




Mark Farrell  
Mayor

Micki Callahan  
Human Resources Director

Date: March 2, 2018

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director 

From: David Bui/Alexander Burns, DPW  
Mark Corso, FIR  
John Tsutakawa, DSS  
Karen Henderson, MYR

Subject: **Personal Services Contracts Approval Request**

This report contains five (5) 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 to date:

Total of this Report	YTD Expedited Approvals FY2017-2018	Total for FY2017-2018
\$10,776,859	\$761,971,941	\$2,494,758,730

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Department of Public Works  
1155 Market Street, 4th Floor  
San Francisco, CA 94103  
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Fire Department  
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Karen Henderson  
Mayor  
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(415) 701-5557

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Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**POSTING FOR**

March 19, 2018

**PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2018-03-19

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
43295 - 17/18	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$8,000,000.00	The primary scope of service will include specialized or untried equipment for evaluation, provide cleaning personnel for special events, conduct special cleaning services, graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities, and/or conducting pilot cleaning programs that affect both public and private properties. Supporting services, not to exceed 10% in services for the duration of the contract, may include the ability to organize community support, prepare educational or outreach materials, assist in developing and conducting outreach and education efforts, conduct neighborhood cleaning projects, organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID), and/or survey public opinion or conduct focus groups. Services may also include steam cleaning or power washing.	March 5, 2018	March 5, 2023	REGULAR
41446 - 17/18	FIRE DEPARTMENT	\$358,625.00	The San Francisco Fire Department is seeking proposals to upgrade the video system, control system, and local area network infrastructure of the existing Audio-Visual ("AV") system used in San Francisco Headquarters Fire Department Operations Center. The new systems have to be fully integrated with components that are not being replaced, seamlessly retaining all existing control functionality while also adding new capabilities. The work under this contract will include designing a solution for the Department, providing and installing new equipment, programming and integration of the new equipment and software with the already existing equipment and software, training City staff on the new system, and providing system documentation and drawings to the City. This is a Homeland Security Grant project that has a short timeframe and is one-time in nature. The majority of this project is to purchase equipment, with less than \$100K anticipated to be for contracted services.	March 1, 2018	September 30, 2018	REGULAR

**TOTAL AMOUNT \$8,358,625**

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## Posting For March 19, 2018

### Proposed Modifications to Personal Services Contracts

**Commission Hearing Date**

2018-03-19

**APPLY**

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
40922 - 14/15 - MODIFICATIONS	March 19, 2018	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$1,600,000	\$3,100,000	Provide specialized services in pavement condition data collection and surveys to support the Public Works Paving Program on an as-needed basis. Work shall include providing expert examination, analysis, reports, graphs, raw data and other information of San Francisco's roadway network. We intend to award one contract with \$1,000,000 limit.	02/01/2022	12/31/2025	REGULAR
34995 - 17/18 - MODIFICATIONS	March 19, 2018	HUMAN SERVICES -- DSS	\$568,234	\$657,022	The Contractor will: a. Resolve issues and complaints regarding the FCS Division as an Ombudsman. San Francisco Human Services Agency (HSA) shall be responsible for reviewing and taking the final action on any recommendations. The contractor is expected to respond to three levels of concerns: i. Requests for information, including identification of resources and clarification of policies ii. Issues requiring facilitation by the Ombudsman iii. Assist parties in submitting formal written complaints directed to FCS Management regarding issues that cannot be resolved through direct meetings with the Child Welfare Worker. b. Meet with clients and/or their care provider at HSA offices and/or community locations as necessary to provide information, make referrals, and conduct complaint intakes. c. Consult with FCS Management and staff to resolve the issues or complaints. d. Assist the complainant in resolving the issue. Resolution may include, but is not limited to, the following: i. Clarification of FCS rules and policies ii. Mediation between the client and staff as appropriate iii. Forged agreements between staff, client, or other parties involved in the complaint e. Meet with FCS Deputy Director or his/her designee at least quarterly to provide feedback regarding client service issues and to make policy recommendations. f. Compile program data for monthly reports summarizing the number, source, nature, and outcome of complaints handled and reporting hours of service provided. g. Develop and maintain individual case files for every complaint. Issue a letter outlining the complaint, findings, and recommendations to the complainant, as appropriate. h. Participate in FCS's Parent Advisory Committee (PAC), and other	07/01/2018	06/30/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					committees relevant to client concerns, as needed.			
43283 - 15/16 - MODIFICATIONS 2018	March 19, 2018	MAYOR -- MYR	\$250,000	\$770,000	Preparation on background studies necessary for completion of environmental reviews required for federally supported housing and community development projects. Studies would include air quality analyses using California Emission Estimator Model, health risk analyses, traffic studies, noise assessments, toxic substance analyses, geotechnical reports. Preparation of Environmental Impact Studies for housing developments.	02/12/2018	06/30/2021	REGULAR
					<b>Scope Change:</b> Preparation on background studies necessary for completion of environmental reviews required for federally supported housing and community development projects. Studies would include air quality analyses using California Emission Estimator Model, health risk analyses, traffic studies, noise assessments, toxic substance analyses, geotechnical reports. Preparation of Environmental impact studies for housing developments.			

