



Mark Farrell
Mayor

Micki Callahan
Human Resources Director

Date: March 30, 2018

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Joan Lubamersky, ADM
Cynthia Avakian, AIR
Rod Goree, MTA
Genie Wong, POL
Shamica Jackson/Bill Irwin, PUC
Jacquie Hale, DPH
John Tsutakawa, DSS
William Lee, ECD
Kris Damalas, ECN

Subject: **Personal Services Contracts Approval Request**

This report contains fourteen (14) 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
\$685,857,000	\$807,780,021	\$3,339,533,210

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POSTING FOR

April 16, 2018

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

2018-04-16

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
41226 - 17/18	GENERAL SERVICES AGENCY - CITY ADMIN	\$9,000,000.00	The Contractor(s) will provide as-needed and intermittent maintenance and repair services on City-owned vehicles during periods when Central Shops is at full capacity and does not have the staff/space to service the vehicles in a timely manner. The Contractor(s) will only provide over flow services.	May 1, 2018	April 30, 2023	REGULAR
46090 - 17/18	AIRPORT COMMISSION	\$8,000,000.00	The Project Manager Support Services (PMSS) contractor will manage the reconstruction of several taxiways and runways at San Francisco International Airport (SFO). Services to be provided include budgeting, project controls, scheduling, document and cost control. Additionally, the contractor will provide services related to managing documents and construction to fulfill the requirements of the Federal Aviation Authority (FAA) FAA Airport Improvement Plan (AIP) grant funding. In addition, the contractor would need to have specific expertise in projects that involve airport development, design and remodeling, geotechnical engineering, drainage system, structural engineering, underground utility locating, and airport pavement condition analysis.	April 16, 2018	June 30, 2022	REGULAR
49484 - 17/18	MUNICIPAL TRANSPORTATION AGENCY	\$525,000.00	Ongoing repair, maintenance service and parts for Honeywell (Northern) Alarm System installed at (12) San Francisco Municipal Transportation Agency (SFMTA) facilities by qualified technicians. System is composed of (1) server, winpak software with (5) licenses, (49) Northern alarm panels, (25) SIO boards, (163) card readers, (25) door contacts, (36) motion detectors, (19) panic alarms and (26) miscellaneous devices. Over 6,000 access cards issued to employees, consultants and contractors with 225 customized access levels tailored to meet the agencies current needs.	April 1, 2018	March 31, 2026	REGULAR
47442 - 17/18	POLICE	\$2,000,000.00	The United States Department of Justice (USDOJ) entered into an agreement with the San Francisco Police Department (SFPD or Department) to conduct and complete the Collaborative Reform Initiative report and process. The USDOJ completed a review and issued a report with hundreds of recommendations to improve approaches to uses of force, hiring and diversity, accountability, and potential areas of bias. Although the USDOJ has exited the Collaborative Reform process, the City's leadership is committed to continuing the efforts involved in implementing necessary changes in the Department. Paired with efforts to develop a strategic plan to frame these improvements and ensure that the Department is properly resourced to implement these efforts, the SFPD is seeking to engage management consultants to assist in one-time reviews and technical assistance projects through conducting a variety of management analyses, including staffing analysis, strategic planning, Information Technology planning, communication strategy and content development, surveying and program evaluation.	April 1, 2018	June 30, 2020	REGULAR
46388 - 17/18	PUBLIC UTILITIES COMMISSION	\$42,000,000.00	Contractor to provide staff, equipment, and services to complete environmental monitoring, surveys, and studies; perform field work	July 1, 2018	July 1, 2028	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions, and other documents to support the San Francisco Public Utilities Commission (SFPUC) permit compliance and watershed management activities under the Bioregional Habitat Restoration (BHR) project.			
41591 - 17/18	PUBLIC HEALTH	\$8,000,000.00	Contractor will provide a comprehensive patient billing statement solution (software). Services will include all necessary linkages to the Department's new Electronic Health Record (EHR) system, billing statement generation and distribution, ability for the City to manage and monitor all aspects of the service through an integrated application or service, and as-needed project management services during the implementation and post go-live period.	March 1, 2018	February 28, 2022	REGULAR

TOTAL AMOUNT \$69,525,000

PDF

Posting For April 16, 2018

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2018-04-16

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
40119 - 14/15 - MODIFICATIONS	April 16, 2018	AIRPORT COMMISSION -- AIR	\$600,000,000	\$2,500,000,000	<p>Design-Build services teams with specialty design experience at airports to provide design and construction of the Terminal 1 Redevelopment Program (T1 Program) for the: Terminal 1 Center Renovation Project, New Boarding Area B Reconstruction, and Terminal 1 Baggage Handling System Projects. Work will include a full range of planning, programming, architectural design, engineering, and construction management services necessary to develop and construct the functional and conceptual aspects for the following elements: 1) new interior spaces; 2) construction of a program-wide common use Baggage Handling System; 3) relocation and/or installation of new Passenger Loading Bridges; 4) site work to include pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, and Ground Services Equipment (GSE) charging stations; 5) installation of a new hydrant fueling facility, fueling pits, and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and other systems; 7) passenger amenities; and 8) construction of temporary barricades, walls, and pedestrian corridors.</p> <p>Scope Change: Expanded scope includes construction of infrastructure to support an additional four aircraft parking positions; expanded square footage to support additional revenue-generating concessions; an upgraded state-of-the-art baggage handling system; curbside roadway improvements; expanded mezzanine level to support an additional passenger screening checkpoint; a separate employee screening checkpoint; and other amenities such as high density wi-fi and an enhanced wayfinding program. Of the additional funding being requested, approximately \$43,000,000 will be for</p>	05/15/2018	06/30/2024	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					design services and \$556,000,000 will be for construction costs.			
39286 - 17/18 - MODIFICATIONS	April 16, 2018	HUMAN SERVICES -- DSS	\$187,000	\$257,125	<p>Project 500 (P500) describes a cohort of 500 families on welfare that the City of San Francisco aims to lift out of poverty. The contractor (UC Davis) will help HSA in the planning, development, and delivery of a specialized case management training curriculum for City social workers who work with the P500 population. The social workers hail from the San Francisco Human Services Agency, Department of Public Health, Department of Child Support Services, Office of Early Care and Education, as well as several community-based organizations (CBO). Trainings will be delivered on-site in San Francisco in 15 full-day training sessions distributed throughout the 2017-18 fiscal year. Topics will include, but are not limited to, improved counseling, case assessments, crisis intervention, professional boundaries, as well as self-care under stressful circumstances. Contractor will solicit the class participants' feedback and modify the training design when needed.</p> <p>Scope Change: Additionally, to provide 22 Welfare Fraud trainings to eligibility workers and investigators that will be coached in welfare fraud detection and prevention techniques.</p>	07/01/2018	06/30/2019	REGULAR
36672 - 16/17 - MODIFICATIONS	April 16, 2018	DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD	\$500,000	\$600,000	<p>Contractor will provide software, maintenance, support, and services for earthquake data management system. The contractor will develop a software that can provide earthquake scenarios based on magnitude and location and provide damage statistics based on scenarios. The system will assist DEM in identifying areas where response prioritization and capabilities are needed to increase efficiency in responses during a disaster.</p>	02/28/2018	06/30/2022	REGULAR
31773 - 15/16 - MODIFICATIONS	April 16, 2018	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$300,000	\$862,000	<p>The Office of Economic and Workforce Development (OEWD) requires professional financial analysis related to real estate development in San Francisco. Consultants, selected from a pre-qualified list of economic consultants, will assist OEWD in development of public policy applied to real estate development and finance through a series of as-needed services, including (1) analyzing opportunities for public participation in</p>	05/01/2018	06/30/2020	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					development projects; (2) identifying development opportunity sites and analyzing their feasibility; and (3) evaluating tools to support greater mixed-income housing development.			
46637 - 15/16 - MODIFICATIONS	April 16, 2018	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$5,000	\$255,000	The Contractor will plan, coordinate, and conduct outreach to San Franciscans of all ages to provide encouragement to ride bicycles and do so in a safe manner via educational activities, rides and training. Safety and concerns about safety are significant barriers to people bicycling in the city. These activities will also help to educate the growing number of people riding bicycles about the laws of safe bicycling, as well as to equip bicyclists with adequate street skills to meet complex traffic issues encountered daily on the streets of San Francisco. This work is a key strategy identified in San Francisco's Vision Zero Education Strategy.	03/31/2018	03/30/2019	REGULAR
					Scope Change: The contract must be amended to add 5 additional "Freedom From Training Wheels" classes.			
47895 - 17/18 - MODIFICATIONS	April 16, 2018	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$340,000	\$500,000	The Agency is seeking a contractor who will provide professional engineering services for the Advanced Train Control System (ATCS) systems performance specification adjustments, system certification for the upcoming Twin Peaks Rail Replacement Project. The ATCS is an integrated system comprising proprietary on-board, wayside and, central control signaling and communications equipment (including on-board computers, axel counters, signaling cable, relays, and servers) and software.	04/01/2018	03/31/2019	REGULAR
49282 - 17/18 - MODIFICATIONS	April 16, 2018	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$0	\$60,000,000	The contractor will provide a Vendor Managed Inventory (VMI) Services program to manage, support staff, and supply parts of its rail fleet maintenance program. Four materials storerooms are operated in support of the Rail Fleet: Green, Muni Metro East (MME), Cable Car, and Overhead Lines. The San Francisco Municipal Transportation Agency (SFMTA) has developed the following objectives for management of parts for the Rail Fleet comprised of 149 Breda LRVs, 39 historic streetcars, and 31 cable cars: supply vehicle parts on a cost-effective and efficient basis; provide inventory planning and automated replenishment of spare parts with strict performance guidelines requiring defined	09/01/2018	11/30/2025	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					response times and fill rates; ensure parts provided allow the SFMTA to meet its objectives in terms of reliability (I.e., Mean Distance Between Failures [MDBF], service interruptions); and ensure SFMTA safety standards are met in any program activity.			
46237 - 14/15 - MODIFICATIONS	April 16, 2018	PUBLIC HEALTH -- DPH	\$15,000,000	\$40,352,000	Contractors will provide an array of primary prevention services (prevention, health education, outreach, and referral services), programs, and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco, especially in low income areas, to specific ethnic communities and neighborhoods, and including services targeted to multi-cultural/multi-lingual refugees/asylees, victims of trafficking, and other immigrant communities. Services will include community capacity building training, technical assistance and fiscal intermediary services with organizations providing community-based preventative services such as the tobacco free project, pedestrian traffic safety initiatives, healthy eating and active living initiatives, tattoo removal, drug and alcohol problem prevention, wellness, and other health-related preventative programs.	07/01/2020	06/30/2026	REGULAR

TOTAL AMOUNT \$616,332,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As-needed vehicle maintenance and repair

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$9,000,000

1. Description of Work

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

The Contractor(s) will provide as-needed and intermittent maintenance and repair services on City-owned vehicles during periods when Central Shops is at full capacity and does not have the staff/space to service the vehicles in a timely manner. The Contractor(s) will only provide over flow services.

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

Central Shops currently maintains and repairs City-owned vehicles including emergency, law enforcement, Department of Public Works, and Recreation and Parks vehicles. Timely repairs and maintenance of these vehicles are critical to enabling the City provides consistent, effective, and sufficient service. From time to time, Central Shops has been inundated with an increased volume of repair and maintenance requests and does not have the capacity to perform the repairs and return the vehicles in a timely manner. To manage with the overflow workload and provide services in a timely manner, it is necessary for Central Shops to use contractor(s) to service only the workload beyond their capacity. Denial of this request will cause prolonged delays in services and returning vehicles back to departments. The consequences of these delays will cause deterioration of vehicles due to not performing scheduled preventative maintenance services, limits and gaps on services due to lack of functioning City vehicles, delays in construction related projects, and emergency and law enforcement services may be compromised without a complete fleet of fully operational vehicles.

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

This service was provided in the past under commodities/other purchasing authority. We were recently advised that it was appropriate to use a personal services contract and request approval from the Civil Service Commission.

D. Will the contract(s) be renewed?

Unknown.

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

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:

This is for when Fleet is unable to perform the duties required. It is as needed, intermittent. Contractors will provide their own equipment.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor(s) shall have Automobile Service Excellence (ASE) certification and Emergency Vehicle Technician (EVT) certification. Contractor(s) shall also have experience and knowledge of automotive repair trade, knowledge of Bureau of Automotive Repair rules and Automotive Repair Industry rules and guidelines, and ability to work on a variety of vehicle classifications including automobiles, light duty trucks, medium and heavy duty trucks, buses, fire trucks, and off-road equipment.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7306, Automotive Body & Fender Wrk; 7309, Car and Auto Painter; 7313, Automotive Machinist; 7315, Auto Machinist Asst Sprv; 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The work will be performed at the contractors' worksites. The contractor(s) will use their equipment as necessary to perform the work required.

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

The department will only contract for these services when there is overflow work at the fleet facility.

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 will continue to do this works at Central Shops. Proposed services are only for overflow periods, as needed, and intermittent. Fleet/Central Shops has tried to hire additional qualified staff through multiple hiring rounds, but have been unsuccessful. Fleet/Central Shops will continue efforts to hire and retain more staff and only use a Contractor for overflow work beyond their staff's capacity.
- 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. Classifications currently perform this kind of work.

6. Additional Information

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

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

7. Union Notification: On 02/07/2018, the Department notified the following employee organizations of this PSC/RFP request:
Automotive Machinists, Local 1414; TWU - Automotive Service Worker

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41226 - 17/18

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 04/16/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Wednesday, February 07, 2018 3:38 PM
To: Lubamersky, Joan (ADM); agonzalez@iam1414.org; speedy4864@aol.com; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41226 - 17/18

RECEIPT for Union Notification for PSC 41226 - 17/18 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 41226 - 17/18 for \$9,000,000 for Initial Request services for the period 05/01/2018 – 04/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/10671> 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

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Wednesday, February 07, 2018 4:13 PM
To: 'pwilson@twusf.org'
Subject: Union Notification Personal Services Contract 41226 17.18 as needed vehicle maintenance and repair
Attachments: Notice to TWU 250A re PSC 41226.pdf

February 7, 2018

MEMORANDUM

TO: Peter Wilson
Executive Vice President
TWU Local 250-A
Email: pwilson@twusf.org

FROM: Joan Lubamersky, Contract Coordinator
Office of the City Administrator

SUBJ: Proposed as-needed vehicle maintenance and repair
PSC Number 41226 17.18
\$9 million over five years

The Fleet/Central Shops unit of the General Services Agency, City and County of San Francisco, proposes to a Personal Services Contract (PSC) to contract to seek multiple vendors to provide as needed, intermittent vehicle maintenance and repair.

We are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when contracting out is requested to do work that City employees could perform. In this case, City employees will continue to perform the work, and the contract would only be used when there is overflow work

Please see the PSC Form 1 attached that is posted on the City website. Because your union is not listed to be notified via the online system, I am reaching out to you directly to advise you of this PSC request.

If you should have any questions, please let me know at Joan.Lubamersky@sfgov.org or contact the Department of Human Resources, DHR-PSC Coordinator, DHR (HRD), dhr-psccordinator@sfgov.org

Thank you for your consideration.

