disposal of existing designated FF&E.			
46235 - 19/20	PUBLIC UTILITIES COMMISSION	\$5,000,000.00	The proposed work includes laboratory analytical testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, water and wastewater treatment chemicals, biosolids, and biota (tissue). An as-needed laboratory service is required to provide sample laboratory analysis for: 1) specialized sample testing that Water Quality Division (WQD) does not have the capability and/or capacity to perform; 2) additional capacity and specialized testing during water quality emergencies; 3) backup testing capabilities required for WQD laboratory equipment failures.	March 1, 2020	March 1, 2025	REGULAR

TOTAL AMOUNT \$32,000,000



Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For November 18, 2019****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2019-11-18

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
45026 - 14/15 - MODIFICATIONS	November 18, 2019	AIRPORT COMMISSION -- AIR	\$360,000	\$1,360,000	Provide customer survey data regarding the quality of the San Francisco International Airport's (SFO) Food and Beverage and Retail Services, Parking, and other facilities and services, using the global survey product and methodology associated with the Airport Service Quality (ASQ) Program. ASQ is the only airport survey and services benchmarking program with global reach. The ASQ Program will include conducting 5,600 annual (1400 quarterly) on-site customer interviews. Contractor will use the ASQ Program to produce, execute, and analyze the data, producing results and recommendations to SFO.	07/01/2021	12/31/2025	REGULAR
41068 - 14/15 - MODIFICATIONS	November 18, 2019	PUBLIC HEALTH -- DPH	\$28,000,000	\$52,000,000	The programs will provide opportunities for consumers with behavioral health challenges to engage in work development, training, and placement services to further enhance their path to wellness and recovery. The criteria for services are specified by DPH Behavioral Health Services and the California Department of Rehabilitation and includes San Francisco residents 18 and over, including transitional age youth, adults and older adults. Service coordinators also support the work of Behavioral Health Services clinicians by connecting consumers with community-based vocational, educational, and other services identified as needed by the consumer. Vocational rehabilitation training programs aim to empower consumers toward finding meaningful activities or employment and provide individualized support to address any barriers that may impede their progress toward economic self-sufficiency and achieving vocational goals. The programs utilized evidence-based practices and work in collaboration with the consumer, family member, and other stakeholders to further develop vocational opportunities for consumers.	11/01/2020	10/31/2025	REGULAR
40214 - 15/16 - MODIFICATIONS	November 18, 2019	PUBLIC HEALTH -- DPH	\$1,000,000	\$3,100,000	The Department requires specialized, as-needed auditing services for various Department of Health (DPH) specialty programs, including a comprehensive program review by an independent program auditor of all aspects of the San Francisco General Hospital (SFGH) and DPH community/ambulatory care clinics using the 340B Drug Pricing Program, a federal program which requires drug manufacturers to	09/23/2019	12/31/2021	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					provide outpatient drugs to eligible health care organizations/covered entities at significantly reduced prices, enabling covered entities such as SFGH to stretch scarce Federal resources, reach more eligible patients and provide more comprehensive services. Audit services for the 340B program will include all child sites and contract pharmacies, in order to ensure comprehensive program compliance. Services will include evaluation and validation of patient eligibility; procurement, distribution, dispensing, and billing of 340B medications; compliance with GPO prohibitions; proper 340B database registration with Health Resources and Service Administration (HRSA); accurate 340B inventory and record keeping; drug diversion, and duplicate discount compliance. In addition DPH will also need specialized Information technology service auditors for IT security systems focusing on protected health information, compliance with reimbursement programs, and meaningful use.			

TOTAL AMOUNT \$29,360,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Critical infrastructure assessment and data management, intelligence/information sharing, risk

Funding Source: Urban Areas Security Initiative

PSC Amount: \$6,000,000

PSC Est. Start Date: 01/01/2020

PSC Est. End Date 12/31/2023

1. Description of Work

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

Contractor will provide software, maintenance, support, and services to the eight urban areas collectively known as "California Urban Area Subscribers" under a statewide risk management program. The program leverages local and regional risk management, critical infrastructure assessments, and cybersecurity services to create a common threat awareness picture for the State of California. Contractor will provide a variety of services to support this effort, including: Maintenance of a cloud-based Protected Critical Infrastructure Information (PCII) configured critical infrastructure database; vulnerability assessment and real-time incident management tools; provision of training to support platforms; consultant services for annual threat and hazard analysis and capability assessments; and cybersecurity services to increase cyber readiness within the region.

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

The Bay Area Urban Areas Security Initiative (UASI) Region is comprised of twelve counties and there core cities, which together receives federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. Denial of this request may hinder our ability to develop future funding requests and secure increased funding for the region. In turn, this may jeopardize our ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural disasters.

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

This service has not been provided in the past.

D. Will the contract(s) be renewed?

Yes, the contract will be renewed based on need, performance, and funding availability.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The contract will be funded by a time-limited grant from the federal government.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This service requires extensive knowledge and expertise in threat and hazards identification, capability assessments, critical infrastructure assessments and risk analysis, and regional risk management. The contractor must have subject matter expertise in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the federal, state, regional and local levels. The provider must have a thorough understanding of how the unique characteristics of each of these levels impacts one another.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1071, IS Manager; 0931, Manager III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide critical infrastructure management, real-time incident management, and threat assessment software.

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

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

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

- A. Explain why civil service classes are not applicable.
The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. In addition, we have reached the personnel cap on this time-limited grant from Homeland Security.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. As stated above, the regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. In addition, we have reached the personnel cap on this time-limited grant from Homeland Security.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Yes. Contractor will provide approximately three (3) half-day trainings geared towards state, regional, and local public safety personnel throughout the state of California. In San Francisco, this could include police, fire, and emergency management personnel.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. **Union Notification:** On 08/21/2019, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; Professional & Tech Engrs, Local 21

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

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

Address: 1011 Turk Street San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42863 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/18/2019

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org
Sent: Wednesday, August 21, 2019 4:14 PM
To: Lee, William (DEM); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; Saito, Yoshimi (DEM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42863 - 19/20

RECEIPT for Union Notification for PSC 42863 - 19/20 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 42863 - 19/20 for \$6,000,000 for Initial Request services for the period 01/01/2020 – 12/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13863> 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: CITY PLANNING -- CPC

Dept. Code: CPC

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

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

Type of Service: Environmental Impact Report for Housing Element of General Plan

Funding Source: General Fund

PSC Amount: \$3,000,000

PSC Est. Start Date: 04/01/2020

PSC Est. End Date: 03/30/2025

1. Description of Work

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

The San Francisco Planning Department is seeking a consultant to assist the department in the preparation, production, management, and successful completion of environmental analysis, including an environmental impact report ("EIR"), transportation impact study ("TIS"), and other technical studies and data collection for the 2022 San Francisco General Plan Housing Element update. The objective of the environmental analysis service is to satisfy the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, the San Francisco Administrative Code Chapter 31, and applicable local, state, and federal regulatory requirements.