**TOTAL AMOUNT \$2,418,234**

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Cleaning Program Services

Funding Source: General Funds

PSC Amount: \$8,000,000

PSC Est. Start Date: 03/05/2018

PSC Est. End Date 03/05/2023

**1. Description of Work**

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

The primary scope of service will include specialized or untried equipment for evaluation, provide cleaning personnel for special events, conduct special cleaning services, graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities, and/or conducting pilot cleaning programs that affect both public and private properties. Supporting services, not to exceed 10% in services for the duration of the contract, may include the ability to organize community support, prepare educational or outreach materials, assist in developing and conducting outreach and education efforts, conduct neighborhood cleaning projects, organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID), and/or survey public opinion or conduct focus groups. Services may also include steam cleaning or power washing.

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

The Department is attempting to change public behaviors in the area of illegal dumping, graffiti, littering and the upkeep of private property, including sidewalks through a range of education and outreach programs. These services are needed to augment the Department's existing skill base in allowing the Department to test the effectiveness of outreach and educational programs, evaluate the new equipment, and to obtain direct program support from non-profit or community based organizations for limited duration special projects or when necessitated by grant conditions.

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

This service has been provided previously through PSC 45768-16/17.

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

No.

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

PSC exceed 5 years only to allow time for processing the award. The contract term will only be for no more than 5 years.

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

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

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

**B. Explain the qualifying circumstances:**

Cleaning services are only required on an as-needed basis and does not require nor is sufficient for a new/existing civil service class to perform this work.



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

- A. Specify required skills and/or expertise: Knowledge, experience, ability, and resources to conduct special cleaning services above or outside of the Bureau's responsibilities; conduct pilot cleaning programs; provide specialized equipment for evaluation; or provide cleaning personnel for special events.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 7281, Street Environ Svcs Oprs Supv; 7501, Environmental Service Worker; 7514, General Laborer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: It is anticipated that the contractor may be asked to provide equipment for special projects – types of equipment that might be provided include equipment for removing stains from concrete or brick sidewalks or granite curbs, removing graffiti from a variety of surfaces, or abating weeds.

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

The City has these resources, however, we would require multiple classifications to perform this work, whereas the contractor has positions that can perform all aspects of the work. This work is only needed on an intermittent basis, so the use of civil service classes are not feasible.

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

- A. Explain why civil service classes are not applicable.  
It would not be possible to find a single class capable of providing the variety of required program support. This contract is intended to support a wide range of civil service employees engaged in these initiatives, making it possible to more rapidly and effectively evaluate programs while maintaining existing programs and responsibilities.
- 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. At this point in time, the amount of work anticipated is not sufficient in quantity or sufficiently different from the duties and responsibilities of existing classes to justify the creation of a new class.

**6. Additional Information**

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

7. **Union Notification:** On 01/05/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Laborers, Local 261; 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: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43295 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/19/2018

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

## Williams, Hyun (DPW)

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**From:** Bui, David (DPW)  
**Sent:** Friday, January 05, 2018 10:21 AM  
**To:** Tom, Antonio (DPW); Williams, Hyun (DPW); Burns, Alexander (DPW)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 43295 - 17/18

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of david.bui@sfdpw.org  
Sent: Friday, January 05, 2018 10:17 AM  
To: Bui, David (DPW) <David.Bui@sfdpw.org>; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; Tom, Antonio (DPW) <antonio.tom@sfdpw.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 43295 - 17/18

RECEIPT for Union Notification for PSC 43295 - 17/18 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43295 - 17/18 for \$8,000,000 for Initial Request services for the period 03/05/2018 – 03/05/2023. 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/10546> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Cleaning Program Services

Funding Source: General Funds

PSC Amount: \$1,200,000

PSC Est. Start Date: 08/26/2016

PSC Est. End Date 12/31/2021

**1. Description of Work**

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

The primary scope of service will include specialized or untried equipment for evaluation, provide cleaning personnel for special events, conduct special cleaning services, graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities, and/or conducting pilot cleaning programs that affect both public and private properties. Supporting services, not to exceed 10% in services for the duration of the contract, may include the ability to organize community support, prepare educational or outreach materials, assist in developing and conducting outreach and education efforts, conduct neighborhood cleaning projects, organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID), and/or survey public opinion or conduct focus groups. Public Works is looking to award 3 contracts at \$400,000 each.

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

The Department is attempting to change public behaviors in the area of illegal dumping, graffiti, littering and the upkeep of private property, including sidewalks through a range of education and outreach programs. These services are needed to augment the Department's existing skill base in allowing the Department to test the effectiveness of outreach and educational programs, evaluate the new equipment, and to obtain direct program support from non-profit or community based organizations for limited duration special projects or when necessitated by grant conditions.

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

This service has been provided previously through PSC 4037-11/12.

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.

PSC exceed 5 years only to allow time for processing the award. The contract term will only be for no more than 5 years.

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

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

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

B. Explain the qualifying circumstances:

Cleaning services are only required on an as-needed basis and does not require nor is sufficient for a new/existing civil service class to perform this work.