Attachment: PSC Form 1

Joan Lubamersky

General Services Agency-Office of the City Administrator
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One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Direct: 1-415-554-4859
Direct: Main 1-415-554-4148 or 1-415-554-4851
Fax: 1-415-554-4849

Additional Attachment(s)



OFFICE OF THE
CITY ADMINISTRATOR

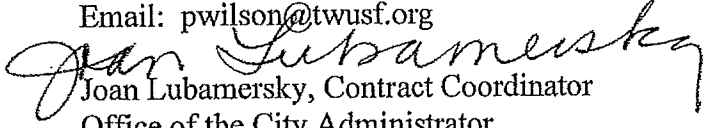


Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

February 7, 2018

MEMORANDUM

TO: Peter Wilson
Executive Vice President
TWU Local 250-A
Email: pwilson@twusf.org

FROM: 
Joan Lubamersky, Contract Coordinator
Office of the City Administrator

SUBJ: Proposed as-needed vehicle maintenance and repair
PSC Number 41226 17.18
\$9 million over five years

The Fleet/Central Shops unit of the General Services Agency, City and County of San Francisco, proposes to a Personal Services Contract (PSC) to contract to seek multiple vendors to provide as needed, intermittent vehicle maintenance and repair.

We are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when contracting out is requested to do work that City employees could perform. In this case, City employees will continue to perform the work, and the contract would only be used when there is overflow work

Please see the PSC Form 1 attached that is posted on the City website. Because your union is not listed to be notified via the online system, I am reaching out to you directly to advise you of this PSC request.

If you should have any questions, please let me know at Joan.Lubamersky@sfgov.org or contact the Department of Human Resources, DHR-PSC Coordinator, DHR (HRD), dhr-psccordinator@sfgov.org

Thank you for your consideration.

Attachment: PSC Form 1

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: PMSS for Airfield Improvements Program

Funding Source: Airport Capital Funds and FAA Grants

PSC Amount: \$8,000,000

PSC Est. Start Date: 04/16/2018

PSC Est. End Date 06/30/2022

1. Description of Work

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

The Project Manager Support Services (PMSS) contractor will manage the reconstruction of several taxiways and runways at San Francisco International Airport (SFO). Services to be provided include budgeting, project controls, scheduling, document and cost control. Additionally, the contractor will provide services related to managing documents and construction to fulfill the requirements of the Federal Aviation Authority (FAA) FAA Airport Improvement Plan (AIP) grant funding. In addition, the contractor would need to have specific expertise in projects that involve airport development, design and remodeling, geotechnical engineering, drainage system, structural engineering, underground utility locating, and airport pavement condition analysis.

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

The Airport continues to experience strong passenger growth, which requires the Airport to continue to improve operational efficiency, safety, and meet forecast demand on the airfield. The Airport is seeking expertise and knowledge of airfield program management, specifically for FAA grant-funded projects, to support several upcoming highly complex and publicly sensitive construction projects. Denial will cause projects delays, which will affect customer service, increase the risk of incidents and potential loss of 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.

This is a new service.

D. Will the contract(s) be renewed?

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

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

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 short term grant funded project.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor would have specialized experience in providing PMSS services for FAA grant-funded airport construction projects that include knowledge and expertise include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. In addition, the Contractor would need to have expertise in managing projects that include design and remodeling, geotechnical engineering, drainage system, structural engineering, underground utility locating, and airport pavement condition analysis.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: This will be determined based on the nature of the task.

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

SFO in-house engineers have and will continue to provide design services to support FAA grant-funded projects. However, with the ever changing and highly involved FAA AIP requirements, the City lacks resources to provide project management services such as budgeting, grant allocations, AIP reporting, scheduling, phasing, value engineering, risk assessment and general project oversight. A Notice of Intent was sent out to Public Utilities Commission, Department of Public Works, Port of San Francisco and San Francisco Municipal Transportation Agency on December 15, 2017 with no response from the departments.

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

- A. Explain why civil service classes are not applicable.
The existing classifications do not have the required expertise and specialized skills for the management and construction of a Federally funded taxiway and runway reconstruction project. While the project design is being done in-house, the City staff lack skills in budgeting, scheduling, reporting, cost and document control. They also do not have expertise in FAA grant management.
- 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 short term project which relies on federal-grant and capital budget funds.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No official training is included, but Airport engineers will be working alongside and overseeing the Contractor's task to gain further experience and knowledge.
- 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 02/16/2018, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46090 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/16/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Friday, February 16, 2018 4:36 PM
To: Cynthia Avakian (AIR); tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46090 - 17/18

RECEIPT for Union Notification for PSC 46090 - 17/18 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 46090 - 17/18 for \$8,000,000 for Initial Request services for the period 04/16/2018 – 06/30/2022. 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/10665> 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: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: maintenance of existing access control and alarm system

Funding Source: Local

PSC Amount: \$525,000

PSC Est. Start Date: 04/01/2018 PSC Est. End Date 03/31/2026

1. Description of Work

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

Ongoing repair, maintenance service and parts for Honeywell (Northern) Alarm System installed at (12) San Francisco Municipal Transportation Agency (SFMTA) facilities by qualified technicians. System is composed of (1) server, winpak software with (5) licenses, (49) Northern alarm panels, (25) SIO boards, (163) card readers, (25) door contacts, (36) motion detectors, (19) panic alarms and (26) miscellaneous devices. Over 6,000 access cards issued to employees, consultants and contractors with 225 customized access levels tailored to meet the agencies current needs.

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

The access control and alarm system is part of the security system that helps to secure SFMTA facilities located throughout the City. Failure of the system or its components would compromise the safety and security of the SFMTA citywide operations.

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 in the past under personal service contracting, most recently under PSC 4052-11/12 (as modified).

D. Will the contract(s) be renewed?

This contract will likely be renewed as the current contractor was the only respondent to the recent RFP.

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

A contract of five years with an option to extend for an additional five years is recommended by the SFMTA's Contracts and Procurement Division.

2. Reason(s) for the Request

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

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

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

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

B. Explain the qualifying circumstances:

Regularly scheduled preventive maintenance conducted by a Honeywell certified contractor is critical for maintaining the functioning, reliable access control equipment that secures Agency assets and facilities. Additionally, there are new proximity readers scheduled for installation in keeping with the direction of the Director of Transportation to secure all points of ingress/egress at all Agency facilities with electronic access control devices. It is also critical that a service provider be available on an as-needed emergency basis to effect repairs after regular business hours and on weekends and holidays.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The technicians are certified by Honeywell, the alarm's manufacturer, in the maintenance and repair of the SFMTA's system. They must be certified to know how to maintain and repair the alarm panels, card readers, and other alarm components, and must possess information technology knowledge to customize the alarm system and remedy customized computer software problems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will not provide facilities but will very likely provide proximity readers, employee badges, and possibly computer equipment to facilitate a new card access software system.

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

None, as these services can only be provided by certified Honeywell systems technicians.

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

- A. Explain why civil service classes are not applicable.
There are no civil service classes that normally perform this work. There are no existing civil service classes that possess the training, certification, or experience to provide these services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The Agency needs these services to be available on an uninterrupted basis. The time it would take to create a new job class, hire, and certify employees would not make this possible.

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 included because employees would require certification to provide contracted 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 02/16/2018, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; 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: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

Address: 1 S. Van Ness Avenue, Sixth Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49484 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/16/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Friday, February 16, 2018 7:22 PM
To: Goree, Rod (MTA); tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; oashworth@ibew6.org; khughes@ibew6.org; Nuque, Amy (MTA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49484 - 17/18

RECEIPT for Union Notification for PSC 49484 - 17/18 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 49484 - 17/18 for \$525,000 for Initial Request services for the period 04/01/2018 – 03/31/2026. 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/10737> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4052 - 11/12)

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

Type of Service: Maintenance of Existing Access Control & Alarm System

Funding Source: Operating Budget

PSC Original Approved Amount: \$450,000

PSC Original Approved Duration: 10/01/11 - 09/30/16 (5 years 1 day)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 10/01/16-12/14/16 (10 weeks 5 days)

PSC Mod#2 Amount: \$100,000

PSC Mod#2 Duration: 12/15/16-12/31/17 (1 year 2 weeks)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 01/01/18-06/30/18 (25 weeks 5 days)

PSC Mod#4 Amount:

PSC Mod#4 Duration:

PSC Cumulative Amount Proposed: \$550,000

PSC Cumulative Duration Proposed: 6 years 39 weeks

1. Description of Work

A. Scope of Work:

Ongoing repair, maintenance service and parts for Honeywell (Northern) Alarm System installed at (12) San Francisco Municipal Transportation Agency (SFMTA) facilities by qualified technicians. System is composed of (1) server, winpak software with (5) licenses, (49) Northern alarm panels, (25) SIO boards, (163) card readers, (25) door contacts, (36) motion detectors, (19) panic alarms and (26) miscellaneous devices. Over 5,000 access cards issued to employees, consultants and contractors with 225 customized access levels tailored to meet the agencies current needs.

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

The access control & alarm system is part of the security system that helps to secure SFMTA facilities located throughout the City. Failure of the system or its components would compromise the safety and security of the SFMTA citywide operations.

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

Yes, original and MODS 1 and 2

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

2. Union Notification: On 12/07/17, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Electrical Workers, Local 6;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4052 - 11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/15/2017

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The technicians are certified by Honeywell (alarm manufacturer) in the maintenance and repair of this Honeywell system. They are certified to know how to maintain and repair the Alarm panels, card readers and other alarm components, and must possess information technology knowledge to customize the alarm system and remedy customized computer software problems.

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

7318,7329,7287,

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:

Current Civil Service classifications in Item 3B. are not applicable at the SFMTA because electronic maintenance skills with the specific information technology and certification for the Honeywell security system is required.

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

No. Civil Service classifications exist, but do not possess the Honeywell certification that is required.

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

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
None
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services? No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? No
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Microbiz Security Company

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 12/07/17 BY:

Name: Rod Goree Phone: 415-646-2553 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4052 - 11/12)

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

Type of Service: Maintenance of Existing Access Control & Alarm System

Funding Source: Operating Budget
PSC Original Approved Amount: \$450,000 PSC Original Approved Duration: 10/01/11 - 09/30/16 (5 years 1 day)
PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 10/01/16-12/14/16 (10 weeks 5 days)
PSC Mod#2 Amount: \$100,000 PSC Mod#2 Duration: 12/15/16-12/31/17 (1 year 2 weeks)
PSC Cumulative Amount Proposed: \$550,000 PSC Cumulative Duration Proposed: 6 years 13 weeks

1. Description of Work

A. Scope of Work:

Ongoing repair, maintenance service and parts for Honeywell (Northern) Alarm System installed at (12) San Francisco Municipal Transportation Agency (SFMTA) facilities by qualified technicians. System is composed of (1) server, winpak software with (5) licenses, (49) Northern alarm panels, (25) SIO boards, (163) card readers, (25) door contacts, (36) motion detectors, (19) panic alarms and (26) miscellaneous devices. Over 5,000 access cards issued to employees, consultants and contractors with 225 customized access levels tailored to meet the agencies current needs.

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

The access control & alarm system is part of the security system that helps to secure SFMTA facilities located throughout the City. Failure of the system or its components would compromise the safety and security of the SFMTA citywide operations.

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

Yes. Via PSC #4052-11/12.

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

2. Union Notification: On 11/23/16, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Electrical Workers, Local 6;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4052 - 11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/02/2016

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The technicians are certified by Honeywell (alarm manufacturer) in the maintenance and repair of this Honeywell system. They are certified to know how to maintain and repair the Alarm panels, card readers and other alarm components, and must possess information technology knowledge to customize the alarm system and remedy customized computer software problems.

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

7318,7329,7287,

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:

Current Civil Service classifications in Item 3B. are not applicable at the SFMTA because electronic maintenance skills with the specific information technology and certification for the Honeywell security system is required.

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

No. Civil Service classifications exist, but do not possess the Honeywell certification that is required.

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

YES NO

- | | | |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?
No training component is included with this service. | <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? Microbiz Security Company | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

ON 11/23/16 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4052 - 11/12)

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

Type of Service: Maintenance of Existing Access Control & Alarm System

Funding Source: Operating Budget

PSC Original Approved Amount: \$450,000

PSC Original Approved Duration: 10/01/11 - 09/30/16 (5 years 1 day)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 10/01/16-12/14/16 (10 weeks 5 days)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$450,000

PSC Cumulative Duration Proposed: 5 years 10 weeks

1. Description of Work

A. Scope of Work:

Ongoing repair, maintenance service and parts for Honeywell (Northern) Alarm System installed at (12) San Francisco Municipal Transportation Agency (SFMTA) facilities by qualified technicians. System is composed of (1) server, winpak software with (5) licenses, (49) Northern alarm panels, (25) SIO boards, (163) card readers, (25) door contacts, (36) motion detectors, (19) panic alarms and (26) miscellaneous devices. Over 5,000 access cards issued to employees, consultants and contractors with 225 customized access levels tailored to meet the agencies current needs.

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

The access control & alarm system is part of the security system that helps to secure SFMTA facilities located throughout the City. Failure of the system or its components would compromise the safety and security of the SFMTA citywide operations.

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.

Via. PSC #4052-11/12.

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

2. Union Notification: On 09/16/16, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Electrical Workers, Local 6;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4052 - 11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/27/2016

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The technicians are certified by Honeywell (alarm manufacturer) in the maintenance and repair of this Honeywell system. They are certified to know how to maintain and repair the Alarm panels, card readers and other alarm components, and must possess information technology knowledge to customize the alarm system and remedy customized computer software problems.

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

7318,7329,7287,

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:

Current Civil Service classifications in Item 3B. are not applicable at the SFMTA because electronic maintenance skills with the specific information technology and certification for the Honeywell security system is required.

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

No. Civil Service classifications exist, but do not possess the Honeywell certification that is required.

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

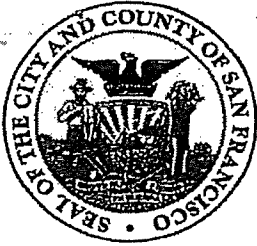
YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee?
No training component is included with this service. YES NO
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Microbiz Security Company YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 09/16/16 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

4052-11/12
\$450K

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

November 28, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4049-11/12
THROUGH 4055-11/12; 3087-10/11 AND 4097-08/09.**

At its meeting of November 21, 2011 the Civil Service Commission had for its consideration the above matter.