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

The services are required to comply with CEQA in the provision of mandatory environmental and transportation impact studies, historic resources evaluation, noise, air quality, and shadow studies by consultants with expertise in the various technical disciplines. Denial would result in legal risk to the city, and the inability to adopt housing element policies that seek to advance local, regional, and state housing and greenhouse gas reduction goals.

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 similar in scope have been provided through a personal services contract, PSC #4024-12/13.

D. Will the contract(s) be renewed?

No, services are needed specifically for this one-time project.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The scale and breadth of this environmental impact report for the housing element of the General Plan requires specialized knowledge and skills, which are necessary to complete updating of the Housing Element by 2022 to maintain the compliance of the General Plan with State legal and legislative requirements.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experience in the preparation of Environmental Impact Reports (EIR) s in plan areas, particularly within a major urban setting and also with experience working on California Environmental Quality Act (CEQA) documents where land use planning scenario is analyzed in detail. Expertise and experience with the full range of environmental issues including analysis of transportation, cultural resources and air quality.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5277, Planner 1; 5278, Planner 2; 5289, Transportation Planner III; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

N/A - only Planner series positions could do this type of general review, those resources are already booked, and some specific areas of expertise are not available within any City civil service classes.

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

- A. Explain why civil service classes are not applicable.
The planning department lacks the specialized technical expertise and staffing level required to prepare this environmental impact report.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Due to various combinations of environmental & transportation impact knowledge & expertise required for each project or plan, it would is not practical to create various classifications, that may be called on to provide services for only a fraction of any project for a limited duration.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Vendor is not required to train City and County employees. Due to the infrequency of the level of effort required for a citywide EIR and the specific technical knowledge required to complete the report training City staff to complete the report is not feasible.
- 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 09/23/2019, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: James Glik Phone: 415-558-6476 Email: james.glik@sfgov.org

Address: 1650 Mission Street, Suite 400 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46811 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/18/2019

Receipt of Union Notification(s)

Glik, James (CPC)

From: dhr-psccoordinator@sfgov.org on behalf of james.glik@sfgov.org
Sent: Monday, September 23, 2019 4:38 PM
To: Glik, James (CPC); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Glik, James (CPC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46811 - 19/20

RECEIPT for Union Notification for PSC 46811 - 19/20 more than \$100k

The CITY PLANNING -- CPC has submitted a request for a Personal Services Contract (PSC) 46811 - 19/20 for \$3,000,000 for Initial Request services for the period 04/01/2020 – 03/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13984> 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: CITY PLANNING

Dept. Code: CPC

Type of Request: Initial Modification of an existing PSC (PSC # 4024 12/13)

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

Type of Service: Transportation Impact Study Environmental Impact Report for the Central Corridor Plan

Funding Source: General Fund and Federal Grant

PSC Original Approved Amount: \$1,200,000 PSC Original Approved Duration: 09/18/12 - 12/31/15 (3 years 14 weeks)

PSC Mod#1 Amount: \$600,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$700,000 PSC Mod#2 Duration: 09/18/12-12/31/16 (1 year 1 day)

PSC Mod#3 Amount: \$300,000 PSC Mod#3 Duration: 01/01/17-12/31/18 (2 years)

PSC Cumulative Amount Proposed: \$2,800,000 PSC Cumulative Duration Proposed: 6 years 15 weeks

1. Description of Work

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

The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management and successful completion of environmental analysis, including an environmental impact report (EIR) and transportation impact study (TIS) and possibly other technical documentation for the Central Corridor Plan. This EIR will analyze proposed land use controls, changes to existing height districts, and area plan policies at the programmatic level. Primary environmental issues are expected to be land use and planning, aesthetics, cultural resources, transportation and circulation, air quality, wind, shadow, and open space/recreation.

Scope Change

The Planning Department is seeking additional services from the consultant to address the potential for a high amount of public comments on the Draft EIR. Pursuant to the California Environmental Quality Act, public comments on the DRAFT EIR must be responded to in writing and may require additional analysis beyond that already conducted for the EIR.

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

The service is necessary because the City does not have the staffing to perform the service in-house. These services are routinely provided in the same way for other similar projects. Denial would result in delay in the completion of the Central Corridor Plan, which is part of the San Francisco General Plan.

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 4024 12/13

D. Will the contract(s) be renewed?

No, services are required for this one-time project.

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

Project is still underway and has not been completed.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This is a one time specialized project requiring diverse skills, expertise and knowledge.

B. Reason for the request for modification:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience in the preparation of Environmental Impact Reports (EIR)s in plan areas, particularly within a major urban setting and also with experience working on California Environmental Quality Act (CEQA) documents where land use planning scenario is analyzed in detail. Expertise and experience with the full range of environmental issues including analysis of transportation, cultural resources and air quality.

B. Which, if any, civil service class(es) normally perform(s) this work? 5299, Planner 4-Environmental Review;

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.

Services are required for this one-time project only. The Planning Department lacks the staff resources to fully performs the range of planning and review tasks, e.g. air quality technical analysis, historic architectural survey, geotechnical study, noise technical analysis, needed for this project, which are highly specialized.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This is a one-time, technically specific and deadline driven project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Vendor is not required 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.
All grant funds are allocated to consultant costs.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 10/12/16, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21;
Architect & Engineers, Local 21;

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

Name: Belle La Phone: 415-575-6833 Email: belle.la@sfgov.org

Address: 1650 Mission Street, Suite 400 , San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4024 12/13

DHR Analysis/Recommendation:

12/05/2016

Commission Approval Required conditions

Approved by Civil Service Commission with

11/21/2016 DHR Approved for 11/21/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Specialized support by suppliers for implants, medical devices, and other medical products

Funding Source: General Fund

PSC Duration: 7 years 8 weeks

PSC Amount: \$10,000,000

1. Description of Work

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

The Contractor(s) (suppliers) will provide specialized support to Department medical and support staff in the use of implants, medical devices, and other medical products in order to provide patient treatment. Support will include providing on-the-spot information, guidance and recommendations to clinicians and surgical teams or to clinicians who are performing medical procedures which are specific to a particular patient and treatment as concerns the proper and/or best use the provided implants, medical devices, and other medical products. As an example, certain neurosurgery requires highly specialized products which must be used in specific ways in order to be effective. Having the supplier of the purchased medical products available in the operating room on an as-needed basis to provide information to the surgical team as to the proper and best use of these products enables the Department to maximize quality of care for patients, as it would otherwise be infeasible for each team member or clinician to be completely expert in the use of the multiplicity of products needed.