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

A. Specify required skills and/or expertise: Knowledge, experience, ability, and resources to conduct special cleaning services above or outside of the Bureau's responsibilities; conduct pilot cleaning programs; provide specialized equipment for evaluation; or provide cleaning personnel for special events.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 7281, Street Environ Svcs Oprs Supv; 7501, Environmental Service Worker; 7514, General Laborer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: It is anticipated that the contractor may be asked to provide equipment for special projects – types of equipment that might be provided include equipment for removing stains from concrete or brick sidewalks or granite curbs, removing graffiti from a variety of surfaces, or abating weeds.

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

The City has these resources, however, we would require multiple classifications to perform this work, whereas the contractor has positions that can perform all aspects of the work. This work is only needed on an intermittent basis, so the use of civil service classes are not feasible.

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

- A. Explain why civil service classes are not applicable.  
It would not be possible to find a single class capable of providing the variety of required program support. This contract is intended to support a wide range of civil service employees engaged in these initiatives, making it possible to more rapidly and effectively evaluate programs while maintaining existing programs and responsibilities.
- 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. At this point in time, the amount of work anticipated is not sufficient in quantity or sufficiently different from the duties and responsibilities of existing classes to justify the creation of a new class.

**6. Additional Information**

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

**7. Union Notification:** On 08/26/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Laborers, Local 261; 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: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

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

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45768 - 16/17

DHR Analysis/Recommendation:

Commission Approval Required

10/17/2016 DHR Approved for 10/17/2016

action date: 10/17/2016

Approved by Civil Service Commission with conditions



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIR

Dept. Code: FIR

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

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

Type of Service: Upgrade of Department Operations Center

Funding Source: UASI Homeland Security Grants

PSC Duration: 30 weeks 2 days

PSC Amount: \$358,625

**1. Description of Work**

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

The San Francisco Fire Department is seeking proposals to upgrade the video system, control system, and local area network infrastructure of the existing Audio-Visual ("AV") system used in San Francisco Headquarters Fire Department Operations Center. The new systems have to be fully integrated with components that are not being replaced, seamlessly retaining all existing control functionality while also adding new capabilities. The work under this contract will include designing a solution for the Department, providing and installing new equipment, programming and integration of the new equipment and software with the already existing equipment and software, training City staff on the new system, and providing system documentation and drawings to the City. This is a Homeland Security Grant project that has a short timeframe and is one-time in nature. The majority of this project is to purchase equipment, with less than \$100K anticipated to be for contracted services.

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

The San Francisco Fire Department's Operations Center (FDOC) is located at its headquarters facility at 698 Second Street in San Francisco, CA. This room serves as a place for operations planning in the event of a large scale incident or disaster. The goal of a Department Operation Center is to improve Emergency Management by coordinating the mobilization of City and Private resources to support operational objectives, as defined by the San Francisco Office of Emergency Services or identified through enhanced situational awareness. Situational awareness can be defined as global Information which managers rely on to make Operational Decisions. This site is designed to be able to function 24 hours a day/7 days a week in the event of an emergency. This facility was constructed approximately ten years ago, and is in need of technical upgrades. Without these upgrades, critical communications with the field can be extremely limited, reducing efficiencies of emergency operations support.

**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?**  
No, this project is one-time in nature.

**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:

This is a one-time Homeland Security Grant project, with an extremely short turnaround time for completion (August 2018). This project requires a unique combination of skills, with both knowledge and expertise of technology systems as well as knowledge of how first responder emergency communication systems and tools are structured and used.

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

A. Specify required skills and/or expertise: IT systems and system integration expertise is needed. In addition, knowledge of public safety emergency operations and communications systems are requested.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. As part of this contract, the contractor is responsible for procuring the equipment solutions needed and installing them. While the full contract request is a little over \$350,000, it is anticipated that less than \$100,000 would be for services, with the remainder for hardware and software purchase.

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

The Department has researched similar projects in the City, but given the specialized skills and expertise for this unique one-time project, has determined to request to contract out these services. The majority of this contract is for the purchase of equipment.

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

A. Explain why civil service classes are not applicable.

This is a very specialized project that is one-time in nature. The amount of services is relatively small as compared to the hardware and software that will be purchased and installed.

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 special project that is not common, and the work required is only required for an extremely short period of time.

**6. Additional Information**

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

No.

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

Yes. There will be training on the use of the equipment and software when it is installed. There is no formal training class per se, just a familiarity with the equipment.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 01/26/2018, 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: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 Second Street San Francisco, CA, 94107

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41446 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/19/2018

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of elaine.walters@sfgov.org  
**Sent:** Friday, January 26, 2018 3:58 PM  
**To:** Walters, Elaine (FIR); tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Corso, Mark; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41446 - 17/18

RECEIPT for Union Notification for PSC 41446 - 17/18 more than \$100k

The FIRE DEPARTMENT -- FIR has submitted a request for a Personal Services Contract (PSC) 41446 - 17/18 for \$358,625 for Initial Request services for the period 03/01/2018 – 09/30/2018. 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/10569> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**Modification**  
**Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request:  Initial  Modification of an existing PSC (PSC # 40922 - 14/15)

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

Type of Service: As-Needed Pavement Condition Survey Services

Funding Source: Inter-Departmental Work Orders

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

PSC Original Approved Duration: 06/01/15 - 09/01/20 (5 years 13 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 09/21/20-01/31/22 (1 year 21 weeks)

PSC Mod#2 Amount: \$1,600,000

PSC Mod#2 Duration: 02/01/22-12/31/25 (3 years 47 weeks)

PSC Cumulative Amount Proposed: \$3,100,000

PSC Cumulative Duration Proposed: 10 years 30 weeks

**1. Description of Work**

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

Provide specialized services in pavement condition data collection and surveys to support the Public Works Paving Program on an as-needed basis. Work shall include providing expert examination, analysis, reports, graphs, raw data and other information of San Francisco's roadway network. We intend to award one contract with \$1,000,000 limit.