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

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Adopt the report; approve the request for PSC #4051-11/12 as amended. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Withdraw PSC #4053-11/12 at the request of the Public Utilities Commission.
- (3) Continue PSC #4097-08/09 to the meeting of December 5, 2011. Commissioner Mary Jung and Vice President Kate Favetti recused from voting. (Three (3) votes are needed for Commission action.)
- (4) Adopt the report; approve the requests for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Parveen Boparai, Municipal Transportation Agency
 - Micki Callahan, Human Resources Director
 - Carina Carlos, Department of Public Works
 - Gordon Choy, Department of Public Works
 - Marie de Vera, Department of Human Resources
 - Oliver Hack, Mayor's Office of Housing
 - Jacque Hale, Department of Public Health
 - Shamica Jackson, Public Utilities Commission
 - Florence Kyaun, Public Utilities Commission
 - Peter Udovch, Juvenile Probation
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR

11/7/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4049-11/12	81	Public Health	Regular	\$1,000,000	Provide a series of 1-4 hour (dependent on category of employment) motivational lecture based Service Excellence - Patient Satisfaction training sessions to four categories of Academic Medical Center Staff at San Francisco General Hospital and Trauma Center: 1) Frontline/Non-Management Clinical and Non-Clinical staff; 2) Clinical and Non-Clinical Managers and Supervisors; 3) Academic Physicians in Clinical Practice and 4) Graduate Medical Resident Trainees. The proposed work will include a Train-the-Trainer Module in order to ensure a system for sustainability will be embedded within the hospital's organizational culture at the end of the consultative engagement.	1/1/2012 - 6/30/2023
4050-11/12	81	Public Health	Regular	\$1,200,000	Provide a comprehensive computer based hospital service excellence educational curriculum and series of training sessions utilizing validated assessment tools, forms and examinations to four categories of Academic Medical Center Staff at San Francisco General Hospital and Trauma Center: 1) Frontline/Non-Management Clinical and Non-Clinical staff; 2) Clinical and Non-Clinical Managers and Supervisors; 3) Academic Physicians in Clinical Practice; and 4) Graduate Medical Resident Trainees. The proposed work will include a Train-the-Trainer Module in order to ensure a system for sustainability will be embedded within the hospital's organizational culture at the end of the consultative engagement.	1/1/2012 - 6/30/2023
4051-11/12	25	Mayor	Regular	\$147,500	The vendor will provide specialized cleaning services for post-construction cleaning of the project site where lead hazard remediation and Health Home control work has been performed by a construction crew and ensure the construction site is prepared for lead hazard control and Healthy Homes control clearance.	11/1/2011 - 1/1/2016
4052-11/12	35	Municipal Transportation Agency	Regular	\$450,000	Ongoing repair, maintenance service and parts for Honeywell (Northern) Alarm System installed at (12) San Francisco Municipal Transportation Agency (SFMTA) facilities by qualified technicians. System is composed of (1) server, winpak software with (5) licenses, (49) Northern alarm panels, (25) SIO boards, (163) card readers, (25) door contacts, (36) motion detectors, (19) panic alarms and (26) miscellaneous devices. Over 5,000 access cards issued to employees, consultants, and contractors with 225 customized access levels tailored to meet the agencies current needs.	10/1/2011 - 9/30/2016
4053-11/12	40	Public Utilities Commission	Regular	\$3,400,000	Contractor will provide the detailed design for University Mound North Basin (UNMB) upgrades. Upgrades are primarily seismic retrofits of the existing roof structure plus associated civil upgrades. The tasks include management and coordination of Consultant's services including Sub-consultants; quality assurance/quality control; review of background information; design of North Basin upgrades; preparation of cost estimates; value engineering; engineering services during the Bid and Award phase; as-needed design, testing, inspection, and related services; mechanical design; electrical design; and engineering services during construction.	11/7/2011 - 5/15/2012
4054-11/12	90	Public Works	Regular	\$100,000	The Furniture Fixtures & Equipment (FF&E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the DPW-Building Design and Construction staff in the development and maintenance of the furniture program and create a database for the Public Safety Building (PSB) that accurately catalogs FF&E and related systems required for preparing a solicitation to the prospective vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturers and/or vendors selected through separate RFQ process(es).	12/1/2011 - 12/31/2013



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Management Consulting Services for United States Department of Justice

Recommendations

Funding Source: General Fund

PSC Duration: 2 years 13 weeks

PSC Amount: \$2,000,000

1. Description of Work

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

The United States Department of Justice (USDOJ) entered into an agreement with the San Francisco Police Department (SFPD or Department) to conduct and complete the Collaborative Reform Initiative report and process. The USDOJ completed a review and issued a report with hundreds of recommendations to improve approaches to uses of force, hiring and diversity, accountability, and potential areas of bias. Although the USDOJ has exited the Collaborative Reform process, the City's leadership is committed to continuing the efforts involved in implementing necessary changes in the Department. Paired with efforts to develop a strategic plan to frame these improvements and ensure that the Department is properly resourced to implement these efforts, the SFPD is seeking to engage management consultants to assist in one-time reviews and technical assistance projects through conducting a variety of management analyses, including staffing analysis, strategic planning, Information Technology planning, communication strategy and content development, surveying and program evaluation.

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

This service is necessary for the City to continue efforts involved in implementing necessary changes at the SFPD. The consequences of denial of this request would be an inability for the Department to utilize experts with independent management approaches to assist in modernizing and professionalizing the SFPD. Without these services, the protraction of the timeline of analysis and management support will be unacceptable as will the lack of quality in these analyses.

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, not previously provided internally or externally.

D. Will the contract(s) be renewed?

Contracts will unlikely be renewed.

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

not applicable

2. Reason(s) for the Request

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

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 SFPD requires independent management approaches to assist in modernizing and professionalizing the Department.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractors will have extensive management and law enforcement related consulting experience, especially in the areas of bias, use of force, and staffing; independent program evaluation experience and skills; public relations and content development; and law enforcement specific Information Technology planning experience.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1803, Performance Analyst I; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr 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?

The SFPD has been working with the Controller's Office to assist in some community surveying and smaller scope staffing reviews. However, the timeline and resources required are not available for the full scope represented under this PSC.

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 might be appropriate for some of the scopes of work for these management consulting and analyses efforts; however, the specialized nature of law enforcement expertise and knowledge of other agencies with which consultants might have worked, coupled with the one-time nature of these services, eliminate the possible use and hiring of civil service classifications.
- 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. Some classifications exist for this work, but the employees currently in the classifications cannot be repurposed for this function at this time, nor hired on timeline appropriate for the needs of the Department. Further, this one-time effort is not conducive to adding positions long-term to the Department's budget.

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

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

7. Union Notification: On 02/13/2018, 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47442 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/16/2018

Receipt of Union Notification(s)

Wong, Genie (POL)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Tuesday, February 13, 2018 1:09 PM
To: Wong, Genie (POL); tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47442 - 17/18

RECEIPT for Union Notification for PSC 47442 - 17/18 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 47442 - 17/18 for \$2,000,000 for Initial Request services for the period 04/01/2018 – 06/30/2020. 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/10661> 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: Ecological, Botanical, Wildlife Hydrological, Geotechnical & Technical Services (PRO.0066)

Funding Source: 2002 Prop. E Water Revenue Bonds

PSC Duration: 10 years 3 days

PSC Amount: \$42,000,000

1. Description of Work

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

Contractor to provide staff, equipment, and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions, and other documents to support the San Francisco Public Utilities Commission (SFPUC) permit compliance and watershed management activities under the Bioregional Habitat Restoration (BHR) project.

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

SFPUC's Water System Improvement Program (WSIP) construction required obtaining environmental permits from the California Department of Fish and Wildlife, United States Army Corps of Engineers, United States Fish and Wildlife Service, and California Regional Water Quality Control Board. WSIP environmental mitigation obligations to offset construction impacts are largely satisfied by the SFPUC's BHR program, which is expected to be mostly implemented by 2028. If the contract is denied, the SFPUC would not be able to meet its environmental regulatory and permit requirements without hiring and firing of seasonal workers and technical experts.

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 PSC No.4009-12/13(CS-211). Costs were underestimated for the BHR project and CS-211 is anticipated to be out of available contract capacity in the next 12 to 18 months. The purpose of PSC 46388-17/18 is to renew PSC 44843-16/17. Development and review of the RFP has taken more time than anticipated. Due to this delay, we are unable to get into contract within one year of the approval of PSC 44843-16/17.

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.

Extended duration is required to fulfill regulatory requirements and maintain consistency of consultant teams on the same projects over the duration of the performance period for the SFPUC's WSIP mitigation projects, as required by the WSIP environmental permits. WSIP mitigation obligations to offset construction impacts through SFPUC's BHR program are expected to be mostly implemented by 2027.

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).

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:

Once the projects associated with the scope of work are implemented, much of the maintenance of the projects will be done by City staff. The level of funding and effort required during the maintenance phase will be less than required during implementation. The projects require highly specialized and diverse skills, expertise, and knowledge (botanist, biologist, geologist, geotechnical engineers, hydrologist, graphical information specialists, editors, restoration scientists and engineers, planners, toxicologists, and appropriate scientists and engineers.) The requested contract would supplement City staff during the implementation phase of WSIP projects, for the duration of the regulatory permits.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The following technical experts are required: botanists, biologists, geologists, geotechnical engineers, hydrologists, graphical information specialists, editors, habitat restoration scientists and engineers, planners, toxicologists, and other appropriate scientists and engineers with ecological, botanical, wildlife hydrology, geotechnical, and regulatory compliance expertise.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1054, IS Business Analyst-Principal; 1804, Statistician; 1806, Senior Statistician; 2403, Forensic Laboratory Technician; 2456, Asst Forensic Toxicologist I; 2457, Forensic Toxicologist Supervisor; 2458, Chief Forensic Toxicologist; 2481, Water Quality Technician; 2482, Water Quality Tech III; 2483, Biologist; 2485, Supv Biologist; 5148, Water Operations Analyst; 5216, Chief Surveyor; 5272, Landscape Architect Assoc 2; 5274, Landscape Architect; 5277, Planner 1; 5278, Planner 2; 5291, Planner 3; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate; 5320, Illustrator and Art Designer; 5330, Graphics Supervisor; 5601, Utility Analyst; 5602, Utility Specialist; 5620, Regulatory Specialist; 5640, Environmental Spec; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor may install measuring devices (flow meters, piezometers, soil moisture probes), monitoring devices (cameras, gages, traps) and experimental habitat (artificial nests, roosts, burrows).

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.

Contractor is needed to supplement full-time civil service staff for episodic work, particularly during peak field and report preparation efforts, with technical expertise and training that is not required on full time basis, and during peak work load during the primary implementation phase of projects that do not have long-term work-load requirements.

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. Civil service classes already exist.

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 is not needed because contractor will be supplementing the work of current SFPUC staff during peak periods.

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 02/13/2018, 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; Stationary Engineers, Local 39

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

Name: 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# 46388 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/16/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
Sent: Tuesday, February 13, 2018 3:47 PM
To: Irwin, William (PUC); MRainsford@Local39.org; grojo@Local39.org; amakayan@ifpte21.org; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Irwin, William (PUC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46388 - 17/18

RECEIPT for Union Notification for PSC 46388 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46388 - 17/18 for \$42,000,000 for Initial Request services for the period 07/01/2018 – 07/01/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10710> 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 -- 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: Ecological, Botanical, Wildlife Hydrological, Geotechnical & Technical Services (PRO.0066)

Funding Source: 2002 Prop. E Water Revenue Bonds

PSC Duration: 10 years 2 days

PSC Amount: \$42,000,000

1. Description of Work

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

Contractor to provide staff, equipment, and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions, and other documents to support the San Francisco Public Utilities Commission (SFPUC) permit compliance and watershed management activities under the Bioregional Habitat Restoration (BHR) project.

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

SFPUC's Water System Improvement Program (WSIP) construction required obtaining environmental permits from the California Department of Fish and Wildlife, United States Army Corps of Engineers, United States Fish and Wildlife Service, and California Regional Water Quality Control Board. WSIP environmental mitigation obligations to offset construction impacts are largely satisfied by the SFPUC's BHR program, which is expected to be mostly implemented by 2027. If the contract is denied, the SFPUC would not be able to meet its environmental regulatory and permit requirements without hiring and firing of seasonal workers and technical experts.

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 PSC No.4009-12/13(CS-211). Costs were underestimated for the BHR project and CS-211 is anticipated to be out of available contract capacity in the next 12 to 18 months.

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.

Extended duration is required to fulfill regulatory requirements and maintain consistency of consultant teams on the same projects over the duration of the performance period for the SFPUC's WSIP mitigation projects, as required by the WSIP environmental permits. WSIP mitigation obligations to offset construction impacts through SFPUC's BHR program are expected to be mostly implemented by 2027.

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).

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:

Once the projects associated with the scope of work are implemented, much of the maintenance of the projects will be done by City staff. The level of funding and effort required during the maintenance phase will be less than required during implementation. The projects require highly specialized and diverse skills, expertise, and knowledge (botanist, biologist, geologist, geotechnical engineers, hydrologist, graphical information specialists, editors, restoration scientists and engineers, planners, toxicologists, and appropriate scientists and engineers.) The requested contract would supplement City staff during the implementation phase of WSIP projects, for the duration of the regulatory permits.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The following technical experts are required: botanists, biologists, geologists, geotechnical engineers, hydrologists, graphical information specialists, editors, habitat restoration scientists and engineers, planners, toxicologists, and other appropriate scientists and engineers with ecological, botanical, wildlife hydrology, geotechnical, and regulatory compliance expertise.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1054, IS Business Analyst-Principal; 1804, Statistician; 1806, Senior Statistician; 2403, Forensic Laboratory Technician; 2456, Asst Forensic Toxicologist 1; 2457, Forensic Toxicologist Supervisor; 2458, Chief Forensic Toxicologist; 2481, Water Quality Technician; 2482, Water Quality Tech III; 2483, Biologist; 2485, Supv Biologist; 5148, Water Operations Analyst; 5216, Chief Surveyor; 5272, Landscape Architect Assoc 2; 5274, Landscape Architect; 5277, Planner 1; 5278, Planner 2; 5291, Planner 3; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate; 5320, Illustrator and Art Designer; 5330, Graphics Supervisor; 5601, Utility Analyst; 5602, Utility Specialist; 5620, Regulatory Specialist; 5640, Environmental Spec; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor may install measuring devices (flow meters, piezometers, soil moisture probes), monitoring devices (cameras, gages, traps) and experimental habitat (artificial nests, roosts, burrows).

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

SFPUC has hired 5 new staff to accomplish this work. Additional seasonal labor is needed to perform the work at the correct time of the year, and specific professionals are needed to accomplish discrete portions of the work.

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

A. Explain why civil service classes are not applicable.

Contractor is needed to supplement full-time civil service staff for episodic work, particularly during peak field and report preparation efforts, with technical expertise and training that is not required on full time basis, and during peak work load during the primary implementation phase of projects that do not have long-term work-load requirements.

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. Civil service classes already exist.

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 needed because contractor will be supplementing the work of current SFPUC staff during peak periods.

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

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

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

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

7. Union Notification: On 03/03/2017, 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; Stationary Engineers, Local 39

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

Name: Shamica Jackson Phone: 415-554-0727 Email: Slackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44843 - 16/17

DHR Analysis/Recommendation:

action date: 05/01/2017

Commission Approval Required

Approved by Civil Service Commission

05/01/2017 DHR Approved for 05/01/2017



San Francisco
Water Power Sewer
 Operator of the Hetch Hetchy Regional Water System

Contract Administration Bureau
 525 Golden Gate Avenue, 8th Floor
 San Francisco, CA 94102
 T 415.551.4603
 F 415.554.3225

DATE: April 26, 2013
 TO: Leorah Dang, DHR-PSC Coordinator
 Department of Human Resources (Dept. 33)
 FROM: Shamica Jackson, PSC Coordinator
 David E. Scott, Contract Analyst
 San Francisco Public Utilities Commission (Dept. # 40)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4009-12/13 Approval Date: 07/16/2012
 Description of Service(s): The work scopes of work will consist of professional and technical services in the following categories: Watershed resources monitoring and management services; Specialized hydrological services; Data management and analytical services; and, Watershed planning and regulatory compliance support.