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

The service is necessary because clinician need the most up to date manufacturer guidance when utilizing specific implants, medical devices, and other medical products in caring for patients, and it is not practical for the City to obtain these services through City resources.

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

In the past, these services and the associated products have been purchased through the purchase order process. In order to ensure that clinicians have continued access and the Department provides appropriate, quality services to its patients, these purchases and associated support services will be transitioned to a contract process.

D. Will the contract(s) be renewed?

Yes.

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

The Department expects the need for these services to continue.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The City does not manufacture or otherwise develop implants, medical devices, and other medical products for use in patients. The implants, medical devices, and other medical products for use in patients are used on a per-patient basis and may vary with each patient who presents for treatment to hospital or operating room staff.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Contractor must provide implants, medical devices, and other medical products for use in patient treatment, as well as any required support, when requested by the Department. The Contractor must be able to communicate up to date guidance from the manufacturer to the surgical or clinical providers providing treatment; the contractor or their authorized representatives must have completed and passed all of the technical training requirements required by the manufacturer; and must be able to follow all Department rules, regulations and instructions, operating effectively in an operating room or required clinical setting.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide implants, medical devices, and other medical products for use in surgical procedures. The contractor will also provide as-needed support in the use of the provided implants, medical devices, and other medical products.

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

The City does not manufacture or otherwise develop implants, medical devices, and other medical products for use in patients, and the extreme volume of knowledge required of the proper and best use of each specific product in each specific instance of patient treatment makes it impractical for the Department to obtain these services through civil service staff.

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 the City does not have the breadth, depth and volume of knowledge required to address every patient treatment situation and every medical product which may be needed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would be impractical to attempt to develop the extreme volume of knowledge required to address every patient treatment situation and every medical product which might be needed, while this expertise is typically offered as part of the purchase price of these highly specialized medical products.

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. Contractors will provide as-needed support on the use of specific implants, medical devices, and other medical products for use in patients. Employees who may receive such support are clinicians present in an operating room.
- 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 09/23/2019, the Department notified the following employee organizations of this PSC/RFP request:
Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 1380 Howard Street, Fourth Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42008 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/18/2019

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, September 23, 2019 4:32 PM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42008 - 19/20

RECEIPT for Union Notification for PSC 42008 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42008 - 19/20 for \$10,000,000 for Initial Request services for the period 11/01/2019 – 12/31/2026. 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/13992> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Furniture, Fixtures, and Equipment (FF&E) Management Services

Funding Source: General Fund

PSC Duration: 9 years 1 day

PSC Amount: \$8,000,000

1. Description of Work

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

The Contractor (s) shall provide Furniture, Fixtures, and Equipment (FF&E) Management Services on an as-needed basis related to various new construction projects, including retrofitting, re-use, and rehabilitation projects for the Department. Services may include: procurement process assistance and quotes management, creating requisitions, preparing back-up documents, coordination with City staff and consultants, as directed; inventorying, coordination of receipts, temporary staging, management of moving and installation of equipment; FF&E specification updates and augmentation; assembly of purchase packages for direct lease or purchase by the City; review of technical specifications of requisitions, bids, and proposals; product expediting; product delivery coordination; product warehousing, storage, or staging; planning and coordination for product assemblies and installations; punch list development; project finalization action items list; compilation of operations and maintenance manuals; and planning and coordination for relocation, salvaging, or disposal of existing designated FF&E.

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

The Department is currently undertaking several significant capital improvement projects, which will require a contractor to work with Department staff on an as-needed and temporary, project-based basis to ensure that the facilities are properly furnished with the correct Furniture, Fixtures, and Equipment (FF&E), allowing Department employees to better perform their duties. Facilities will be outfitted in order to effectively provide quality clinical services to the patients. If approval is denied, completion of these projects will be significantly delayed, and the Department and its employees may need to perform their duties in unsafe working conditions, with adverse impacts on the patient care.

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

In the past, on very large projects (such as the Zuckerberg San Francisco General Hospital Rebuild Project), these services have been provided as part of construction management services provided to the Department of Public Health (DPH) by the Department of Public Works (DPW) through contracts with DPW. For these significant but smaller projects, due to their smaller scale, the Department will manage these services directly, in coordination with DPW.

D. Will the contract(s) be renewed?

Only if there is a continued need for the 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.

Since these services will be utilized on an as-needed basis for each project, and several projects are currently planned as part of DPH's overall capital improvement projects plan, the services are requested for the length of time it is anticipated it will take for the projects to be completed. The FF&E services themselves will not be provided on a continuous basis, but only as each project reaches the stage in its development where FF&E work is needed.

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 intermittent, as-needed and project-based schedule of the capital projects, it is not feasible to utilize City staff for this work. Once a project is completed, contracted FF&E specialists will not be needed, and City staff will resume the work of selecting and managing future operational equipment needs not related to capital improvement projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Appropriate experience with Furniture, Fixtures, and Equipment (FF&E) management services and transition and occupancy planning and management expertise and knowledge; ability to work with diverse stakeholders such as other contractors/vendors, knowledge and experience with City purchasing processes, policies and procedures, organizations and personnel; knowledge of rules, regulations, accreditation and licensing requirements for healthcare facilities; ability to coordinate and manage a large-scale project in relation to furniture, fixtures, equipment, information systems and commissioning agency bodies.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1952, Purchaser; 1956, Senior Purchaser; 1958, Supervising Purchaser;

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 project anticipates complete renovation on more than four major clinics including the relocation of staff, which will also need to continue working during the renovation. We have planned the timeline for these major project but specialization in occupancy planning, systems, personal preparedness, inventory, staging, installation, relocation and coordinating experience is needed as this type of project is not managed on a daily basis.