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

This contract will provide important data for the Pavement Management and Mapping System (PMMS), which has to be certified by the Metropolitan Transportation Commission (MTC). Public Works utilizes the PMMS to guide and support its paving program by prioritizing pavement renovation projects. Public Works is required to maintain and update the PMMS and complete surveys of the accepted roads within the Public Works jurisdiction every two (2) years for arterial and collector streets and every five (5) years for residential streets. Denial of this service would result in insufficient data to keep the PMMS up to date and Public Works will not be eligible for regional discretionary funds due to non-compliance with Metropolitan Transportation Commission (MTC) guidelines.

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

Yes, through original PSC 40922-14/15

D. Will the contract(s) be renewed?

No, there are no plans to renew this contract at this time.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
Public Works will be advertising for a new pool to get as-needed Consultants to provide pavement condition survey services that are not provided by City staff.

**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:

This service is only required on an as-needed basis and when needed by specific projects.

B. Reason for the request for modification:

Contracting capacity in current contracts are getting depleted. Public Works will be advertising for a new pool to get at least four (4) as-needed Consultants to provide pavement condition survey services that are not provided by City staff.

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

- A. Specify required skills and/or expertise: Pavement Condition Data Collection consultant must be licensed by the Metropolitan Transportation Commission (MTC) and familiar with MTC software, such as, StreetSaver.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5380, StdntDsgnTrain1, Arch/Eng/Plng;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide the equipment required to perform the specific tasks requested.

**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 certification by the MTC and expertise needed are not currently core functions of a Civil Service classification.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the work only occurs on an intermittent and as needed basis. There is not enough work to warrant the use of permanent City employees with the required 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.  
No training will be provided, as this work can only be completed by someone who is certified by the Metropolitan Transportation Commission (MTC).
- 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 02/07/18, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21;

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

Name: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40922 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/19/2018

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

**From:** Bui, David (DPW)  
**To:** Macaranas, Belle (DPW); Williams, Hyun (DPW); Cheng, Paul (DPW); Burns, Alexander (DPW)  
**Subject:** FW: Receipt of Modification Request to PSC # 40922 - 14/15 - MODIFICATIONS  
**Date:** Wednesday, February 07, 2018 4:16:35 PM

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of david.bui@sfdpw.org  
Sent: Wednesday, February 07, 2018 4:10 PM  
To: Bui, David (DPW) <David.Bui@sfdpw.org>; tmathews@ifpte21.org; kschumacher@ifpte21.org;  
kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org;  
tiffany.dea@sfdpw.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Modification Request to PSC # 40922 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$1,600,000 for services for the period February 1, 2022 – 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/6459>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org  
kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request:  Initial  Modification of an existing PSC (PSC # 40922 - 14/15)

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

Type of Service: As-Needed Pavement Condition Survey Services

Funding Source: Inter-Departmental Work Orders

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

PSC Original Approved Duration: 06/01/15 - 09/01/20 (5 years 13 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 09/21/20-01/31/22 (1 year 21 weeks)

PSC Cumulative Amount Proposed: \$1,500,000

PSC Cumulative Duration Proposed: 6 years 35 weeks

**1. Description of Work**

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

Provide specialized services in pavement condition data collection and surveys to support the Public Works Paving Program on an as-needed basis. Work shall include providing expert examination, analysis, reports, graphs, raw data and other information of San Francisco's roadway network. We intend to award one contract with \$1,000,000 limit.

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

This contract will provide important data for the Pavement Management and Mapping System (PMMS), which has to be certified by the Metropolitan Transportation Commission (MTC). Public Works utilizes the PMMS to guide and support its paving program by prioritizing pavement renovation projects. Public Works is required to maintain and update the PMMS and complete surveys of the accepted roads within the Public Works jurisdiction every two (2) years for arterial and collector streets and every five (5) years for residential streets. Denial of this service would result in insufficient data to keep the PMMS up to date and Public Works will not be eligible for regional discretionary funds due to non-compliance with Metropolitan Transportation Commission (MTC) guidelines.

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

Yes, through original PSC 40922-14/15

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

No, there are no plans to renew this contract at this time.

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

**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:

This service is only required on an as-needed basis and when needed by specific projects.

B. Reason for the request for modification:

This Mod Request is to accommodate 50% increases in the awarded contracts, and duration extension due to delays in awarding the master agreements.

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

A. Specify required skills and/or expertise: Pavement Condition Data Collection consultant must be licensed by the Metropolitan Transportation Commission (MTC) and familiar with MTC software, such as, StreetSaver.