SFPUC staff requires the assistance of consultants with specialized scientific or other technical expertise to supplement City staff for watershed management and monitoring of specific projects. Contractors will monitoring the performance of mitigation sites for Water System Improvement Program (WSIP), plan and implement oversight of fisheries mitigation for WSIP, plan and implement Watershed Environmental Improvement Program projects, the Alameda Watershed Habitat Conservation Plan, Alameda and Peninsula Watershed Management Plans, and water quality monitoring. These comprehensive technical services will be used to perform highly specialized work for the Water Enterprise when SFPUC cannot provide the staffing necessary or SFPUC requires specialized and technical expertise that staff does not possess. The duration of the contract requires Board of Supervisor approval. (CS-211).

Original Approved Amount: \$14,000,000 Original Approved Duration: 09/01/2012 to 08/31/2026
 Modification Amount: \$6,000,000 Modification of Duration: N/A
 Total Amount as Modified: \$20,000,000 Total Duration as Modified: 09/01/2012 to 08/31/2026

Reason for the modification:

The solicitation (Request for Proposal) amount is being increased to take account of newly added permitting, monitoring, permit and environmental compliance requirements.

Attachments: Copy of PSC Summary sent to DHR & Civil Service Commission minutes.

Edwin M. Lee
Mayor

Art Torres
President

Vinco Courtney
Vice President

Ann Moller Caon
Commissioner

Francesca Victor
Commissioner

Anson Moran
Commissioner

Harlan L. Kelly, Jr.
General Manager

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 5/21/2013

By: [Signature]
 Micki Callahan, Human Resources Director





**San Francisco
Water Power Sewer**
Operator of the Heich Hetchy Regional Water System

Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
T 415.551.4603
F 415.554.3225

Date: May 16, 2013

To: Jennifer Johnston
Executive Officer, Civil Service Commission

From: Shamica Jackson *Shamica Jackson*
PSC Coordinator, Contract Administration Bureau

Subject: Contract CS-211, PSC No. 4009-12/13

Please see the attached PSC No. 4009-12/13 (CS-211), as amended to reflect that staff will be trained as requested by the Civil Service Commission during the July 16, 2012 meeting.

Cc: Lizzette Henriquez, CSC
Sandra Eng, Acting Executive Officer, CSC
Alaric Degrafinried, Professional Services Manager, SPUC
David E. Scott, Contract Analyst, SFPUC
Leorah Dang, PSC Coordinator, DHR

Edwin M. Lee
Mayor

Art Torres
President

Vince Courtney
Vice President

Ann Moller Caon
Commissioner

Francesca Viator
Commissioner

Anson Moran
Commissioner

Harlan L. Kelly, Jr.
General Manager





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

July 18, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4004-12/13 THROUGH 4010-12/13 AND 4185-06/07.

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

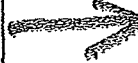
MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

At its meeting of July 16, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission:



- (1) Adopted the report; Approved the request for PSC #4009-12/13 as amended to reflect that staff will be trained. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopted the report; Approved the request for PSC #4185-06/07 as amended to extend duration to June 30, 2016. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION


SANDRA ENG
Acting Executive Officer

Attachment

- c:
- Parveen Boparal, Municipal Transportation Agency
 - Jesusa Bushong, San Francisco Fire Department
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - Marie de Vera, Department of Human Resources
 - Aleric Degrafinried, Public Utilities Commission
 - Thomas DiSanto, Planning Department
 - Jaci Fong, Office of Contract Administration
 - Shamica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - Rebekah Krell, Art Commission
 - William Lee, Department of Emergency Management
 - Brent Lewis, Department of Human Resources
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR

7/16/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4009-12/13	40	Public Utilities Commission	Regular	\$14,000,000	Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFPUC permit compliance and watershed management activities.	9/1/2012 - 8/31/2026
4010-12/13	90	Public Works	Regular	\$4,500,000	Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.	10/1/2012 - 12/31/2017

Total Amount - Regular: \$24,748,719

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/19/2012
05/15/2013 (revised per CSC)

DEPARTMENT NAME: San Francisco Public Utilities Commission (SFPUC) DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Professional Ecological, Botanical, Wildlife Hydrological, Geotechnical & Technical Services (CS-211)

FUNDING SOURCE: Bond funding between 2012 and 2016 and Operational funding from 2016 to 2026

PSC AMOUNT: \$14,000,000 PSC DURATION: 09/01/2012 to 08/31/2026 (14 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFPUC permit compliance and watershed management activities.

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

Contractor will supplement full-time staff during peak field and report preparation efforts and with technical expertise and training not required on full time basis. If the contract is denied, the SFPUC would not be able to meet its permit requirements without annual hiring and firing of seasonal workers and technical experts.

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

This service was not required before the Water System Improvement Program. The SFPUC is adding 4 to 6 full time staff to fulfill these new required services. The requested contract professional services to meet regulatory agency requirements stipulated during the permitting of the Water System Improvement Plan (WSIP) projects.

D. Will the contract(s) be renewed: Duration of 14 years was selected to fulfill the permit requirements and eliminate the need to renew a contract for WSIP permit compliance activities.

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

L21/L39 Shamica Jackson 04/25/2012
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Botanist, biologist, geologist, geotechnical engineers, hydrologist, graphical information specialists, editors, restoration scientists and engineers, planners, toxicologists, and appropriate scientists and engineers.

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

Local 21 - 1052, 1054, 1804, 1806, 2403, 2456, 2457, 2458, 2481, 2482, 2483, 2484, 2485, 5216, 5272, 5274, 5277, 5278, 5291, 5298, 5299, 5310, 5312, 5314, 5320, 5330, 5601, 5602, 5620, 5640, 5642, 5644
Local 39 - 5148

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

Yes, contractor may install measuring devices (flow meters, piezometers, soil moisture probes), monitoring devices (cameras, wells, traps) and experimental habitat (artificial nests, roosts, burrows).

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

SFPUC is hiring 4 to 6 positions to accomplish this work. Additional seasonal labor is needed to perform the work at the correct time of the year and specific professionals are needed to accomplish discrete portions of the work.

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

Civil service classes already exist. Contractor is requested to supplement the new staff for episodic work.

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

- | | <u>Yes</u> | <u>No</u> |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours.
Approximately 600 hours in plant species handling, sampling methods and protocol, and statistical analysis of monitoring results. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
Approximately six individuals in the Biologist Classes 2483, 2484 and 2485. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102

Address

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: Comprehensive Patient Billing Statement Services

Funding Source: General Funds

PSC Duration: 4 years

PSC Amount: \$8,000,000

1. Description of Work

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

Contractor will provide a comprehensive patient billing statement solution (software). Services will include all necessary linkages to the Department's new Electronic Health Record (EHR) system, billing statement generation and distribution, ability for the City to manage and monitor all aspects of the service through an integrated application or service, and as-needed project management services during the implementation and post go-live period.

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

This service is necessary in order to continue the generation of patient billing statements so that the Department can notify patients and clients of the cost of services rendered. If the Department cannot generate patient billing statements, it will be unable to collect sufficient revenue to continue operations.

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

The services are currently provided under PSC 4167 - 09/10.

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):

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

B. Explain the qualifying circumstances:

Civil services classes are not applicable because the services require an integrated approach of technology, professional services, and infrastructure. The City does not have this capacity and it would be impractical for the City to develop it.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Through a Request For Proposals process, the Department has chosen Epic Systems to provide the software system solution for the Department's new Electronic Health Record (EHR) system, which will comprehensively integrate scores of existing systems and achieve compliance with federal regulations governing health care information. The contractor must have a proven, off-the-shelf solution to interface with the Epic EHR platform, and all of the facilities and equipment needed to generate and distribute paper and/or electronic patient billing statements.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1054, IS Business Analyst-Principal; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 0922, Manager I; 0923, Manager II; 0931, Manager III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide all of the software needed to interface with the new Electronic Health Record system, and all of the equipment and facilities needed for the efficient distribution of patient statements to patients.

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

Department and other City IT and management staff are considerably involved with all aspects of the new DPH EHR, however, the City does not have the capacity to create a comparable solution which will comply with federal health information regulations and provide the services needed.

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

- A. Explain why civil service classes are not applicable.
Civil services classes are not applicable because the services require an integrated approach of technology, professional services, and infrastructure. The City does not have this capacity and it would be impractical for the City to develop it.
- 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. In order for the City to perform this work, it would need to develop in-house, customized software and procedures to generate patient statements, which would be impractical, notwithstanding any adoption of a new civil service class.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The purpose of this PSC is not to train civil service staff, however, staff will be able to gain knowledge in the area of modern interface design and file transfer protocols, and will also be able to further their skills in the area of patient statement generation and distribution techniques.
- 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 02/07/2018, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

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

Address: 101 Grove Street, Room 405 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41591 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/16/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Wednesday, February 07, 2018 10:56 AM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@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 # 41591 - 17/18

RECEIPT for Union Notification for PSC 41591 - 17/18 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41591 - 17/18 for \$8,000,000 for Initial Request services for the period 03/01/2018 – 02/28/2022. 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/10615> 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 HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4167 - 09/10)

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

Type of Service: Clinical and Financial software implementation & support assistance

Funding Source: General Funds, Federal, State

PSC Original Approved Amount: \$1,750,000

PSC Original Approved Duration: 07/01/10 - 06/30/17 (7 years 1 day)

PSC Mod#1 Amount: \$2,558,719

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$2,125,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$17,000,000

PSC Mod#3 Duration: 07/01/10-06/30/20 (3 years 1 day)

PSC Cumulative Amount Proposed: \$23,433,719

PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work

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

The proposed professional services will provide software programming and implementation support to DPH IT staff for application systems included in the Siemens Medical Services Invision products. The Invision system is the foundation of Patient Registration, Scheduling, Billing and Clinical records for DPH patient care services in Acute Care, Primary Care and Long Term Care. These systems require enhancement and functional expansion periodically due to evolving program needs. It is also anticipated that additional service needs will arise to complete systems requirements for State and Federal patient care reimbursement regulations and direct patient care clinical services. The requested support services will also provide in-depth technical and system training for DPH information technology, clinical and administrative staff for on-going support and utilization of these systems. In addition, the Contractor will also provide Web-based remote data processing capabilities for healthcare data exchange required to link all provider sites and provide integrated clinical, demographic, and financial information across the Community Health Network system of the Department of Public Health. This applies only to the estimated professional services portion of the agreement.

Scope Change

This modification adds capacity necessary to professional services to allow the Department to begin the transition to a new Electronic Health Record while maintaining the existing Invision application, the current legacy application which supports clinical (lifetime clinical record), and financial operations (\$500 million in billable revenue).

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

The Health Commission passed a resolution on April 15, 2003, on the need to establish a single integrated clinical and fiscal Information and Technology platform across its spectrum of services including San Francisco General Hospital, Laguna Honda Hospital, Primary Care, and Behavioral Health.

It called for the continuation of current contracts for continued use of existing Invision software, and the implementation of healthcare application systems to integrate clinical and fiscal data, thereby enabling DPH to significantly enhance its patient service charge capture revenues and comply with regulatory mandates. The requested services are necessary to continue support and enhancement of existing systems and to bring functions to full production status in the complex public health environment. The Contractor will also provide the technical and functional training for employees to assume full responsibility for the ongoing operation and support of these applications. Denial of this request will significantly affect DPH's ability to increase revenues and may directly impact ongoing Patient Services Billing Operations at SFGH, LHH, and Primary Care, which total over \$500 million annually. These Invision software products will be immediately applicable to the goal of attaining Meaningful Use of Electronic Medical Records (EMR) at SFGH in the 2011-2015 timeframe and will greatly enhance the ability to qualify for approximately \$6-7 million in EMR-related incentive payments to be made available through the Federal American Recovery and Reinvestment Act (ARRA) Health Information Technology for Economic and Clinical Health (HITECH) grant program. It is anticipated that Hospital ARRA incentive payments will be made available in early 2012.

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.
4158-06/07

D. Will the contract(s) be renewed?
Yes, as needed.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
This is an installed and in production software application. Vendor support will be required for as long as the Department uses the application because the Department does not have the expertise to maintain or modify the system and the Department does not have access to the proprietary code that is the underlying structure of the system.

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:

This request is for the estimated amount of the professional services required to operate, maintain and support the applications that make up the lifetime clinical record for patients at the Department of Public Health. In addition this contract also provides for professional services for specific patient accounting, pharmacy and other clinical applications in use provided by the vendor.

B. Reason for the request for modification:

This modification adds capacity necessary to professional services to allow the Department to begin the transition to a new Electronic Health Record while maintaining the existing Invision application, the current legacy application which supports clinical (lifetime clinical record), and financial operations (\$500 million in billable revenue).

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of the technical aspects of existing Invision systems and implementation issues relating to new healthcare information systems. Ability to bring these new applications to full production status in all parts of the DPH, and train the IT, clinical and administrative staff to utilize and operationally support these systems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1021, IS Administrator 1; 1022, IS Administrator 2; 1023, IS Administrator 3; 1024, IS Administrator-Supervisor; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1071, IS Manager;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide the proprietary software for local applications as well as the proprietary software and required hardware for remote data processing services.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable due to the proprietary nature of the information systems, and the specific knowledge required to bring this new technology to full production status in the DPH environment. It is also necessary to augment existing DPH information systems positions with contractual support services to complete the healthcare business project deliverables due to the DPH-specific customization needs. Civil Service staff will work with the contractor in order to obtain the necessary knowledge for the day-to-day maintenance of the application.
- 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. Current classifications are appropriate for this work after the projects are implemented and training has been provided.

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.
- 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.

Cerner Health Services (assigned from Siemens Medical Solutions)

7. **Union Notification:** On 06/22/16, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4167 - 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/01/2016



Edwin M. Lee
Mayor

Barbara A. Garcia, MPA
Director of Health

MEMORANDUM

DATE: 8/9/2013
TO: DHR PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Jacquie Hale, PSC Coordinator
Department of Public Health (Dept. #81) *JH*
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4167 09/10 Approval Date: 11/19/2012

Description of Service(s): Programmatic and Information Systems Support

Original Approved Amount:	<u>\$1,750,000</u>	Original Approved Duration:	<u>7/1/2010 - 6/30/2017</u>
Modification Amount #1:	<u>\$2,558,719</u>	1 st Modification of Duration:	7/1/2010 - 6/30/2017 <i>No Change</i>
Modification Amount #2:	<u>\$2,150,000</u>	2 nd Modification of Duration:	7/1/2010 - 6/30/2017 <i>No Change</i>
Total Amount as Modified:	<u>\$6,458,719</u>	Total Duration as Modified:	<u>7/1/2010 - 6/30/2017</u>

Reason for the modification:

For the possible procurement of additional support services to assist in the Department in achieving Meaningful Use requirements, ICD-10 transition, new Surgical (operating room) system,, and other possible requirements as a result of the implementation of the Affordable Care Act.

Attachment: Copy of Approved PSC Summary

(DPH Reference: various)

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 8/13/2013

By: *Micki Callahan*
Micki Callahan, Human Resources Director



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

December 7, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4048-12/13 THROUGH 4051-12/13; 4128-11/12; 4127-08/09; 4059-10/11 AND 4167-09/10.