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

A. Explain why civil service classes are not applicable.

DPH does not have the necessary systems or specialized personnel with the diversity of experience in the areas needed for projects of this magnitude, as this type of project is non-routine and does not take place on a daily basis. These major projects will require major planning and coordination with existing medical facilities so that the facilities continue to be fully operational. Appropriate expertise is essential in ensuring a safe and effective move.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as the services needed for this project are temporary, intermittent, and as-needed, on a project basis. The work is not routine and not performed on a daily basis, but is project-based and is best performed by a contractor with the specialized knowledge, skills and abilities needed. Civil services classes will have the opportunity to access modern FF&E management services and may have opportunities for knowledge transfer with the selected contractor.

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 civil service staff is not the primary purpose of these services, however, there may be opportunities for knowledge transfer.

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

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

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

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

7. Union Notification: On 09/23/2019, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21

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

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

Address: 1380 Howard Street, Fourth Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49416 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/18/2019

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, September 23, 2019 5:40 PM
To: Hale, Jacquie (DPH); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Rivas, Cindy (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49416 - 19/20

RECEIPT for Union Notification for PSC 49416 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49416 - 19/20 for \$8,000,000 for Initial Request services for the period 04/01/2020 – 03/31/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13883> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: As-Needed Analytical Laboratory Services (PRO.0165)

Funding Source: Water and Wastewater Operating Budgets

PSC Amount: \$5,000,000

PSC Est. Start Date: 03/01/2020

PSC Est. End Date 03/01/2025

1. Description of Work

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

The proposed work includes laboratory analytical testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, water and wastewater treatment chemicals, biosolids, and biota (tissue).

An as-needed laboratory service is required to provide sample laboratory analysis for: 1) specialized sample testing that Water Quality Division (WQD) does not have the capability and/or capacity to perform; 2) additional capacity and specialized testing during water quality emergencies; 3) backup testing capabilities required for WQD laboratory equipment failures.

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

As-Needed Analytical Laboratory Services are necessary to ensure the WQD capability for meeting all analytical testing required for regulatory compliance analytical testing under the Safe Drinking Water Act (SDWA), the Clean Water Act (CWA) and associated permits, Resource Conservation and Recovery Act (RCRA), and to provide process control analytical testing for associated water and wastewater operations. Denial of these services may result in fines due to the failure of the San Francisco Public Utilities Commission (PUC) to meet regulatory compliance requirements with the California State Water Resources Control Board (SWRCB) and other regulatory agencies.

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

This service is currently provided as PUC.PRO.0001 As-Needed Laboratory Analytical Services for drinking water and wastewater characterization and additional as needed specialized testing capabilities. The existing PSC is PSC# 4085-07/08 which expires on 3/20/2020 and needs to be renewed.

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 PUC will always have a need to contract out as-needed laboratory services to support our in-house laboratory. There are some tests that require very expensive instruments, which only occur a few times per year. Having the laboratory services available to accommodate increased sample load is important. In addition, if there was ever an emergency which inhibited the ability of our laboratory to analyze samples, the contract for as-needed laboratory support services would be essential.

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

B. Explain the qualifying circumstances:

An outside laboratory is required to supplement the capability to process regulatory compliance samples for testing on an as needed basis and when the capacity of WQD laboratories is exceeded.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The primary role of the laboratory services contractor will be to provide reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, water and wastewater treatment chemicals, biosolids, and biota (tissues). Contractor must be SWRCB's Environmental Laboratory Accreditation Program (ELAP) certified for the requested analytical methods and have the ability to meet reporting limits and turnaround time. Dioxin, Unregulated Contaminant Monitoring Rule (UCMR), Per- and polyfluoroalkyl substances (PFAS), Microplastic, Polychlorinated biphenyls (PCB) Congeners, Pharmaceuticals and Personal Care Products (PPCPs), Hormones, and Radiochemistry analyses require specialized training, expertise, facilities, and instrumentation/techniques such as High Resolution Gas Chromatography- Mass Spectrometry (HR-GC/MS), Gas Chromatography - Tandem Mass Spectrometry (GC/MS/MS), Liquid Chromatography - Tandem Mass Spectrometry (LC/MS/MS), High Performance Liquid Chromatography (HPLC), Inductively Coupled Plasma - Tandem Mass Spectrometry (ICP-MS/MS), Fourier-Transform Infrared Spectroscopy (FTIR), Raman Spectroscopy (RS) and radiation measurement instruments (Gross Alpha, Gross Beta, Gamma Spectroscopy) that are not present within WQD Laboratories.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2487, Chemist III; 2488, Supv Chemist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor has advanced analytical instrumentation. These instrumentation/techniques include HR-GC/MS, GC/MS/MS, LC/MS/MS, HPLC, ICP-MS/MS, FTIR, RS and radionuclide detectors to test for select Title 22 constituents, Dioxin, UCMR, PFAS, Microplastic, PCB Congeners, Pharmaceuticals and Personal Care Products (PPCPs), Hormones and Radiochemistry analyses.

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

Not applicable. There is no other Environmental Laboratory Accreditation Program (ELAP) certified laboratory in the vicinity that is capable of performing the work other than than our own WQD laboratory.

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

- A. Explain why civil service classes are not applicable.
Civil service chemists can perform many of the routine analyses; however, many of the requested analyses such as Dioxin, UCMR, PFAS, Microplastic, PCB Congeners, Pharmaceuticals and Personal Care Products (PPCPs), Hormones and Radiochemistry analyses require specialized training, expertise, facilities, and instrumentation/techniques that are not present within WQD Laboratories.
- 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 is not practical because the work is intermittent and as-needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Not applicable. The contractor will provide laboratory analytical testing, but will not 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 09/23/2019, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46235 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/18/2019

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of winwin@sfwater.org
Sent: Monday, September 23, 2019 10:17 AM
To: Irwin, William; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46235 - 19/20

RECEIPT for Union Notification for PSC 46235 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46235 - 19/20 for \$5,000,000 for Initial Request services for the period 03/01/2020 -- 03/01/2025. 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/dhrrupal/node/13969> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4085-07/08)

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

Type of Service: Analytical Laboratory Services-Drinking Water&Wastewater Characterization (CS-896,PRO-0001-14)

Funding Source: Operating Budget

PSC Original Approved Amount: \$900,000

PSC Original Approved Duration: 07/01/08 - 06/30/11 (2 years 52 weeks)

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

PSC Mod#1 Duration: 07/01/11-06/30/12 (1 year 1 day)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 07/01/12-02/28/13 (34 weeks 5 days)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 03/01/13-02/28/15 (2 years)

PSC Mod#4 Amount: \$500,000

PSC Mod#4 Duration: 03/01/15-03/20/15 (2 weeks 5 days)

PSC Mod#5 Amount: \$5,000,000

PSC Mod#5 Duration: 03/21/15-03/20/20 (5 years 2 days)

PSC Cumulative Amount Proposed: \$7,500,000

PSC Cumulative Duration Proposed: 11 years 37 weeks

1. Description of Work

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

A full service environmental laboratory will provide "as needed" reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues).