B. Which, if any, civil service class(es) normally perform(s) this work? 5380, StdntDsgnTrain1, Arch/Eng/Plng;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide the equipment required to perform the specific tasks requested.

**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 certification by the MTC and expertise needed are not currently core functions of a Civil Service classification.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the work only occurs on an intermittent and as needed basis. There is not enough work to warrant the use of permanent City employees with the required 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.

No training will be provided, as this work can only be completed by someone who is certified by the Metropolitan Transportation Commission (MTC).

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 02/16/16, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

Name: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40922 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/25/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: As-Needed Pavement Condition Survey Services

Funding Source: Inter-Departmental Work Orders PSC Duration: 5 years 13 weeks
PSC Amount: \$1,000,000 PSC Est. Start Date: 06/01/2015 PSC Est. End Date: 09/01/2020

1. Description of Work

A. Scope of Work:

Provide specialized services in pavement condition data collection and surveys to support the Public Works Paving Program on an as-needed basis. Work shall include providing expert examination, analysis, reports, graphs, raw data and other information of San Francisco's roadway network. We intend to award one contract with \$1,000,000 limit.

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

This contract will provide important data for the Pavement Management and Mapping System (PMMS), which has to be certified by the Metropolitan Transportation Commission (MTC). Public Works utilizes the PMMS to guide and support its paving program by prioritizing pavement renovation projects. Public Works is required to maintain and update the PMMS and complete surveys of the accepted roads within the Public Works jurisdiction every two (2) years for arterial and collector streets and every five (5) years for residential streets. Denial of this service would result in insufficient data to keep the PMMS up to date and Public Works will not be eligible for regional discretionary funds due to non-compliance with Metropolitan Transportation Commission (MTC) guidelines.

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

This service has been provided by a subconsultant through existing contracts for As-Needed Civil/Structural Engineering Services on approved PSC 4102-10/11.

D. Will the contract(s) be renewed? No, there are no plans to renew this contract at this time.

2. Union Notification: On 04/17/2015, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40922 - 14/15

DHR Analysis/Recommendation:

06/15/2015

Commission Approval Required

DHR Approved for 06/15/2015

-25- Approved by Civil Service Commission



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

A. Specify required skills and/or expertise:  
 Pavement Condition Data Collection consultant must be licensed by the Metropolitan Transportation Commission (MTC) and familiar with MTC software, such as, StreetSaver.

B. Which, if any, civil service class(es) normally perform(s) this work?  
 5380,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
 Contractor will provide the equipment required to perform the specific tasks requested.

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

A. Explain why civil service classes are not applicable:

The certification by the MTC and expertise needed are not currently core functions of a Civil Service classification.

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

No, the work only occurs on an intermittent and as needed basis. There is not enough work to warrant the use of permanent City employees with the required expertise.

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

**YES NO**

- |   |                          |                                     |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>No training will be provided, as this work can only be completed by someone | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                           | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/18/2015 BY:

Name: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request:  Initial  Modification of an existing PSC (PSC # 34995 - 17/18)

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

Type of Service: Ombudsman Services for Family & Children's Services

Funding Source: County 75%; State 12%; Federal 13%

PSC Original Approved Amount: \$88,788

PSC Original Approved Duration: 10/01/17 - 06/30/18 (38 weeks 6 days)

PSC Mod#1 Amount: \$568,234

PSC Mod#1 Duration: 07/01/18-06/30/22 (4 years 1 day)

PSC Cumulative Amount Proposed: \$657,022

PSC Cumulative Duration Proposed: 4 years 39 weeks

**1. Description of Work**

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

The Contractor will:

a. Resolve issues and complaints regarding the FCS Division as an Ombudsman. San Francisco Human Services Agency (HSA) shall be responsible for reviewing and taking the final action on any recommendations. The contractor is expected to respond to three levels of concerns:

i. Requests for information, including identification of resources and clarification of policies

ii. Issues requiring facilitation by the Ombudsman

iii. Assist parties in submitting formal written complaints directed to FCS Management regarding issues that cannot be resolved through direct meetings with the Child Welfare Worker.

b. Meet with clients and/or their care provider at HSA offices and/or community locations as necessary to provide information, make referrals, and conduct complaint intakes.

c. Consult with FCS Management and staff to resolve the issues or complaints.

d. Assist the complainant in resolving the issue. Resolution may include, but is not limited to, the following:

- i. Clarification of FCS rules and policies
  - ii. Mediation between the client and staff as appropriate
  - iii. Forged agreements between staff, client, or other parties involved in the complaint
- e. Meet with FCS Deputy Director or his/her designee at least quarterly to provide feedback regarding client service issues and to make policy recommendations.
- f. Compile program data for monthly reports summarizing the number, source, nature, and outcome of complaints handled and reporting hours of service provided.
- g. Develop and maintain individual case files for every complaint. Issue a letter outlining the complaint, findings, and recommendations to the complainant, as appropriate.
- h. Participate in FCS's Parent Advisory Committee (PAC), and other committees relevant to client concerns, as needed.