At its meeting of November 19, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

- 1) Adopted the report; Approved the request for PSC #4048-12/13 as amended to reflect that the contract will be renewed annually; and on the condition that a report on the status of the work be submitted at the second year mark and the sixth year mark. Notified the Office of the Controller and the Office of Contract Administration.
- 2) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Micki Callahan, Human Resources Director
 - Lily Conover, Controller's Office
 - Leorah Dang, Department of Human Resources
 - Aleric Degrafinried, Public Utilities Commission
 - Jaci Fong, Office of Contract Administration
 - Jacque Hale, Department of Public Health
 - Shamica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - William Lee, Department of Emergency Management
 - Ben Rosenfield, Controller
 - Shawn Wallace, San Francisco Police Department
 - Commission File
 - Chron

POSTING FOR
11/19/2012

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4128-11/12	09	Controller	Regular	\$290,000	\$390,000	Provide hosting services for historical payroll reports generated prior to October 2012. Payroll reports are accessed by every City department's payroll professionals, time keepers, and managers every pay period to validate payroll and deduction calculations through a partitioned access protocol with predefined search indexes.	9/1/2012 - 8/31/2017
4127-08/09	38	Police	Regular	\$200,000	\$400,000	The vendor will perform hair sample drug analysis to determine drug usage, and historical patterns of drug usage for police officer applicants, police reserve officer applicants, police cadet applicants, and police service aide applicants for the Police Department. Pre Employment Drug Testing is a Police Department requirement.	7/1/2009 - 6/30/2016
4059-10/11	82	Public Health	Regular	\$81,560	\$196,560	Services of an International Board Certified Lactation Consultant (IBCLC). The consultant will provide oversight, technical support, and training for Breastfeeding Peer Counselors, identifies key community partners such as delivery hospitals, healthcare organizations, and providers and establish referral system connecting WIC-eligible clients to Peer Counselor services, leading efforts to educate community partners, delivery hospitals and health providers about breastfeeding and the breastfeeding support services offered by WIC and by the Peer Counselor Program Collaboratives, and the support efforts of the Peninsula Regional Breastfeeding Collaborative representative.	1/1/2011 - 12/31/2014
4167-09/10	82	Public Health	Regular	\$2,558,719	\$4,308,719	The proposed professional services will provide software programming and implementation support to DPH IT staff for application systems included in the Siemens Medical Services Invision products. The Invision system is the foundation of Patient Registration, Scheduling, Billing and Clinical records for DPH patient care services in Acute Care, Primary Care and Long Term Care. These systems require enhancement and functional expansion periodically due to evolving program needs. It is also anticipated that additional service needs will arise to complete systems requirements for State and Federal patient care reimbursement regulations and direct patient care clinical services. The requested support services will also provide in-depth technical and system training for DPH information technology, clinical, and administrative staff for on-going support and utilization of these systems. In addition, the Contractor will also provide integrated clinical, demographic, and financial information across the Community Health Network system of the Department of Public Health. This applies only to the professional services portion of the agreement.	7/1/2010 - 6/30/2017
Sum of Modified Amounts:				\$3,130,279			

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 # 40119 - 14/15)

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

Type of Service: Design-Build Services for Terminal 1 Redevelopment Program

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$80,000,000

PSC Original Approved Duration: 12/01/14 - 04/30/20 (5 years 21 weeks)

PSC Mod#1 Amount: \$1,220,000,000

PSC Mod#1 Duration: 04/30/20-12/31/21 (1 year 35 weeks)

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

PSC Mod#2 Duration: 01/01/22-06/30/24 (2 years 25 weeks)

PSC Mod#3 Amount: \$600,000,000

PSC Mod#3 Duration: no duration added

PSC Cumulative Amount Proposed: \$2,500,000,000

PSC Cumulative Duration Proposed: 9 years 30 weeks

1. Description of Work

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

Design-Build services teams with specialty design experience at airports to provide design and construction of the Terminal 1 Redevelopment Program (T1 Program) for the: Terminal 1 Center Renovation Project, New Boarding Area B Reconstruction, and Terminal 1 Baggage Handling System Projects. Work will include a full range of planning, programming, architectural design, engineering, and construction management services necessary to develop and construct the functional and conceptual aspects for the following elements: 1) new interior spaces; 2) construction of a program-wide common use Baggage Handling System; 3) relocation and/or installation of new Passenger Loading Bridges; 4) site work to include pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, and Ground Services Equipment (GSE) charging stations; 5) installation of a new hydrant fueling facility, fueling pits, and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and other systems; 7) passenger amenities; and 8) construction of temporary barricades, walls, and pedestrian corridors.

Scope Change

Expanded scope includes construction of infrastructure to support an additional four aircraft parking positions; expanded square footage to support additional revenue-generating concessions; an upgraded state-of-the-art baggage handling system; curbside roadway improvements; expanded mezzanine level to support an additional passenger screening checkpoint; a separate employee screening checkpoint; and other amenities such as high density wi-fi and an enhanced wayfinding program. Of the additional funding being requested, approximately \$43,000,000 will be for design services and \$556,000,000 will be for construction costs.

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

The Airport must redevelop existing Terminal 1 and replace Boarding Area B due to significant

infrastructure and gate capacity deficiencies. The construction of the Terminal 1 Center Project, New Boarding Area B Reconstruction, and the T1 Baggage Handling System will begin after the completion of the enabling projects. If the Design-Build services for these projects are denied, the T1 Program cannot proceed and existing facilities may need to close due to unsafe facilities and airlines may cease operations at SFO.

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, under this PSC 40119-14/15

D. Will the contract(s) be renewed?

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

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

The duration is greater than 5 years to cover the term of the design-build contract.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This is a capital project that will redevelop Terminal 1 and replace Boarding Area B. Once the construction has been completed there will no longer be a need for design build service for this project.

B. Reason for the request for modification:

Adding money to cover additional scope of work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Project architectural, engineering, planning, programming, and construction administration skills with direct and current experience related to airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; security and special systems; redevelopment of interior spaces; airfield and landside site work; relocation and/or installation of new passenger loading bridges, baggage handling systems and passenger amenities; and project control skills.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5209, Industrial Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5215, Fire Protection Engineer; 5216, Chief Surveyor; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

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

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

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 existing architectural and engineering classifications do not have the required expertise and specialized skills for the proposed design-build services. The Airport will use experienced project and construction management staff integrated with the consultant staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project management, construction management, construction inspection and surveying, and IT/engineering/architectural design and oversight.

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: Classifications exist but not with the specialized knowledge of airport requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

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 provided as part of this mod.

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, Austin Webcor

7. Union Notification: On 03/08/18, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40119 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/16/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of
cynthia.avakian@flysfso.com

Sent: Thursday, March 8, 2018 11:21 AM

To: Cynthia Avakian (AIR); tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org;
amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)

Subject: Receipt of Modification Request to PSC # 40119 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$600,000,000 for services for the period May 15, 2018 – June 30, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F5780&data=02%7C01%7Ccynthia.avakian%40flysfso.com%7C4340bcfc750e44de816c08d58529b5da%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C0%7C636561336553400065&sdata=mtuzpFnOtrzriTB548%2FtwdOVJaD%2FXCGX3zc6ojOjB0%3D&reserved=0>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 40119 - 14/15)

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

Type of Service: Design-Build Services for Terminal 1 Redevelopment Program

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$80,000,000

PSC Original Approved Duration: 12/01/14 - 04/30/20 (5 years 21 weeks)

PSC Mod#1 Amount: \$1,220,000,000

PSC Mod#1 Duration: 04/30/20-12/31/21 (1 year 35 weeks)

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

PSC Mod#2 Duration: 01/01/22-06/30/24 (2 years 25 weeks)

PSC Cumulative Amount Proposed: \$1,900,000,000

PSC Cumulative Duration Proposed: 9 years 30 weeks

1. Description of Work

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

Design-Build services teams with specialty design experience at airports to provide design and construction of the Terminal 1 Redevelopment Program (T1 Program) for the: Terminal 1 Center Renovation Project, New Boarding Area B Reconstruction, and Terminal 1 Baggage Handling System Projects. Work will include a full range of planning, programming, architectural design, engineering, and construction management services necessary to develop and construct the functional and conceptual aspects for the following elements: 1) new interior spaces; 2) construction of a program-wide common use Baggage Handling System; 3) relocation and/or installation of new Passenger Loading Bridges; 4) site work to include pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, and Ground Services Equipment (GSE) charging stations; 5) installation of a new hydrant fueling facility, fueling pits, and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and other systems; 7) passenger amenities; and 8) construction of temporary barricades, walls, and pedestrian corridors.

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

The Airport must redevelop existing Terminal 1 and replace Boarding Area B due to significant infrastructure and gate capacity deficiencies. The construction of the Terminal 1 Center Project, New Boarding Area B Reconstruction, and the T1 Baggage Handling System will begin after the completion of the enabling projects. If the Design-Build services for these projects are denied, the T1 Program cannot proceed and existing facilities may need to close due to unsafe facilities and airlines may cease operations at SFO.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous

PSC, attach copy of the most recently approved PSC.

PSC 40119-14/15

D. Will the contract(s) be renewed?

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

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

This is for a major renovation to Terminal 1 so the project will take more than 5 years to complete.

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 capital project that will redevelop Terminal 1 and replace Boarding Area B. Once the construction has been completed there will no longer be a need for design build service for this project.

B. Reason for the request for modification:

Need to extend time and increase compensation

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Project architectural, engineering, planning, programming, and construction administration skills with direct and current experience related to airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; security and special systems; redevelopment of interior spaces; airfield and landside site work; relocation and/or installation of new passenger loading bridges, baggage handling systems and passenger amenities; and project control skills.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5209, Industrial Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5215, Fire Protection Engineer; 5216, Chief Surveyor; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

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

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

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 existing architectural and engineering classifications do not have the required expertise and specialized skills for the proposed design-build services. The Airport will use experienced project and construction management staff integrated with the consultant staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project management, construction management, construction inspection and surveying, and IT/engineering/architectural design and oversight.

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: Classifications exist but not with the specialized knowledge of airport requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

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.
Yes, Austin Webcor

7. Union Notification: On 08/10/17, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40119 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/22/2017



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

October 9, 2015

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACTS NUMBERS 40634-
15/16; 42505-15/16; 40119-14/15; 36476-15/16 & 4149-09/10.**

At its meeting of October 5, 2015 the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the all Personal Services Contracts. This shall serve to notify the Office of the Controller and the Office of Contract Administration.

PLEASE NOTE:

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

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer

Attachment

Cc: Cynthia Ayakian, Airport Commission
Jacquie Hale, Department of Public Health
Cynthia Hamada, Municipal Transportation Agency
Karen Henderson, Mayor's Office of Housing & Community Development
Ben Rosenfield, Controller's Office
Jaci Fong, Contract Administration
Commission File
Chron

Posting For October 05, 2015

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2015-10-05

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
40119 - 14/15 - MODIFICATIONS 2015	October 5,	AIRPORT COMMISSION -- AIR	\$1,220,000,000	\$1,300,000,000	Design-Build services teams with specialty design experience at airports to provide design and construction of the Terminal 1 Redevelopment Program (T1 Program) for the: Terminal 1 Center Renovation Project, New Boarding Area B Reconstruction, and Terminal 1 Baggage Handling System Projects. Work will include a full range of planning, programming, architectural design, engineering, and construction management services necessary to develop and construct the functional and conceptual aspects for the following elements: 1) new interior spaces; 2) construction of a program-wide common use Baggage Handling System; 3) relocation and/or installation of new Passenger Loading Bridges; 4) site work to include pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, and Ground Services Equipment (GSE) charging stations; 5) installation of a new hydrant fueling facility, fueling pits, and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and other systems; 7) passenger amenities; and 8) construction of temporary barricades, walls, and pedestrian corridors.	04/30/2020	12/31/2021	REGULAR
36476 - 15/16 - MODIFICATIONS 2015	October 5,	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$200,000	\$300,000	The contractor will develop a Zero Waste communications campaign for the San Francisco Municipal Transportation Agency (SFMTA) that will increase awareness of the Mandatory Recycling and Composting Ordinance (see attached) that affects all the SFMTA facilities, offices, divisions, yards, and properties. The contractor will assist the SFMTA Zero Waste Coordinator in providing a results-orientated program in order to increase participation compliance in the Zero Waste program to SFMTA employees located throughout the city in agency with work shifts spanning	09/01/2015	08/31/2018	REGULAR

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 39286 - 17/18)

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

Type of Service: Social service case management and intervention training for P500

Funding Source: 75% county, 12% state, 13% federal

PSC Original Approved Amount: \$70,125 PSC Original Approved Duration: 07/01/17 - 06/30/18 (52 weeks)

PSC Mod#1 Amount: \$187,000 PSC Mod#1 Duration: 07/01/18-06/30/19 (1 year)

PSC Cumulative Amount Proposed: \$257,125 PSC Cumulative Duration Proposed: 1 year 52 weeks

1. Description of Work

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

Project 500 (P500) describes a cohort of 500 families on welfare that the City of San Francisco aims to lift out of poverty. The contractor (UC Davis) will help HSA in the planning, development, and delivery of a specialized case management training curriculum for City social workers who work with the P500 population. The social workers hail from the San Francisco Human Services Agency, Department of Public Health, Department of Child Support Services, Office of Early Care and Education, as well as several community-based organizations (CBO). Trainings will be delivered on-site in San Francisco in 15 full-day training sessions distributed throughout the 2017-18 fiscal year. Topics will include, but are not limited to, improved counseling, case assessments, crisis intervention, professional boundaries, as well as self-care under stressful circumstances. Contractor will solicit the class participants' feedback and modify the training design when needed.

Scope Change

Additionally, to provide 22 Welfare Fraud trainings to eligibility workers and investigators that will be coached in welfare fraud detection and prevention techniques.

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

UC Davis' research-based training curriculum is uniquely capable of enhancing the ability of family social workers to manage their challenging caseloads and attain successful outcomes for P500 families. This training will enable the City's case workers to more quickly resolve their family welfare caseload with a higher degree of professionalism, and less emotional strain. P500 families will receive the highest quality support available, which will lead to improved stability and better prospects for long-term happiness and self-sufficiency. Furthermore, enhancing the capacity of City staff in this way lessens the future possibility of requiring support from outside contractors. Denial would harm the P500 families' prospects of rising out of poverty, and diminish the ability of the City's social workers to excel in their work.

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 (see attached PDF)

D. Will the contract(s) be renewed?
Yes, possibly for an additional two years.

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

2. Reason(s) for the Request

A. Display all that apply

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

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

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

Explain the qualifying circumstances:

This contract is currently expected to last only one year, enough time to help a contingent of social workers permanently lift a specific population of clients out of the family welfare system. The contractor's central asset is its highly advanced expertise and knowledge in this subject matter area. The City lacks this exact type of resource among its own civil service ranks. Being time-limited, this project might not be funded beyond June 30, 2018, which would make the creation of a new civil service class for this work area unnecessary and wasteful.

B. Reason for the request for modification:

This modification is now a Regular PSC from the Initial/Expedited PSC 39286-17/18. This mod is to extend the duration for 1 year (7/1/2018 - 6/30/2019) for 30 additional social work specialist trainings to CalWorks/P500 partners. In addition, to provide 22 Welfare Fraud trainings to eligibility workers.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Highly advanced subject matter expertise in family welfare and social work. Knowledge based on top-tier academic research, and abundant experience in providing consulting and training services to outside agencies.