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

This service will insure the Water Quality Bureau (WQB) capability for meeting all sample testing required for regulatory compliance including but not limited to 1). sample testing that WQB cannot perform 2). specialized testing during water quality emergencies 3). backup testing during WQB equipment failures. Denial of these services may result in the failure of the PUC-WQB to meet regulatory compliance requirements with the Department of Health Services & other regulatory agencies.

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

This service is currently being provided by PSC No. 4085-07/08 (CS-896).

D. Will the contract(s) be renewed?

This is for continuous analytical services required by WQB.

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

PSC by another five years, please explain why:

The San Francisco Public Utilities Commission will always have a need to contract out as-needed laboratory services to support our in-house laboratory. There are some tests that require very expensive instruments, which only occur a few times per year. Having the laboratory services available to accommodate increased sample load is important. In addition, if there was ever an emergency which inhibited the ability of our laboratory to analyze samples, the contract for as-needed laboratory support services would be essential.

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:

no response from department

B. Reason for the request for modification:

The Contract Administration Bureau will be issuing a new Request for Proposal solicitation for the same scope of services. Thus new contract authority is required for the new amount and duration needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Certification in the State of California, Department of Public Health, Environmental Laboratory Accreditation Program (ELAP) for the requested analytical methods. Ability to meet reporting limits and turnaround time.

B. Which, if any, civil service class(es) normally perform(s) this work? 2483, Biologist; 2485, Supv Biologist; 2488, Supv Chemist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Certain of the requested analytical tests, such as dioxin analysis and radiochemistry applications, require specialized analytical instrumentation such as a High Resolution Gas Chromatograph Mass Spectrometer or gross alpha/beta counters that not present in the WQB laboratories.

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 chemists can perform many of the routine analysis; however, many of the requested analyses such as dioxin and radiochemistry analyses require specialized training and instrumentation that are not present within the WQB Laboratories. Also an outside laboratory is required to supplement the capability to

process regulatory compliance samples for testing on an as needed basis and when the capacity of WQB laboratories is exceeded.

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

6. Additional Information

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

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

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 09/15/14, 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: Phone: 415-554-0727 Email: SJackson@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4085-07/08

DHR Analysis/Recommendation:

10/20/2014

Commission Approval Required

Approved by Civil Service Commission

10/20/2014 DHR Approved for 10/20/2014

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 45026 - 14/15)

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

Type of Service: Airport Customer Survey

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$1,000,000

PSC Original Approved Duration: 01/01/15 - 06/30/21 (6 years 25 weeks)

PSC Mod#1 Amount: \$360,000

PSC Mod#1 Duration: 07/01/21-12/31/25 (4 years 26 weeks)

PSC Cumulative Amount Proposed: \$1,360,000

PSC Cumulative Duration Proposed: 11 years 2 days

1. Description of Work

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

Provide customer survey data regarding the quality of the San Francisco International Airport's (SFO) Food and Beverage and Retail Services, Parking, and other facilities and services, using the global survey product and methodology associated with the Airport Service Quality (ASQ) Program. ASQ is the only airport survey and services benchmarking program with global reach. The ASQ Program will include conducting 5,600 annual (1400 quarterly) on-site customer interviews. Contractor will use the ASQ Program to produce, execute, and analyze the data, producing results and recommendations to SFO.

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

SFO is committed to providing customer satisfaction through safe facilities, convenient, and pleasing services to the traveling public. SFO has been a participant of the ASQ survey process since 2011 and denial of this service would cause an interruption in the year-to-year benchmark comparison data. SFO would risk losing touch with its passenger user base, risking a reduction in passenger satisfaction and a loss in revenue.

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

Yes, by this existing PSC 45026-14/15

D. Will the contract(s) be renewed?

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

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

The modified PSC duration aligns with the resulting new contract expiration of 12/31/2025, at which time the Airport will evaluate the continued need for the use of the ASQ program, including exploring other options for global benchmarking.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Work is intermittent and entails a large number of people for a short period of time.

B. Reason for the request for modification:

This increase in PSC amount and duration will allow the Airport to continue to obtain customer survey results for the quality of SFO's guest services, using the survey product and methodology associated with the Airport Service Quality (ASQ) global benchmarking program.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills include high-level of knowledge and expertise in conducting surveys including face-to-face interviews, telephone surveys, focus groups, mail-back surveys, etc.; questionnaire and sampling design; statistical analyses; and interviewing in various languages (English, French, Spanish, German, Japanese, Korean, Mandarin, Cantonese, etc.); and furnishing computerized survey data results. Also, experience with large Airport environments in developing recommendations based on industry successes is required.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 0922, Manager I;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classifications are not applicable as the work is intermittent and entails a large number of people for a short period of time.

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, since the work is considered seasonal.

6. Additional Information

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

No.

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

Contractor will not provide training to City employees.

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

No.