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

The Human Services Agency Family & Children's Services Division (FCS) oversees the county child protective service functions including the child abuse hotline and investigations, family maintenance and reunification, and permanent placement. The mission of FCS is to protect children, maintain and reunify families, and obtain safe permanent care for children who cannot be reunified with their families. FCS has an ongoing need for a contracted consultant to serve as an ombudsman to respond to complaints from clients, foster/adoptive parents and biological parents regarding the FCS Division as well as properly and thoroughly investigate and facilitate resolution of said complaints. It is absolutely essential for the Department to contract for an impartial third party to intervene and attempt to resolve client issues regarding FCS services. There is no City staff position that would possess the versatility and objectivity to investigate/research client issues, seek redress if necessary and appropriate, and submit reporting regarding client interventions that serve to inform the FCS division's toward shaping its policies and procedures to become more responsive to the needs of clients it serves. Denial of this request would effectively close the only neutral, no cost outlet available to clients of child welfare services toward airing their concerns and seeking constructive solutions for resolving said concerns. Further, the Department would lose valuable client insight as to the impact of Department services on the clients it serves.

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, most likely should funding be available and the contractor's performance is satisfactory to the Department.

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

N/A

## 2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The Human Services Agency's Family and Children's Services Division (FCS) has an ongoing need for a contracted consultant to serve as an ombudsman to respond to complaints from clients, foster/adoptive parents and biological parents regarding the FCS Division as well as properly and thoroughly investigate and facilitate resolution of said complaints. It is absolutely essential for the Department to contract for an impartial, independent third party to intervene and attempt to resolve client issues regarding FCS services. There is no City staff position that would possess the versatility, objectivity and independence necessary to investigate/research client issues (particularly those involving Department staff), seek redress if necessary and appropriate, and submit reporting regarding client interventions that serve to inform the FCS division's toward shaping its policies and procedures to become more responsive to the needs of clients it serves.

B. Reason for the request for modification:

HSA is in the process of changing from continuous PSC to time limited, service specific PSC. The first expedited PSC was requested to ensure continuity of services. This PSC is being made for CSC review for a four year renewal of the initial contract.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: 1. A minimum of three years demonstrated experience providing Ombudsman Services for a social services agency providing child welfare services 2. A minimum of three years demonstrated experience working with biological parents, children and youth, relatives, foster and adoptive parents, caregivers and resource families who receive or have received services from a child welfare agency. 3. A minimum of three years of demonstrated experience in mediation and dispute resolution of complaints on behalf of children and families linked to child welfare services.

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

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

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

Not Applicable

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

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

This is highly specialized work with a specific target population that requires a neutral party not employed by the City to intervene on behalf of clients served by the Human Services Agency Family & Children's Services Division. In order to be impartial in conflicts between city staff and child protective services clients, HSA cannot use city staff who would in turn be perceived as being biased toward city staff.

- 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. While the City could eventually adopt a class that would be exclusive to the Human Services Agency which encompassed the essential skill sets needed to perform ombudsman services working with the specific target population of children and families linked to child welfare, it cannot replicate the necessary objectivity or transparency required to intervene on behalf of clients served by the Department particularly in matters that involve the actions of Department staff and/or relate to the policies and procedures of the Department that may be the source of the client complaints or concerns. It would be neither effective or appropriate to require City staff to investigate matters on behalf of clients that involve the actions of other City staff in the same Department.

**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 train 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.

An expedited PSC was created for continuity of services,.

7. **Union Notification:** On 02/09/18, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 34995 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/19/2018

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of john.tsutakawa@sfgov.org  
**Sent:** Friday, February 09, 2018 3:25 PM  
**To:** Tsutakawa, John (HSA); sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; peter.masiak@seiu1021.org; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 34995 - 17/18 - MODIFICATIONS  
**Follow Up Flag:** Follow up  
**Flag Status:** Completed

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$568,234 for services for the period July 1, 2018 – June 30, 2022. 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/10695>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union



# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: Ombudsman Services for Family & Children's Services

Funding Source: County 75%; State 12%; Federal 13%

PSC Amount: \$88,788 PSC Est. Start Date: 10/01/2017 PSC Est. End Date 06/30/2018

**1. Description of Work**

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

The Contractor will:

a. Resolve issues and complaints regarding the FCS Division as an Ombudsman. San Francisco Human Services Agency (HSA) shall be responsible for reviewing and taking the final action on any recommendations. The contractor is expected to respond to three levels of concerns:

i. Requests for information, including identification of resources and clarification of policies

ii. Issues requiring facilitation by the Ombudsman

iii. Assist parties in submitting formal written complaints directed to FCS Management regarding issues that cannot be resolved through direct meetings with the Child Welfare Worker.

b. Meet with clients and/or their care provider at HSA offices and/or community locations as necessary to provide information, make referrals, and conduct complaint intakes.

c. Consult with FCS Management and staff to resolve the issues or complaints.

d. Assist the complainant in resolving the issue. Resolution may include, but is not limited to, the following:

i. Clarification of FCS rules and policies

ii. Mediation between the client and staff as appropriate

iii. Forged agreements between staff, client, or other parties involved in the complaint

e. Meet with FCS Deputy Director or his/her designee at least quarterly to provide feedback regarding client service issues and to make policy recommendations.

f. Compile program data for monthly reports summarizing the number, source, nature, and outcome of complaints handled and reporting hours of service provided.

g. Develop and maintain individual case files for every complaint. Issue a letter outlining the complaint, findings, and recommendations to the complainant, as appropriate.

h. Participate in FCS's Parent Advisory Committee (PAC), and other committees relevant to client concerns, as needed.