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, only some printed materials for the trainings.

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 highly specialized area of research-based, family social work education is not captured under any current civil service class umbrella.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: This training being a temporary project focused on a narrow subset of the welfare population, it would not be sensible to invest resources in creating a new, permanent civil service class that only delivers this particular type of training.

6. Additional Information

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

No.

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

Each Social Work Training will be full day sessions for up to 35 staff/P500 members and 30 trainings in the FY18-19 fiscal year. Each Welfare Fraud trainings are half day sessions for 600 eligibility staff and 100 non-eligibility staff and for 22 training sessions in the FY18-19 year.

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.

Original PSC 39286-17/18 approval (as attached)

7. Union Notification: On 03/08/18, 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, Suite 300, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39286 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/16/2018

Receipt of Union Notification(s)

Ng, Judy (HSA)

From: Tsutakawa, John (HSA)
Sent: Monday, March 19, 2018 11:58 AM
To: Ng, Judy (HSA)
Subject: FW: Receipt of Modification Request to PSC # 39286 - 17/18 - MODIFICATIONS

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of john.tsutakawa@sfgov.org
Sent: Thursday, March 08, 2018 2:10 PM
To: Tsutakawa, John (HSA); sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.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@sffdlocal798.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; sfmsa@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; Ng, Judy (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 39286 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$187,000 for services for the period July 1, 2018 – June 30, 2019. For all Modification requests, there is a 7-Day notice 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/10750>

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: Social service case management and intervention training for P500

Funding Source: 75% county, 12% state, 13% federal

PSC Amount: \$70,125 PSC Est. Start Date: 07/01/2017 PSC Est. End Date 06/30/2018

1. Description of Work

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

Project 500 (P500) describes a cohort of 500 families on welfare that the City of San Francisco aims to lift out of poverty. The contractor (UC Davis) will help HSA in the planning, development, and delivery of a specialized case management training curriculum for City social workers who work with the P500 population. The social workers hail from the San Francisco Human Services Agency, Department of Public Health, Department of Child Support Services, Office of Early Care and Education, as well as several community-based organizations (CBO). Trainings will be delivered on-site in San Francisco in 15 full-day training sessions distributed throughout the 2017-18 fiscal year. Topics will include, but are not limited to, improved counseling, case assessments, crisis intervention, professional boundaries, as well as self-care under stressful circumstances. Contractor will solicit the class participants' feedback and modify the training design when needed.

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

UC Davis' research-based training curriculum is uniquely capable of enhancing the ability of family social workers to manage their challenging caseloads and attain successful outcomes for P500 families. This training will enable the City's case workers to more quickly resolve their family welfare caseload with a higher degree of professionalism, and less emotional strain. P500 families will receive the highest quality support available, which will lead to improved stability and better prospects for long-term happiness and self-sufficiency. Furthermore, enhancing the capacity of City staff in this way lessens the future possibility of requiring support from outside contractors. Denial would harm the P500 families' prospects of rising out of poverty, and diminish the ability of the City's social workers to excel in their work.

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, possibly for an additional two years.

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

2. Reason(s) for the Request

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

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

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

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:

This contract is currently expected to last only one year, enough time to help a contingent of social workers permanently lift a specific population of clients out of the family welfare system. The contractor's central asset is its highly advanced expertise and knowledge in this subject matter area. The City lacks this exact type of resource among its own civil service ranks. Being time-limited, this project might not be funded beyond June 30, 2018, which would make the creation of a new civil service class for this work area unnecessary and wasteful.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Highly advanced subject matter expertise in family welfare and social work. Knowledge based on top-tier academic research, and abundant experience in providing consulting and training services to outside agencies.

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, only some printed materials for the trainings.

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

While HSA has a staff development department, it does not offer training courses in this area of work, or command as advanced knowledge in this field as UC Davis does.

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

A. Explain why civil service classes are not applicable.

This highly specialized area of research-based, family social work education is not captured under any current civil service class umbrella.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. This training being a temporary project focused on a narrow subset of the welfare population, it would not be sensible to invest resources in creating a new, permanent civil service class that only delivers this particular type of training.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. This contract is for training of City department and CBO staff. Up to 75 staff would be trained during the contract year, and up to 105 total hours of training will be delivered. Trainings will be delivered in full-day sessions, up to 15 days throughout the year.

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

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

7. **Union Notification:** On 09/14/2017, 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, Suite 300 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39286 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/03/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT

Dept. Code: ECD

Type of Request: Initial Modification of an existing PSC (PSC # 36672 - 16/17)

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

Type of Service: Earthquake Data Management System

Funding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 12/01/16 - 12/01/18 (2 years)

PSC Mod#1 Amount: \$500,000 PSC Mod#1 Duration: 02/28/18-06/30/22 (3 years 30 weeks)

PSC Cumulative Amount Proposed: \$600,000 PSC Cumulative Duration Proposed: 5 years 30 weeks

1. Description of Work

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

Contractor will provide software, maintenance, support, and services for earthquake data management system. The contractor will develop a software that can provide earthquake scenarios based on magnitude and location and provide damage statistics based on scenarios. The system will assist DEM in identifying areas where response prioritization and capabilities are needed to increase efficiency in responses during a disaster.

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

DEM is an agency that respond to catastrophic disasters in San Francisco. Denial of this request may hinder our ability to prevent, protect against, and respond to and recover from 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.

Yes by PSC#36672-16/17

D. Will the contract(s) be renewed?

Based on need, performance, and funding availability.

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

This will allow the Department to maintain continuation of services as the system impacts the City's emergency management.

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:

Need contractor's expertise to build an earthquake data management system that can be used by the department and shared with other departments for emergency preparedness.

B. Reason for the request for modification:

To extend the PSC for additional years and increase the amount by \$500,000.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This service requires extensive knowledge and expertise in earthquake and critical infrastructure assessments. The contractor must have subject matter expertise in how to prevent, respond to, and recover during events of natural disasters. Also, the contractor must be able to provide technical training and technical support on the use of the earthquake data management system.

B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide the hosting and maintenance of the earthquake data management system.

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 interaction and knowledge of natural disasters required to perform this service would be impractical for a San Francisco Civil Service employee to perform this work.

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

6. Additional Information

A. Will the contractor directly supervise City and County employees? 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 provide training on the use of the system.

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

No.

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

No.

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

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

7. **Union Notification:** On 03/12/18, 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: 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# 36672 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/16/2018

Receipt of Union Notification(s)

Wang, Emily (DEM)

From: dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org
Sent: Monday, March 12, 2018 2:58 PM
To: Lee, William (DEM); tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Wang, Emily (DEM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 36672 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a modification request for a Personal Services Contract (PSC) for \$500,000 for services for the period February 28, 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:

<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F10775&data=02%7C01%7Cemily.wang%40sfgov.org%7Ca4e2623d5d1e49e25f6808d5886464c5%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C0%7C636564887130097109&sdata=6PwIQPuZt0%2F8hlyeJc5RpmdmWuMvlzz251nypUrukls%3D&reserved=0>
Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org

Additional Attachment(s)

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: Earthquake Data Management System

Funding Source: General Fund

PSC Duration: 2 years

PSC Amount: \$100,000

1. Description of Work

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

Contractor will provide software, maintenance, support, and services for earthquake data management system. The contractor will develop a software that can provide earthquake scenarios based on magnitude and location and provide damage statistics based on scenarios. The system will assist DEM in identifying areas where response prioritization and capabilities are needed to increase efficiency in responses during a disaster.

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

DEM is an agency that respond to catastrophic disasters in San Francisco. Denial of this request may hinder our ability to prevent, protect against, and respond to and recover from 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.

The service has not been provided in the past.

D. Will the contract(s) be renewed?

Based on need, performance, and funding availability.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Need contractor's expertise to build a earthquake data management that can be used by department and shared with other department for emergency preparedness.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This service requires extensive knowledge and expertise in earthquake and critical infrastructure assessments. The contractor must have subject matter

expertise in how to prevent, respond to, and recover during events of natural disasters. Also, the contractor must be able to provide technical training and technical support on the use of the earthquake data management system.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide the hosting and maintenance of the earthquake data management system.

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 interaction and knowledge of natural disasters required to perform this service would be impractical for a San Francisco Civil Service employee to perform this work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as stated above.

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

7. Union Notification: On 11/17/2016, 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: 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# 36672 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/27/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 31773 - 15/16)

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

Type of Service: Real Estate Economic Analysis

Funding Source: General Fund

PSC Original Approved Amount: \$375,000

PSC Original Approved Duration: 10/01/15 - 06/30/17 (1 year 39 weeks)

PSC Mod#1 Amount: \$187,000

PSC Mod#1 Duration: 07/01/17-04/30/18 (43 weeks 3 days)

PSC Mod#2 Amount: \$300,000

PSC Mod#2 Duration: 05/01/18-06/30/20 (2 years 8 weeks)

PSC Cumulative Amount Proposed: \$862,000

PSC Cumulative Duration Proposed: 4 years 39 weeks

1. Description of Work

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

The Office of Economic and Workforce Development (OEWD) requires professional financial analysis related to real estate development in San Francisco. Consultants, selected from a pre-qualified list of economic consultants, will assist OEWD in development of public policy applied to real estate development and finance through a series of as-needed services, including (1) analyzing opportunities for public participation in development projects; (2) identifying development opportunity sites and analyzing their feasibility; and (3) evaluating tools to support greater mixed-income housing development.

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

Without this service, OEWD would be unable to ensure that the City was developing the best possible public policy as it applies to real estate development and finance in San Francisco. Working with real estate economics experts, OEWD would develop analytically-supported public policy around publicly-facilitated development and finance. Denial of this request would delay existing initiatives and impede the completion of development projects that would generate public revenues and community benefits.

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:
N/A

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

OEWD currently manages a large portfolio of projects that require real estate economic analysis. As stated, without this service, OEWD would be unable to ensure that the City was developing the best possible public policy as it applies to real estate development in San Francisco. Working with real estate economics experts, OEWD would have the evidence needed to implement public policy allowing the City to insist on the best terms possible when approaching real estate development opportunities (e.g. greater public benefits from the developer and/or a diminished City contribution if the development were shown to be more lucrative than the developer claimed). Denial of this request would delay existing initiatives and impede revenue generation for the Office of Economic and Workforce Development.

B. Reason for the request for modification:

Additional budget and time is needed to complete the task.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This consultant will perform market-based reviews of development opportunities and financial tools, which will require deep expertise in pro forma financial analysis, real estate market analysis, quantitative modeling of public and private financing sources, and affordable housing finance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: 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 work will be required sporadically, for short and intense durations, as new project-related issues arise. The precise amount, timing, and scope of individual assignments cannot be predicted ahead of time, but this engagement will surely not require long-term, full-time service. The work will require a highly specialized skill set; few staff members possess these skills and those that do are already working at maximum capacity. However, qualified staff members will be utilized to direct the consultants' work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This type of work is typically needed sporadically, in response to specific issues as they emerge and often in intense bursts of activity that require multiple members of a consulting team to work concurrently. This lack of regularity and predictability would not be conducive to a dedicated civil service.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No training is expected other than for the contractors to explain methods and analysis so recommendations can be properly implemented

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.
Additional contracting authority needed to complete the work

7. Union Notification: On 03/13/18, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31773 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/16/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of marissa.bloom@sfgov.org
Sent: Tuesday, March 13, 2018 5:21 PM
To: Bloom, Marissa (ECN); tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Damalas, Kristine (ECN); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 31773 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period May 1, 2018 – June 30, 2020. 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/8621>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 31773 - 15/16)

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

Type of Service: Real Estate Economic Analysis

Funding Source: General Fund

PSC Original Approved Amount: \$375,000 PSC Original Approved Duration: 10/01/15 - 06/30/17 (1 year 39 weeks)

PSC Mod#1 Amount: \$187,000 PSC Mod#1 Duration: 07/01/17-04/30/18 (43 weeks 3 days)

PSC Cumulative Amount Proposed: \$562,000 PSC Cumulative Duration Proposed: 2 years 30 weeks

1. Description of Work

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

The Office of Economic and Workforce Development (OEWD) requires professional financial analysis related to real estate development in San Francisco. Consultants, selected from a pre-qualified list of economic consultants, will assist OEWD in development of public policy applied to real estate development and finance through a series of as-needed services, including (1) analyzing opportunities for public participation in development projects; (2) identifying development opportunity sites and analyzing their feasibility; and (3) evaluating tools to support greater mixed-income housing development.

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

Without this service, OEWD would be unable to ensure that the City was developing the best possible public policy as it applies to real estate development and finance in San Francisco. Working with real estate economics experts, OEWD would develop analytically-supported public policy around publicly-facilitated development and finance. Denial of this request would delay existing initiatives and impede the completion of development projects that would generate public revenues and community benefits.

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 31773 - 15/16

D. Will the contract(s) be renewed?

No.

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

n/a

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

OEWD currently manages a large portfolio of projects that require real estate economic analysis. As stated, without this service, OEWD would be unable to ensure that the City was developing the best possible public policy as it applies to real estate development in San Francisco. Working with real estate economics experts, OEWD would have the evidence needed to implement public policy allowing the City to insist on the best terms possible when approaching real estate development opportunities (e.g. greater public benefits from the developer and/or a diminished City contribution if the development were shown to be more lucrative than the developer claimed). Denial of this request would delay existing initiatives and impede revenue generation for the Office of Economic and Workforce Development.

B. Reason for the request for modification:

Additional budget and time is needed to complete the task

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This consultant will perform market-based reviews of development opportunities and financial tools, which will require deep expertise in pro forma financial analysis, real estate market analysis, quantitative modeling of public and private financing sources, and affordable housing finance.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: 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 work will be required sporadically, for short and intense durations, as new project-related issues arise. The precise amount, timing, and scope of individual assignments cannot be predicted ahead of time, but this engagement will surely not require long-term, full-time service. The work will require a highly specialized skill set; few staff members possess these skills and those that do are already working at maximum capacity. However, qualified staff members will be utilized to direct the consultants' work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This type of work is typically needed sporadically, in response to specific issues as they emerge and often in intense

bursts of activity that require multiple members of a consulting team to work concurrently. This lack of regularity and predictability would not be conducive to a dedicated civil service.

6. Additional Information

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

No.

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

No training is expected other than for the contractors to explain methods and analysis so recommendations can be properly implemented

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.

Additional contracting authority needed to complete the work

7. Union Notification: On 03/09/17, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31773 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/22/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN Dept. Code: ECNType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Real Estate Economic AnalysisFunding Source: General FundPSC Duration: 1 year 39 weeksPSC Amount: \$375,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of Economic and Workforce Development (OEWD) requires professional financial analysis related to real estate development in San Francisco. Consultants, selected from a pre-qualified list of economic consultants, will assist OEWD in development of public policy applied to real estate development and finance through a series of as-needed services, including (1) analyzing opportunities for public participation in development projects; (2) identifying development opportunity sites and analyzing their feasibility; and (3) evaluating tools to support greater mixed-income housing development.

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

Without this service, OEWD would be unable to ensure that the City was developing the best possible public policy as it applies to real estate development and finance in San Francisco. Working with real estate economics experts, OEWD would develop analytically-supported public policy around publicly-facilitated development and finance. Denial of this request would delay existing initiatives and impede the completion of development projects that would generate public revenues and community benefits.