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

No

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

No

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

Yes, Airports Council International

7. **Union Notification:** On 09/09/19, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Municipal Executive Association;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45026 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/18/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flvsfo.com
To: [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; [Janelle Dung-Sapantay \(AIR\)](mailto:Janelle.Dung-Sapantay@AIR); DHR-PSCCoordinator, [DHR \(HRD\)](mailto:DHR(HRD))
Subject: Receipt of Modification Request to PSC # 45026 - 14/15 - MODIFICATIONS
Date: Monday, September 09, 2019 4:47:07 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$360,000 for services for the period July 1, 2021 – December 31, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13844>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR Dept. Code: AIR

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

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

Type of Service: Airport Customer Survey

Funding Source: Airport Operating Funds PSC Duration: 6 years 25 weeks

PSC Amount: \$1,000,000 PSC Est. Start Date: 01/01/2015 PSC Est. End Date: 06/30/2021

1. Description of Work

A. Scope of Work:

Provide customer survey data regarding the quality of the San Francisco International Airport's (SFO) Food and Beverage and Retail Services, Parking, and other facilities and services, using the global survey product and methodology associated with the Airport Service Quality (ASQ) Program. ASQ is the only airport survey and services benchmarking program with global reach. The ASQ Program will include conducting 5,600 annual (1400 quarterly) on-site customer interviews. Contractor will use the ASQ Program to produce, execute, and analyze the data, producing results and recommendations to SFO.

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

SFO is committed to providing customer satisfaction through safe facilities, convenient, and pleasing services to the traveling public. SFO has been a participant of the ASQ survey process since 2011 and denial of this service would cause an interruption in the year-to-year benchmark comparison data. SFO would risk losing touch with its passenger user base, risking a reduction in passenger satisfaction and a loss in revenue.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This services has been provided under PSC #4101-09/10.

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

2. Union Notification: On 10/20/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Municipal Executive Association,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45026 - 14/15

DHR Analysis/Recommendation:

12/15/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 12/15/2014

-4 2/2/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Required skills include high-level of knowledge and expertise in conducting surveys including face-to-face interviews, telephone surveys, focus groups, mail-back surveys, etc.; questionnaire and sampling design; statistical analyses; and interviewing in various languages (English, French, Spanish, German, Japanese, Korean, Mandarin, Cantonese, etc.); and furnishing computerized survey data results. Also, experience with large Airport environments in developing recommendations based on industry successes is required.

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

1823,0922,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable as the work is intermittent and entails a large number of people for a short period of time.

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

No, since the work is considered seasonal.

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

	<u>YES</u>	<u>NO</u>
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? N/A.	<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 11/17/2014 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 41068 - 14/15)

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

Type of Service: Vocational Rehabilitation Training Program

Funding Source: General Fund, Grant, Prop 63

PSC Original Approved Amount: \$12,000,000

PSC Original Approved Duration: 11/01/15 - 10/31/20 (5 years 1 day)

PSC Mod#1 Amount: \$12,000,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$28,000,000

PSC Mod#2 Duration: 11/01/20-10/31/25 (5 years 1 day)

PSC Cumulative Amount Proposed: \$52,000,000

PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work

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

The programs will provide opportunities for consumers with behavioral health challenges to engage in work development, training, and placement services to further enhance their path to wellness and recovery. The criteria for services are specified by DPH Behavioral Health Services and the California Department of Rehabilitation and includes San Francisco residents 18 and over, including transitional age youth, adults and older adults. Service coordinators also support the work of Behavioral Health Services clinicians by connecting consumers with community-based vocational, educational, and other services identified as needed by the consumer. Vocational rehabilitation training programs aim to empower consumers toward finding meaningful activities or employment and provide individualized support to address any barriers that may impede their progress toward economic self-sufficiency and achieving vocational goals. The programs utilized evidence-based practices and work in collaboration with the consumer, family member, and other stakeholders to further develop vocational opportunities for consumers.

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

This program is funded by the State Mental Health Services Act (MHSA), which requires that consumer input play a significant role in the development of programs. Behavioral health consumers, former consumers, or families of consumers must be involved in areas of mental health policy, program planning, implementation, monitoring, quality improvement, evaluation and budget allocations regarding these programs. MHSA funding for this program assists consumers and family members to secure meaningful employment and provides the resources necessary for San Francisco to realize the vision of recovery for individuals and families served by the mental health system.

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

Services have been provided in the past through earlier PSC request. See 41068 - 14/15

D. Will the contract(s) be renewed?

Yes.

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

The Department anticipates a continued need for these services, which allow mental health clients to gain supervised, supportive occupational experience to support their present recovery efforts and strengthen their future ability to support themselves financially in positions which do not receive mental health support in this supportive and tolerant environment.

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 possess the capacity or infrastructure to establish and maintain an effective vocational rehabilitation program for the target population.

B. Reason for the request for modification:

This modification is needed to add services to be performed under awards made relative to RFP 6-2019, for the First Impression training program for peers (not civil service employees, but clients of the mental health system) to learn facilities maintenance and entry-level construction skills, and to extend the duration and increase the PSC by a corresponding amount for a new RFP for the same services (extending the duration from 5 years to 10 years).

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: In collaboration with BHS and consumers, the contractor will be responsible for the design and implementation of a cohesive and collaborative system of vocational rehabilitation services to recruit, employ, train, place, support and supervise consumers within DPH, CBHS and community settings. The provider will also implement and evaluate the service delivery system and vocational rehabilitation services that are received by behavioral health consumers. (cont. on attached)

B. Which, if any, civil service class(es) normally perform(s) this work? 2588, Health Worker 4; 2593, Health Program Coordinator 3;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, facilities to operate the program will be provided by the contractor.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The City does not have the expertise or infrastructure to establish the type of services needed in order to receive the State funding to support this program.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This work requires specialized knowledge and skills and expertise.

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 purpose of these services is to provide training to mental health consumers/clients, however, no formal training will be provided to civil service staff.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 08/23/19, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41068 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/18/2019

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, August 23, 2019 5:52 PM
To: Hale, Jacquie (DPH); Ricardo.Lopez@sfgov.org; Basconccillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 41068 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$28,000,000 for services for the period November 1, 2020 – October 31, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10639>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconccillo@sfgov.org Ricardo.lopez@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 41068 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Vocational Rehabilitation Training ProgramFunding Source: General Fund, Grant, Prop 63PSC Original Approved Amount: \$12,000,000PSC Original Approved Duration: 11/01/15 - 10/31/20 (5 years 1 day)PSC Mod#1 Amount: \$12,000,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$24,000,000PSC Cumulative Duration Proposed: 5 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The programs will provide opportunities for consumers with behavioral health challenges to engage in work development, training, and placement services to further enhance their path to wellness and recovery. The criteria for services are specified by DPH Behavioral Health Services and the California Department of Rehabilitation and includes San Francisco residents 18 and over, including transitional age youth, adults and older adults. Service coordinators also support the work of Behavioral Health Services clinicians by connecting consumers with community-based vocational, educational, and other services identified as needed by the consumer. Vocational rehabilitation training programs aim to empower consumers toward finding meaningful activities or employment and provide individualized support to address any barriers that may impede their progress toward economic self-sufficiency and achieving vocational goals. The programs utilized evidence-based practices and work in collaboration with the consumer, family member, and other stakeholders to further develop vocational opportunities for consumers.