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

The Human Services Agency Family & Children's Services Division (FCS) oversees the county child protective service functions including the child abuse hotline and investigations, family maintenance and reunification, and permanent placement. The mission of FCS is to protect children, maintain and reunify families, and obtain safe permanent care for children who cannot be reunified with their families. FCS has an ongoing need for a contracted consultant to serve as an ombudsman to respond to complaints from clients, foster/adoptive parents and biological parents regarding the FCS Division as well as properly and thoroughly investigate and facilitate resolution of said complaints. It is absolutely essential for the Department to contract for an impartial third party to intervene and attempt to resolve client issues regarding FCS services. There is no City staff position that would possess the versatility and objectivity to investigate/research client issues, seek redress if necessary and appropriate, and submit reporting regarding client interventions that serve to inform the FCS division's toward shaping its policies and procedures to become more responsive to the needs of clients it serves. Denial of this request would effectively close the only neutral, no cost outlet available to clients of child welfare services toward airing their concerns and seeking constructive solutions for resolving said concerns. Further, the Department would lose valuable client insight as to the impact of Department services on the clients it serves.

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

These services have always been provided under contract. The service was previously provided under PSC 2001-08/09, most recently approved by the Commission on 6/16/14 under continuing resolution. The Department is electing to use a new PSC to more explicitly define the services and improve transparency.

D. Will the contract(s) be renewed?

Yes, most likely should funding be available and the contractor's performance is satisfactory to the Department.

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

## 2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The Human Services Agency's Family and Children's Services Division (FCS) has an ongoing need for a contracted consultant to serve as an ombudsman to respond to complaints from clients, foster/adoptive parents and biological parents regarding the FCS Division as well as properly and thoroughly investigate and facilitate resolution of said complaints. It is absolutely essential for the Department to contract for an impartial, independent third party to intervene and attempt to resolve client issues regarding FCS services. There is no City staff position that would possess the versatility, objectivity and independence necessary to investigate/research client issues (particularly those involving Department staff), seek redress if necessary and appropriate, and submit reporting regarding client interventions that serve to inform the FCS division's toward shaping its policies and procedures to become more responsive to the needs of clients it serves.

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

A. Specify required skills and/or expertise: 1. A minimum of three years demonstrated experience providing Ombudsman Services for a social services agency providing child welfare services 2. A minimum of three years demonstrated experience working with biological parents, children and youth, relatives, foster and adoptive parents, caregivers and resource families who receive or have received services from a child welfare agency. 3. A minimum of three years of demonstrated experience in mediation and dispute resolution of complaints on behalf of children and families linked to child welfare services.

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

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

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

There presently is no City class that performs ombudsman services specifically for children and families linked to the child welfare system, nor is there any City department that has employees with the necessary qualifications and experience to provide these services to this specific target population. The Human Services Agency has competitively bid for these services under contract for the duration of their use.

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

A. Explain why civil service classes are not applicable.

This is highly specialized work with a specific target population that requires a neutral party not employed by the City to intervene on behalf of clients served by the Human Services Agency Family & Children's Services Division. In order to be impartial in conflicts between city staff and child protective services clients, HSA cannot use city staff who would in turn be perceived as being biased toward city staff.

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. While the City could eventually adopt a class that would be exclusive to the Human Services Agency which encompassed the essential skill sets needed to perform ombudsman services working with the specific target population of children and families linked to child welfare, it cannot replicate the necessary objectivity or transparency required to intervene on behalf of clients served by the Department particularly in matters that involve the actions of Department staff and/or relate to the policies and procedures of the Department that may be the source of the client complaints or concerns. It would be neither effective or appropriate to require City staff to investigate matters on behalf of clients that involve the actions of other City staff in the same Department.

**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. contractor will not train 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 10/12/2017, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 34995 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/30/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR

Dept. Code: MYR

Type of Request:  Initial  Modification of an existing PSC (PSC # 43283 - 15/16)

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

Type of Service: Conduct of environmental studies necessary to complete Part 58 Environmental Reviews

Funding Source: HOME, CDBG, HOPWA, ESG

PSC Original Approved Amount: \$520,000 PSC Original Approved Duration: 07/01/16 - 06/30/21 (5 years)

PSC Mod#1 Amount: \$250,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$770,000 PSC Cumulative Duration Proposed: 5 years

**1. Description of Work**

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

Preparation on background studies necessary for completion of environmental reviews required for federally supported housing and community development projects. Studies would include air quality analyses using California Emission Estimator Model, health risk analyses, traffic studies, noise assessments, toxic substance analyses, geotechnical reports. Preparation of Environmental Impact Studies for housing developments.

**Scope Change**

Preparation on background studies necessary for completion of environmental reviews required for federally supported housing and community development projects. Studies would include air quality analyses using California Emission Estimator Model, health risk analyses, traffic studies, noise assessments, toxic substance analyses, geotechnical reports. Preparation of Environmental impact studies for housing developments.