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.

OEWD has previously utilized the City's pre-qualified list of economic consultants for real estate economic analysis to contract with a specific firm under PSC# 37634 - 14/15. However, the current PSC request anticipates a unique scope of work that reflects the present-day development environment.

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

B. Explain the qualifying circumstances:

OEWD currently manages a large portfolio of projects that require real estate economic analysis. As stated, without this service, OEWD would be unable to ensure that the City was developing the best possible public policy as it applies to real estate development in San Francisco. Working with real estate economics experts, OEWD would have the evidence needed to implement public policy allowing the City to insist on the best terms possible when approaching real estate development opportunities (e.g. greater public benefits from the developer and/or a diminished City contribution if the development were shown to be more lucrative than the developer claimed). Denial of this request would delay existing initiatives and impede revenue generation for the Office of Economic and Workforce Development.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This consultant will perform market-based reviews of development opportunities and financial tools, which will require deep expertise in pro forma financial analysis, real estate market analysis, quantitative modeling of public and private financing sources, and affordable housing finance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

N/A

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

- A. Explain why civil service classes are not applicable.
The work will be required sporadically, for short and intense durations, as new project-related issues arise. The precise amount, timing, and scope of individual assignments cannot be predicted ahead of time, but this engagement will surely not require long-term, full-time service. The work will require a highly specialized skill set; few staff members possess these skills and those that do are already working at maximum capacity. However, qualified staff members will be utilized to direct the consultants' work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This type of work is typically needed sporadically, in response to specific issues as they emerge and often in intense bursts of activity that require multiple members of a consulting team to work concurrently. This lack of regularity and predictability would not be conducive to a dedicated civil service.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No, Consultant(s) would provide explanation of methods and results as needed to City staff to ensure they are using the information properly but in-depth training for additional staff to be able to perform this level of survey analysis would be outside of the scope of the as-needed service contracts.
- 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. This firm is a potential consultant under this new PSC; consultants have not been selected as of yet.

7. Union Notification: On 09/21/2015, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31773 - 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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 46637 - 15/16)

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

Type of Service: Vision Zero Bicycle Safety Outreach

Funding Source: Local Funds

PSC Original Approved Amount: \$250,000 PSC Original Approved Duration: 03/16/16 - 03/30/18 (2 years 2 weeks)

PSC Mod#1 Amount: \$5,000 PSC Mod#1 Duration: 03/31/18-03/30/19 (1 year)

PSC Cumulative Amount Proposed: \$255,000 PSC Cumulative Duration Proposed: 3 years 2 weeks

1. Description of Work

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

The Contractor will plan, coordinate, and conduct outreach to San Franciscans of all ages to provide encouragement to ride bicycles and do so in a safe manner via educational activities, rides and training. Safety and concerns about safety are significant barriers to people bicycling in the city. These activities will also help to educate the growing number of people riding bicycles about the laws of safe bicycling, as well as to equip bicyclists with adequate street skills to meet complex traffic issues encountered daily on the streets of San Francisco. This work is a key strategy identified in San Francisco's Vision Zero Education Strategy.

Scope Change

The contract must be amended to add 5 additional 'Freedom From Training Wheels' classes.

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

San Francisco has prioritized Vision Zero, a policy that aims to reduce roadway fatalities to zero by year 2024. With the city's goal of reaching 20% of all trips in San Francisco being made by bicycle this service is critical. Denial of this service will result in increased bicycle-related injury collisions and more chaos on city streets due to increased numbers of people on bicycles who are unfamiliar with the best-practices of safe riding.

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.

PSCs 38516-15/16, 4002-11/12, & 4077-08/09

D. Will the contract(s) be renewed?

No.

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

n/a

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The workload for organizing and teaching bicycle safety classes is too infrequent and short term. The demand for bicycle safety education is great, but the offerings are seasonal and periodic. Teaching of bicycle safety is done only a few times a month. The contractor will provide access to fleets of bicycles that they own and maintain.

B. Reason for the request for modification:

The contract must be amended to add 5 additional "Freedom From Training Wheels" classes to the contract. Each of these classes is \$1K each in San Francisco Bicycle Coalition staff time. In addition, the contract date needs to be extended to accommodate these additional 5 classes by 12 months.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Must possess excellent knowledge of bicycle outreach, bicycle safety, and education activities for on-bike classes, potentially including bicycle fleets for individuals without personal bicycles. Additionally, an understanding of the rules and culture of bicycling in San Francisco at a level to provide effective communications for people who will use bicycles to travel in the city.
- 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 access to fleets of bicycles that they own and maintain.

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 because the employees must have the specialized experience, knowledge and training to provide bicycle safety outreach and education as well as access to bicycles.
- 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 workload for organizing and teaching bicycle safety classes is too infrequent and short term. The demand for

bicycle safety education is great, but the offerings are seasonal and periodic. Teaching of bicycle safety is done only a few times a month. There is not a work load that would support a single, employee position for this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
None
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
no
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
no
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
San Francisco Bicycle Coalition

7. Union Notification: On 03/12/18, the Department notified the following employee organizations of this PSC/RFP request:
Transport Workers Union, L 200; 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: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46637 - 15/16

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 04/16/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

Goree, Rod

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Monday, March 12, 2018 12:36 PM
To: Goree, Rod; local200twu@sbcglobal.net; tmathews@ifpte21.org;
kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46637 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$5,000 for services for the period March 31, 2018 – March 30, 2019. 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/10805>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org local200twu@sbcglobal.net

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Vision Zero Bicycle Safety Outreach

Funding Source: Local Funds PSC Duration: 2 years 2 weeks
PSC Amount: \$250,000 PSC Est. Start Date: 03/16/2016 PSC Est. End Date: 03/30/2018

1. Description of Work

A. Scope of Work:

The Contractor will plan, coordinate, and conduct outreach to San Franciscans of all ages to provide encouragement to ride bicycles and do so in a safe manner via educational activities, rides and training. Safety and concerns about safety are significant barriers to people bicycling in the city. These activities will also help to educate the growing number of people riding bicycles about the laws of safe bicycling, as well as to equip bicyclists with adequate street skills to meet complex traffic issues encountered daily on the streets of San Francisco. This work is a key strategy identified in San Francisco's Vision Zero Education Strategy.

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

San Francisco has prioritized Vision Zero, a policy that aims to reduce roadway fatalities to zero by year 2024. With the city's goal of reaching 20% of all trips in San Francisco being made by bicycle this service is critical. Denial of this service will result in increased bicycle-related injury collisions and more chaos on city streets due to increased numbers of people on bicycles who are unfamiliar with the best-practices of safe riding.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. Similar services were provided for Vision Zero via PSC #38516-15/16 and bicycle education classes via #4002-11/12 and #4077-08/09.

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

2. Union Notification: On 01/11/2016, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Transport Workers Union, L 200

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46637 - 15/16

DHR Analysis/Recommendation:

03/07/2016

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 03/07/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 47895 - 17/18)

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

Type of Service: Advanced Train Control System (ATCS) specialized engineering services

Funding Source: federal funding

PSC Original Approved Amount: \$160,000

PSC Original Approved Duration: 04/01/18 - 03/31/19 (52 weeks)

PSC Mod#1 Amount: \$340,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$500,000

PSC Cumulative Duration Proposed: 52 weeks

1. Description of Work

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

The Agency is seeking a contractor who will provide professional engineering services for the Advanced Train Control System (ATCS) systems performance specification adjustments, system certification for the upcoming Twin Peaks Rail Replacement Project. The ATCS is an integrated system comprising proprietary on-board, wayside and, central control signaling and communications equipment (including on-board computers, axel counters, signaling cable, relays, and servers) and software.

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

The ATCS is a safety-critical system that performs automated train control, switching, and signaling for light rail vehicles operating in the SFMTA's Metro tunnels. It has improved safety and increased speed and frequency of subway service. These specialized engineering services are required to confirm that the ATCS is configured properly, has not been compromised or subject to degradation and certify the system for revenue service before, during, and after the completion of the Twin Peaks Rail Replacement Project. If this service is denied, any disruption in the ATCS would severely impede the Agency's core operations.

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

Yes, similar service in PCS 48979 -16/17

D. Will the contract(s) be renewed?

No, this contract is specifically for support services related to the Twin Peaks Rail Replacement 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:

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

The ATCS is a specialized, proprietary system that is critical to the functioning of the Agency's train operations. It can only operate with vendor-provided software and only Thales personnel have the specific expertise and ability to modify it.

B. Reason for the request for modification:

The ATCS is a safety-critical system that performs automated train control, switching, and signaling for light rail vehicles operating in the SFMTA's Metro tunnels. It has improved safety and increased speed and frequency of subway service. These specialized engineering services are required to confirm that the ATCS is configured properly, has not been compromised or subject to degradation and certify the system for revenue service before, during, and after the completion of the Twin Peaks Rail Replacement Project. If this service is denied, any disruption on in the ATCS would severely impede the Agency's core operations.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of specific the proprietary trade-secret technology, software code and hardware circuits. General expertise of supplier's technical specialists includes electrical engineering, signal engineering, systems engineering, computer programming, safety validation and verification in a rail environment, relevant regulatory requirements, complex performance simulation, test and commissioning experience.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 5207, Assoc Engineer; 5212, Engineer/Architect Principal; 5241, Engineer; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide some hardware inventory, in addition to the professional/consulting services.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Due to the proprietary nature of the ATCS system, personnel in civil service classes do not have access to software source code or design of specialized electronic circuits. Replacement software applications, installation, specialized training and support must be contracted from the service provider.

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, adopting new civil service classes to perform this work would not be practical because of the proprietary nature of the ATCS system.

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.
N/A

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

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

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

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

7. Union Notification: On 03/09/18, the Department notified the following employee organizations of this PSC/RFP request:
Transport Workers Union, L 200; Professional & Tech Engrs, Local 21; Electrical Workers, Local 6;

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

Name: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47895 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/16/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Friday, March 09, 2018 4:17 PM
To: Goree, Rod (MTA); local200twu@sbcglobal.net; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; oashworth@ibew6.org; khughes@ibew6.org; Nuque, Amy (MTA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 47895 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$340,000 for services for the period April 1, 2018 – March 31, 2019. 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/10797>

Email sent to the following addresses: khughes@ibew6.org oashworth@ibew6.org L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org local200twu@sbcglobal.net

Goree, Rod

From: PSCsCoordinator
Sent: Friday, March 09, 2018 9:55 AM
To: local200twu@sbcglobal.net; Kevin Hughes (khughes@ibew6.org); Osha Ashworth; Alex Tonisson; Amihan Makayan; Andrea Prebys-Williams (aprebys@ifpte21.org); Emmaa Erbach; L21 PSC Review; Paul Kim
Cc: DHR-PSCCoordinator, DHR (HRD); Nuque, Amy; Goree, Rod; Ngan, Kenny; Roye, Sheldon; Nguyen, Trinh; Boparai, Parveen
Subject: PSC 47895-17/18 modification 1
Attachments: PSC 47895_17818MOD 1.pdf

ATTENTION: Unions, DHR PSC Coordinator

The above PSC was approved by the CSC on March 5, 2018, for the amount of \$160,000. On March 8, 2018, the PSC amount was modified, adding an additional \$290,000, bring the amount to \$450,000. This morning, it was changed to reflect additional \$340,000, bring the contract amount to \$500,000. Please see attached PSC modification as proposed, and disregard modification as submitted on the 8th.

By this email, we are re-notifying affected unions of this change to MOD 1. For any questions on this matter, please contact me.

Rod Goree

SFMTA Personal Services Contracts Coordinator

Human Resources Division – Employee & Labor Relations Section

San Francisco Municipal Transportation Agency

1 S Van Ness Ave, 6th Fl

San Francisco, CA 94103

Email: rod.goree@sfmta.com

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Mobile: 415.706.8342

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Additional Attachment(s)

II. Scope of Work

Thales will provide technical support to SFMTA for issues related to ATCS hardware and software in support of the Twin Peaks Rail Replacement Project, by direct assignment of its own personnel. The tasks Thales may perform include, but are not limited to, initial planning and development of system engineering, professional analytical studies, and start-up and operations planning and testing.

A. Twin Peak ATCS Performance and Reliability Adjustment

Commencing in June 2018, the SFMTA will replace the trackway and perform seismic upgrades to the Twin Peaks Tunnel, a very heavily used two-mile light rail tunnel located between the West Portal and Castro Stations. Four new crossovers will be added in the tunnel but will remain out-of-service until a future signaling upgrade. The existing West Portal crossover will be demolished. The track switches at Eureka Shoofly must be restored to service. In the course of that work, portions of the ATCS must be disconnected, safeguarded, and then re-installed and fully tested so that the tunnel can be returned to revenue service. The work that Thales will provide will ensure that the ATCS when returned to revenue service meets all system performance specifications. Thales will perform the following tasks:

1. Tune and adjust ATCS wayside equipment to maintain systems specification performance thresholds.
2. Perform AC and DC parametric testing (signal to noise ratio and crossover tests) of ATCS inductive loop system in Twin Peaks tunnel pre and post construction to ensure no specification performance degradation.
3. Ensure disconnection of ATCS inductive loop and axle counter detector heads at wayside terminal boxes does not compromise performance specification requirements. Placement of ATCS inductive loop and axle counter detector heads wiring are within system specification threshold on electrical terminals.
4. Conduct system integration testing of inductive loop, axle counter detector heads, and Eureka Portal switches to ensure the system interacts and is functional in ATCS mode.
5. Confirm the system meets connectivity specification and ensure ATCS performance when relocating inductive loop and axle counter away from existing West Portal crossover before it is demolished. Protect electrical and functional integrity of the ATCS after track demolition. Provide design and certification for changes at the station controller switch circuits in the relay tree to ensure relay safety test can continue after West Portal crossover demolition.
6. Ensure relocation of inductive loop away from Eureka construction area is performed within tolerance to maintain loop integrity. Certify that relocated inductive loop meets performance specification to allow ATCS service to continue at Castro interlocking

during construction. This to occur before rail construction in that area. Provide SFMTA with temporary spare remote loop terminating loads. At completion of construction certify loop placement back at Eureka area meets all performance requirements.

7. Ensure system specification for installation of ATCS equipment is maintained throughout Twin Peak rail replacement contractor's work. Provide meetings as necessary to ensure coordination of technical requirements.
8. Ensure reconnection and calibration of axle counter detector heads are within system specification.
9. Troubleshoot ATCS-related integration issues for axle counter and inductive loop ATCS subsystems once ATCS devices are electrically terminated.

For each of the above activities, Thales will provide a detailed written test summary including, but not limited to: system analysis performed, issues discovered, resolved and open, recommended and required next steps, and updates to ATCS documentation or specifications. Upon the completion of the above activities, Thales will provide a letter of certification that the ATCS is ready for revenue service. For this task, we estimate we will require three (3) on-site visits of one (1) week duration each.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Advanced Train Control System (ATCS) specialized engineering services

Funding Source: federal funding

PSC Duration: 52 weeks

PSC Amount: \$160,000

1. Description of Work

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

The Agency is seeking a contractor who will provide professional engineering services for the Advanced Train Control System (ATCS) systems performance specification adjustments, system certification for the upcoming Twin Peaks Rail Replacement Project. The ATCS is an integrated system comprising proprietary on-board, wayside and, central control signaling and communications equipment (including on-board computers, axel counters, signaling cable, relays, and servers) and software.