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

This program is funded by the State Mental Health Services Act (MHSA), which requires that consumer input play a significant role in the development of programs. Behavioral health consumers, former consumers, or families of consumers must be involved in areas of mental health policy, program planning, implementation, monitoring, quality improvement, evaluation and budget allocations regarding these programs. MHSA funding for this program assists consumers and family members to secure meaningful employment and provides the resources necessary for San Francisco to realize the vision of recovery for individuals and families served by the mental health system.

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

yes

D. Will the contract(s) be renewed?

Yes.

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

The Department anticipates a continued need for these services, which allow mental health clients to gain supervised, supportive occupational experience to support their present recovery efforts and strengthen their future ability to support themselves financially in positions which do not receive mental health support in this supportive and tolerant environment.

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 possess the capacity or infrastructure to establish and maintain an effective vocational rehabilitation program for the target population.

- B. Reason for the request for modification:

To increase the amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: In collaboration with BHS and consumers, the contractor will be responsible for the design and implementation of a cohesive and collaborative system of vocational rehabilitation services to recruit, employ, train, place, support and supervise consumers within DPH, CBHS and community settings. The provider will also implement and evaluate the service delivery system and vocational rehabilitation services that are received by behavioral health consumers. (cont. on attached)
- B. Which, if any, civil service class(es) normally perform(s) this work? 2588, Health Worker 4; 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, facilities to operate the program will be provided by the contractor.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The City does not have the expertise or infrastructure to establish the type of services needed in order to receive the State funding to support this program.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This work requires specialized knowledge and skills and expertise.

6. Additional Information

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

7. **Union Notification:** On 02/08/18, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21;

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

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41068 - 14/15

DHR Analysis/Recommendation:

05/07/2018

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 40214 - 15/16)

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

Type of Service: Independent Auditors for Specialized IT and Healthcare Programs

Funding Source: General Fund

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 10/01/15 - 12/31/19 (4 years 13 weeks)

PSC Mod#1 Amount: \$600,000 PSC Mod#1 Duration: 09/01/17-06/30/20 (25 weeks 6 days)

PSC Mod#2 Amount: \$1,000,000 PSC Mod#2 Duration: 09/23/19-12/31/21 (1 year 26 weeks)

PSC Cumulative Amount Proposed: \$3,100,000 PSC Cumulative Duration Proposed: 6 years 13 weeks

1. Description of Work

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

The Department requires specialized, as-needed auditing services for various Department of Health (DPH) specialty programs, including a comprehensive program review by an independent program auditor of all aspects of the San Francisco General Hospital (SFGH) and DPH community/ambulatory care clinics using the 340B Drug Pricing Program, a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations/covered entities at significantly reduced prices, enabling covered entities such as SFGH to stretch scarce Federal resources, reach more eligible patients and provide more comprehensive services. Audit services for the 340B program will include all child sites and contract pharmacies, in order to ensure comprehensive program compliance. Services will include evaluation and validation of patient eligibility; procurement, distribution, dispensing, and billing of 340B medications; compliance with GPO prohibitions; proper 340B database registration with Health Resources and Service Administration (HRSA); accurate 340B inventory and record keeping; drug diversion, and duplicate discount compliance. In addition DPH will also need specialized information technology service auditors for IT security systems focusing on protected health information, compliance with reimbursement programs, and meaningful use.

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

This service is necessary to ensure 340B program compliance and continued participation in the program. The requirements of the program are specialized and complex, requiring specific expertise to ensure compliance. The consequences of denial are severe, as the Health Resources and Service Administration (HRSA) of the US Department of Health and Human Services can revoke the covered entity's (DPH's/SFGH's) participation in the program if non-compliance is found. Without the 340B program, DPH will incur a large increase in drug expenses, estimated to be \$3-\$4 million annually. HRSA expects covered entities to conduct annual independent audits to ensure contract pharmacies

are following program compliance requirements. Further, IT programs in the area of compliance with privacy and protected health information, as well as compliance with all meaningful use requirements require an independent auditor.

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 40214 - 15/16

D. Will the contract(s) be renewed?

Yes.

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

The duration requested is more than 5 years because the Department has a continuous need for independent auditors for specialized IT and healthcare programs.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

The City does not have auditors with sufficient expertise to audit the very specialized and complex 340B Drug Pricing program. The federal regulatory agency for the program, the Health Resource Services Administration (HRSA) requires an annual independent audit, so the City may not audit itself.

B. Reason for the request for modification:

The modification is to extend the duration and increase the amount of the PSC by \$1,000,000.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: * Specialization in 340B auditing * Experience in 340B program audits and program compliance evaluations for Disproportionate Share Hospitals (DSHs), Community Health Clinics (CHCs), and contract pharmacies * Onsite experience with covered entities during HRSA audits * Experience with preparation of a corrective action plan for potential HRSA audit findings * Experience with up to date requirements for IT security * Experience with up to date requirements for meaningful use requirements

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1867, Auditor I;

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

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 currently no civil service classes that have the expertise and experience in 340B program compliance. In addition, HRSA expects covered entities to conduct annual independent audits.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt a new civil service class to perform this work because the expertise and experience in 340B program compliance cannot be attained by the time the audits need to be conducted. It would also not meet HRSA's expectation of having an independent auditor evaluate the contract pharmacy procedures.

6. Additional Information

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

No.

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

There is no training of civil service employees under this PSC.