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

Under the terms of its grant agreement with the United States Department of Housing and Urban Development (HUD), the City and County of San Francisco is required to assume HUD's responsibilities for compliance with National Environmental Policy Act (NEPA) for federally funded projects in the City and County subject to the regulations at 24 CFR Part 58. All programs and projects subject to these regulations must be reviewed for compliance with the authorities listed in 24 CFR §§58.5 and 6 and the appropriate level of documentation published that evidences the review. Failure to review the projects and prepare these Environmental Review Records (ERR) would constitute a breach of the grant agreement the City has executed with Housing and Urban Development (HUD). Such a breach would result in denial of funding to the City of funds in excess of \$25 million. The City does not have the in-house technical capacity to conduct the background studies necessary for completion of the Environmental Review Records (ERR) or to prepare Environmental Impact Studies. The City has relied on professional firms to prepare these studies and documents for which it lacks technical capacity in the past.

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?  
No

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

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

A. Display all that apply

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

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

Explain the qualifying circumstances:

These services are needed on an intermittent basis as opportunities for affordable housing development arises.

B. Reason for the request for modification:

To increase the approved amount.

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

A. Specify required skills and/or expertise: Expertise in air quality analysis, traffic analysis, health risk assessment analysis, toxic and hazardous substance analysis and experience preparing Environmental Impact Statements for Part 58 programs. Also experience in preparing California Historic Inventory reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 5288, Transportation Planner II;

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

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

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 and County of San Francisco does not employ environmental scientists that have expertise in the areas of toxic and hazardous waste analysis, air quality monitoring, traffic analyses and noise studies.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the cost would be exorbitant to employ the required number of specialists for all the necessary background studies.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
None

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
Yes, we must comply with the standards by the office

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 02/07/18, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21;

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

Name: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

Address: 1 South Van Ness Avenue, 5th Floor, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43283 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/19/2018



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

**Henderson, Karen (MYR)**

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**From:** dhr-psccordinator@sfgov.org on behalf of karen.henderson@sfgov.org  
**Sent:** Wednesday, February 07, 2018 4:41 PM  
**To:** Henderson, Karen (MYR); tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 43283 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MAYOR -- MYR has submitted a modification request for a Personal Services Contract (PSC) for \$250,000 for services for the period February 12, 2018 – June 30, 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/10672>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR -- MYR

Dept. Code: MYR

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

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

Type of Service: Conduct of environmental studies necessary to complete Part 58 Environmental Reviews

Funding Source: HOME, CDBG, HOPWA, ESG

PSC Amount: \$520,000

PSC Est. Start Date: 07/01/2016

PSC Est. End Date 06/30/2021

**1. Description of Work**

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

Preparation on background studies necessary for completion of environmental reviews required for federally supported housing and community development projects. Studies would include air quality analyses using California Emission Estimator Model, health risk analyses, traffic studies, noise assessments, toxic substance analyses, geotechnical reports. Preparation of Environmental Impact Studies for housing developments.

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

Under the terms of its grant agreement with the United States Department of Housing and Urban Development (HUD), the City and County of San Francisco is required to assume HUD's responsibilities for compliance with National Environmental Policy Act (NEPA) for federally funded projects in the City and County subject to the regulations at 24 CFR Part 58. All programs and projects subject to these regulations must be reviewed for compliance with the authorities listed in 24 CFR §§58.5 and 6 and the appropriate level of documentation published that evidences the review. Failure to review the projects and prepare these Environmental Review Records (ERR) would constitute a breach of the grant agreement the City has executed with Housing and Urban Development (HUD). Such a breach would result in denial of funding to the City of funds in excess of \$25 million. The City does not have the in-house technical capacity to conduct the background studies necessary for completion of the Environmental Review Records (ERR) or to prepare Environmental Impact Studies. The City has relied on professional firms to prepare these studies and documents for which it lacks technical capacity in the past.

**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.**

Mayor's Office of Housing and Community Development has contracted for these Environmental Review Records preparation services for the past 23 years. The most recent contract approval was 4117-12/13 issued on July 1, 2013.

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

No

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

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

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

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

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

B. Explain the qualifying circumstances:

These services are needed on an intermittent basis as opportunities for affordable housing development arises.

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

A. Specify required skills and/or expertise: Expertise in air quality analysis, traffic analysis, health risk assessment analysis, toxic and hazardous substance analysis and experience preparing Environmental Impact Statements for Part 58 programs. Also experience in preparing California Historic Inventory reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 5288, Transportation Planner II;

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

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

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 and County of San Francisco does not employ environmental scientists that have expertise in the areas of toxic and hazardous waste analysis, air quality monitoring, traffic analyses and noise studies.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the cost would be exorbitant to employ the required number of specialists for all the necessary background studies.

**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. None

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

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

Yes. We must comply with the standards articulate by Office of Management and Budget (OMB).

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

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

7. **Union Notification:** On 04/29/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

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

Name: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

Address: 1 South Van Ness Avenue, 5th Floor San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43283 - 15/16

DHR Analysis/Recommendation:

action date: 07/18/2016

Commission Approval Required

Approved by Civil Service Commission

07/18/2016 DHR Approved for 07/18/2016