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 09/23/19, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40214 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/18/2019

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, September 23, 2019 4:40 PM
To: Hale, Jacquie (DPH); WendyWong26@yahoo.com; wendywong26@yahoo.com;
tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org;
L21PSCReview@ifpte21.org; Lee, Arlene (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 40214 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$1,000,000 for services for the period September 23, 2019 – December 31, 2021. 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/10045>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 40214 - 15/16)

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

Type of Service: Independent Auditors for Specialized IT and Healthcare Programs

Funding Source: General Fund

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 10/01/15 - 12/31/19 (4 years 13 weeks)

PSC Mod#1 Amount: \$600,000 PSC Mod#1 Duration: 09/01/17-06/30/20 (25 weeks 6 days)

PSC Cumulative Amount Proposed: \$2,100,000 PSC Cumulative Duration Proposed: 4 years 39 weeks

1. Description of Work

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

The Department requires specialized, as-needed auditing services for various Department of Health (DPH) specialty programs, including a comprehensive program review by an independent program auditor of all aspects of the San Francisco General Hospital (SFGH) and DPH community/ambulatory care clinics using the 340B Drug Pricing Program, a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations/covered entities at significantly reduced prices, enabling covered entities such as SFGH to stretch scarce Federal resources, reach more eligible patients and provide more comprehensive services. Audit services for the 340B program will include all child sites and contract pharmacies, in order to ensure comprehensive program compliance. Services will include evaluation and validation of patient eligibility; procurement, distribution, dispensing, and billing of 340B medications; compliance with GPO prohibitions; proper 340B database registration with Health Resources and Service Administration (HRSA); accurate 340B inventory and record keeping; drug diversion, and duplicate discount compliance. In addition DPH will also need specialized Information technology service auditors for IT security systems focusing on protected health information, compliance with reimbursement programs, and meaningful use.

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

This service is necessary to ensure 340B program compliance and continued participation in the program. The requirements of the program are specialized and complex, requiring specific expertise to ensure compliance. The consequences of denial are severe, as the Health Resources and Service Administration (HRSA) of the US Department of Health and Human Services can revoke the covered entity's (DPH's/SFGH's) participation in the program if non-compliance is found. Without the 340B program, DPH will incur a large increase in drug expenses, estimated to be \$3-\$4 million annually. HRSA expects covered entities to conduct annual independent audits to ensure contract pharmacies are following program compliance requirements. Further, IT programs in the area of compliance with

privacy and protected health information, as well as compliance with all meaningful use requirements require an independent auditor.

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 40214 - 15/16

D. Will the contract(s) be renewed?

Yes.

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

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

The City does not have auditors with sufficient expertise to audit the very specialized and complex 340B Drug Pricing program. The federal regulatory agency for the program, the Health Resource Services Administration (HRSA) requires an annual independent audit, so the City may not audit itself.

B. Reason for the request for modification:

The modification is to extend the duration and increase the amount of the PSC by \$600,000.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: * Specialization in 340B auditing * Experience in 340B program audits and program compliance evaluations for Disproportionate Share Hospitals (DSHs), Community Health Clinics (CHCs), and contract pharmacies * Onsite experience with covered entities during HRSA audits * Experience with preparation of a corrective action plan for potential HRSA audit findings * Experience with up to date requirements for IT security * Experience with up to date requirements for meaningful use requirements

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1867, Auditor I;

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

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 currently no civil service classes that have the expertise and experience in 340B program compliance. In addition, HRSA expects covered entities to conduct annual independent audits.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt a new civil service class to perform this work because the expertise and experience in 340B program compliance cannot be attained by the time the audits need to be conducted. It would also not meet HRSA's expectation of having an independent auditor evaluate the contract pharmacy procedures.

6. Additional Information

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

No.

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

There is no training of civil service employees under this PSC.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 09/01/17, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40214 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/11/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Independent Auditors for Specialized IT and Healthcare ProgramsFunding Source: General FundPSC Duration: 4 years 13 weeksPSC Amount: \$1,500,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Department requires specialized, as-needed auditing services for various Department of Health (DPH) specialty programs, including a comprehensive program review by an independent program auditor of all aspects of the San Francisco General Hospital (SFGH) and DPH community/ambulatory care clinics using the 340B Drug Pricing Program, a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations/covered entities at significantly reduced prices, enabling covered entities such as SFGH to stretch scarce Federal resources, reach more eligible patients and provide more comprehensive services. Audit services for the 340B program will include all child sites and contract pharmacies, in order to ensure comprehensive program compliance. Services will include evaluation and validation of patient eligibility; procurement, distribution, dispensing, and billing of 340B medications; compliance with GPO prohibitions; proper 340B database registration with Health Resources and Service Administration (HRSA); accurate 340B inventory and record keeping; drug diversion, and duplicate discount compliance. In addition DPH will also need specialized Information technology service auditors for IT security systems focusing on protected health information, compliance with reimbursement programs, and meaningful use.

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

This service is necessary to ensure 340B program compliance and continued participation in the program. The requirements of the program are specialized and complex, requiring specific expertise to ensure compliance. The consequences of denial are severe, as the Health Resources and Service Administration (HRSA) of the US Department of Health and Human Services can revoke the covered entity's (DPH's/SFGH's) participation in the program if non-compliance is found. Without the 340B program, DPH will incur a large increase in drug expenses, estimated to be \$3-\$4 million annually. HRSA expects covered entities to conduct annual independent audits to ensure contract pharmacies are following program compliance requirements. Further, IT programs in the area of compliance with privacy and protected health information, as well as compliance with all meaningful use requirements require an independent auditor.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes.

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

2. Reason(s) for the Request

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

- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

- B. Explain the qualifying circumstances:

The City does not have auditors with sufficient expertise to audit the very specialized and complex 340B Drug Pricing program. The federal regulatory agency for the program, the Health Resource Services Administration (HRSA) requires an annual independent audit, so the City may not audit itself.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: * Specialization in 340B auditing * Experience in 340B program audits and program compliance evaluations for Disproportionate Share Hospitals (DSHs), Community Health Clinics (CHCs), and contract pharmacies * Onsite experience with covered entities during HRSA audits * Experience with preparation of a corrective action plan for potential HRSA audit findings * Experience with up to date requirements for IT security * Experience with up to date requirements for meaningful use requirements
- B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1867, Auditor I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:

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 currently no civil service classes that have the expertise and experience in 340B program compliance. In addition, HRSA expects covered entities to conduct annual independent audits.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work because the expertise and experience in 340B program compliance cannot be attained by the time the audits need to be conducted. It would also not meet HRSA's expectation of having an independent auditor evaluate the contract pharmacy procedures.

6. Additional Information

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

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

No. There is no training of civil service employees under this PSC.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 09/21/2015, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21

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

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

Address: 101 Grove Street, Room 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40214 - 15/16

DHR Analysis/Recommendation:

action date: 11/16/2015

Commission Approval Required

Approved by Civil Service Commission

11/16/2015 DHR Approved for 11/16/2015