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

The ATCS is a safety-critical system that performs automated train control, switching, and signaling for light rail vehicles operating in the SFMTA's Metro tunnels. It has improved safety and increased speed and frequency of subway service. These specialized engineering services are required to confirm that the ATCS is configured properly, has not been compromised or subject to degradation and certify the system for revenue service before, during, and after the completion of the Twin Peaks Rail Replacement Project. If this service is denied, any disruption in the ATCS would severely impede the Agency's core operations.

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.

Since 1998, these services and upgrades have been provided by the proprietary owner of the ATCS equipment and software. As recent as August 7, 2017, the Civil Service Commission approved PSC No. 48979-16/17 for ATCS upgrades related to the Twin Peaks Replacement Project.

D. Will the contract(s) be renewed?

No, this contract is specifically for support services related to the Twin Peaks Rail Replacement 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.

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

B. Explain the qualifying circumstances:

The ATCS is a specialized, proprietary system that is critical to the functioning of the Agency's train operations. It can only operate with vendor-provided software and only Thales personnel have the specific expertise and ability to modify it.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of specific the proprietary trade-secret technology, software code and hardware circuits. General expertise of supplier's technical specialists includes electrical engineering, signal engineering, systems engineering, computer programming, safety validation and verification in a rail environment, relevant regulatory requirements, complex performance simulation, test and commissioning experience.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 5207, Assoc Engineer; 5212, Engineer/Architect Principal; 5241, Engineer; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide some hardware inventory, in addition to the professional/consulting services.

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

Not applicable

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

- A. Explain why civil service classes are not applicable.
Due to the proprietary nature of the ATCS system, personnel in civil service classes do not have access to software source code or design of specialized electronic circuits. Replacement software applications, installation, specialized training and support must be contracted from the service provider.
- 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, adopting new civil service classes to perform this work would not be practical because of the proprietary nature of the ATCS system.

6. Additional Information

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

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

7. Union Notification: On 01/08/2018, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; Professional & Tech Engrs, Local 21; Transport Workers Union, L 200

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

Name: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47895 - 17/18

DHR Analysis/Recommendation:

action date: 03/05/2018

Commission Approval Required

Approved by Civil Service Commission

03/05/2018 DHR Approved for 03/05/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 49282 - 17/18)

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

Type of Service: vendor-managed inventory (VMI) services

Funding Source: operating funds

PSC Original Approved Amount: \$60,000,000

PSC Original Approved Duration: 09/01/18 - 11/30/21 (3 years 13 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 09/01/18-11/30/25 (4 years 1 day)

PSC Cumulative Amount Proposed: \$60,000,000

PSC Cumulative Duration Proposed: 7 years 13 weeks

1. Description of Work

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

The contractor will provide a Vendor Managed Inventory (VMI) Services program to manage, support staff, and supply parts of its rail fleet maintenance program. Four materials storerooms are operated in support of the Rail Fleet: Green, Muni Metro East (MME), Cable Car, and Overhead Lines. The San Francisco Municipal Transportation Agency (SFMTA) has developed the following objectives for management of parts for the Rail Fleet comprised of 149 Breda LRVs, 39 historic streetcars, and 31 cable cars: supply vehicle parts on a cost-effective and efficient basis; provide inventory planning and automated replenishment of spare parts with strict performance guidelines requiring defined response times and fill rates; ensure parts provided allow the SFMTA to meet its objectives in terms of reliability (I.e., Mean Distance Between Failures [MDBF], service interruptions); and ensure SFMTA safety standards are met in any program activity.

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

This service represents an effort to enhance the reliability of the fleet by streamlining the parts acquisition and inventory management process. Fleet operations are impacted by financial limitations, e.g. cash flow, other agency priorities, and difficulty locating critical parts in a timely manner. This service will allow the parts acquisition and inventory processes to be protected from external influences, and additionally, provide parts accessibility and improved pricing opportunities through economies of scale. Further, as the SFMTA fleet has aged, many parts are becoming obsolete and very difficult to purchase. This system will provide a faster, more reactive method to supply parts for our fleet, enabling SFMTA to provide better service to the riders. If denied, funding, cash flow issues, and subsequent potential delays in receipts of needed parts will continue to negatively impact Muni transportation reliability and service, as well as place SFMTA safety standards at risk.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 4119-11/12

D. Will the contract(s) be renewed?

This contract is for an initial three years with two, two-year options to extend.

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

The service to be provided through this contract is the utilization of the contractor's system for parts acquisition and inventory management. This contract allows the SFMTA to provide parts faster and more efficiently to support our rail fleet. This service will allow the parts acquisition and inventory processes to be protected from external influences, and additionally provide parts accessibility and improved pricing opportunities through economies of scale. Also, due to the age of our fleet, many parts are becoming obsolete and very difficult to purchase. This system will provide a faster, more reactive method to supply parts for our fleet enabling SFMTA to provide better service to the riders.

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).

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).

Explain the qualifying circumstances:

The City lacks state-of-the-art inventory management systems, including data storage and vending machinery. Additionally, financial cash flow limitations, competing priorities, etc., affect the SFMTA's ability to make timely parts purchases.

B. Reason for the request for modification:

Project management team submitted PSC intending for 7 years (Sept 1, 2018- November 30, 2025), however SFMTA staff notified union and submitted to CSC for 3 years (November 1, 2018- November 30, 2021). This modification is to reflect intent of project management team.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor will have the ability to supply critical parts to Rail Maintenance yards within a 24-hour delivery turnaround from point of demand via documented contractual agreements. The contractor is required to possess documented four or more years of experience in VMI services for Rail fleets and an expertise in complex supply chain management.

B. Which, if any, civil service class(es) normally perform(s) this work? 1942, Asst Materials Coordinator; 1952, Purchaser; 5212, Engineer/Architect Principal; 5241, Engineer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide state-of-the-art inventory management systems, including data storage and vending machinery to facilitate accurate and timely parts management. The City does not possess VIM services system.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes do not have the resources available to provide timely logistical support to the rail fleet. The requirement is one of systems rather than simply positions.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as classifications already exist. VMI services will provide support by working in conjunction with SFMTA employees to fulfill product requests.

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.

None

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

No.

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

No

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

No

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

No.

7. Union Notification: On 03/09/18, 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: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49282 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/16/2018

Receipt of Union Notification(s)

Goree, Rod

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Friday, March 09, 2018 3:42 PM
To: Goree, Rod; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 49282 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period September 1, 2018 – November 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10813>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: vendor-managed inventory (VMI) servicesFunding Source: operating fundsPSC Duration: 3 years 13 weeksPSC Amount: \$60,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide a Vendor Managed Inventory (VMI) Services program to manage, support staff, and supply parts of its rail fleet maintenance program. Four materials storerooms are operated in support of the Rail Fleet: Green, Muni Metro East (MME), Cable Car, and Overhead Lines. The San Francisco Municipal Transportation Agency (SFMTA) has developed the following objectives for management of parts for the Rail Fleet comprised of 149 Breda LRVs, 39 historic streetcars, and 31 cable cars: supply vehicle parts on a cost-effective and efficient basis; provide inventory planning and automated replenishment of spare parts with strict performance guidelines requiring defined response times and fill rates; ensure parts provided allow the SFMTA to meet its objectives in terms of reliability (i.e., Mean Distance Between Failures [MDBF], service interruptions); and ensure SFMTA safety standards are met in any program activity.

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

This service represents an effort to enhance the reliability of the fleet by streamlining the parts acquisition and inventory management process. Fleet operations are impacted by financial limitations, e.g. cash flow, other agency priorities, and difficulty locating critical parts in a timely manner. This service will allow the parts acquisition and inventory processes to be protected from external influences, and additionally, provide parts accessibility and improved pricing opportunities through economies of scale. Further, as the SFMTA fleet has aged, many parts are becoming obsolete and very difficult to purchase. This system will provide a faster, more reactive method to supply parts for our fleet, enabling SFMTA to provide better service to the riders. If denied, funding, cash flow issues, and subsequent potential delays in receipts of needed parts will continue to negatively impact Muni transportation reliability and service, as well as place SFMTA safety standards at risk.

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

In the past, this service has been provided via PSC #4119-11/12, as modified.

D. Will the contract(s) be renewed?

This contract is for an initial three years with two, two-year options to extend.

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

This contract is for an initial 3 years with two, 2-year options to extend.

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

The City lacks state-of-the-art inventory management systems, including data storage and vending machinery. Additionally, financial cash flow limitations, competing priorities, etc., affect the SFMTA's ability to make timely parts purchases.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor will have the ability to supply critical parts to Rail Maintenance yards within a 24-hour delivery turnaround from point of demand via documented contractual agreements. The contractor is required to possess documented four or more years of experience in VMI services for Rail fleets and an expertise in complex supply chain management.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1942, Asst Materials Coordinator; 1952, Purchaser; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide state-of-the-art inventory management systems, including data storage and vending machinery to facilitate accurate and timely parts management. The City does not possess VIM services system.

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

None.

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

- A. Explain why civil service classes are not applicable.
Civil service classes do not have the resources available to provide timely logistical support to the rail fleet. The requirement is one of systems rather than simply positions.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as classifications already exist. VMI services will provide support by working in conjunction with SFMTA employees to fulfill product requests.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training is required under this contract, as vendor's principal responsibility is to provide VMI services for rail fleet program.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

7. Union Notification: On 01/07/2018, 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: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49282 - 17/18

DHR Analysis/Recommendation:

action date: 03/05/2018

Commission Approval Required

Approved by Civil Service Commission

03/05/2018 DHR Approved for 03/05/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 46237 - 14/15)

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

Type of Service: Community Health Equity and Promotion, Community-based Primary Prevention services

Funding Source: General Fund, Fed & State Grant

PSC Original Approved Amount: \$25,352,000

PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)

PSC Mod#1 Amount: \$15,000,000

PSC Mod#1 Duration: 07/01/20-06/30/26 (6 years 1 day)

PSC Cumulative Amount Proposed: \$40,352,000

PSC Cumulative Duration Proposed: 11 years 2 days

1. Description of Work

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

Contractors will provide an array of primary prevention services (prevention, health education, outreach, and referral services), programs, and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco, especially in low income areas, to specific ethnic communities and neighborhoods, and including services targeted to multi-cultural/multi-lingual refugees/asylees, victims of trafficking, and other immigrant communities. Services will include community capacity building training, technical assistance and fiscal intermediary services with organizations providing community-based preventative services such as the tobacco free project, pedestrian traffic safety initiatives, healthy eating and active living initiatives, tattoo removal, drug and alcohol problem prevention, wellness, and other health-related preventative programs.

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

The Department of Public Health's (DPH's) mission is to protect and promote the health of all San Franciscans, including the utilization of programs and services focused on community-based primary prevention. While DPH provides some of these services directly, to complement and maximize the effectiveness of its programs, it must work closely with community based organizations in order to reach out and educate specific target populations most effectively. Many of these services also require the infrastructure and facilities within the community which are not available to the City. Denial of the services will result in an increase of physical and/or mental health issues, an overall increase in health problems for San Franciscans, and health disparities in the community.(See Attachment)

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

Yes

D. Will the contract(s) be renewed?

Yes, as funding is available.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The services needed require a very broad diversity of skills, expertise, knowledge, flexibility and responsiveness in order to provide the most effective and culturally competent services to the changing diversity of the target populations. The City does not have the ability to establish or maintain sufficient staff with the cultural and language skills needed, as the need for staff with different skills (language, for example) shifts quickly and sometimes with too little notice to meet program and community needs with civil service staff alone.

B. Reason for the request for modification:

To extend the term and increase the amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The ability to work with diverse communities and individuals, including targeted ethnic communities and refugee, asylee and other recently arrived immigrant communities whose members speak over 20 different languages and to serve foreign-born individuals from as many as 40 other different countries, as well as expertise in service coordination and fiscal management.

B. Which, if any, civil service class(es) normally perform(s) this work? 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes exist, however, service capacity is at at maximum and is complemented and made more effective by the work of these community-based organizations which have expertise specific to the many diverse target populations needing services, by providing the most culturally competent, responsive and flexible outreach and education. And often also includes access to linkages and resources unavailable at a comparable level through services provided directly by the County. These community-based agencies frequently are able to maintain flexibility and provide high level of culturally competent services. In addition, many of the projects are intermittent and as needed, or the needs for staff with different skills (language for example) shift quickly and with short notice, requiring ability to shift staffing to meet program and community needs. In addition,

some of the funding for those services are short term, project-based and subject to availability, therefore, funding is not stable.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, civil service classes exist and are used to provide some of these services, which complement and maximize the effectiveness of the programs which utilize civil service classes.

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

7. Union Notification: On 01/10/18, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; 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: 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# 46237 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/16/2018

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 46237 - 14/15 - MODIFICATIONS

dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org

Wed 1/10/2018 10:45 AM

To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>; thomas.vitale@seiu1021.org <thomas.vitale@seiu1021.org>; Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>; leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>; peter.masiak@seiu1021.org <peter.masiak@seiu1021.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Basconciello, Katherine (PUC) <kbasconciello@sfgov.org>; pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>; Wendy.Frigillana@seiu1021.org <Wendy.Frigillana@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; davidmkersten@gmail.com <davidmkersten@gmail.com>; ablood@cirseiu.org <ablood@cirseiu.org>; xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org <david.canham@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; amakayan@ifpte21.org <amakayan@ifpte21.org>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; eerbach@ifpte21.org <eerbach@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; Carmona, Irene (DPH) <Irene.Carmona@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>;

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$15,000,000 for services for the period July 1, 2020

– June 30, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10562>

Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org amakayan@ifpte21.org 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 Kbasconciello@sfgov.org
Ricardo.lopez@sfgov.org
peter.masiak@seiu1021.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me
thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

Additional Attachment(s)

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: Community Health Equity and Promotion, Community-based Primary Prevention servicesFunding Source: General Fund, Fed & State GrantPSC Amount: \$25,352,000PSC Est. Start Date: 07/01/2015PSC Est. End Date 06/30/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractors will provide an array of primary prevention services (prevention, health education, outreach, and referral services), programs, and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco, especially in low income areas, to specific ethnic communities and neighborhoods, and including services targeted to multi-cultural/multi-lingual refugees/asylees, victims of trafficking, and other immigrant communities. Services will include community capacity building training, technical assistance and fiscal intermediary services with organizations providing community-based preventative services such as the tobacco free project, pedestrian traffic safety initiatives, healthy eating and active living initiatives, tattoo removal, drug and alcohol problem prevention, wellness, and other health-related preventative programs.

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

The Department of Public Health's (DPH's) mission is to protect and promote the health of all San Franciscans, including the utilization of programs and services focused on community-based primary prevention. While DPH provides some of these services directly, to complement and maximize the effectiveness of its programs, it must work closely with community based organizations in order to reach out and educate specific target populations most effectively. Many of these services also require the infrastructure and facilities within the community which are not available to the City. Denial of the services will result in an increase of physical and/or mental health issues, an overall increase in health problems for San Franciscans, and health disparities in the community. (See Attachment)

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
4161-09/10, 4160-09/10

D. Will the contract(s) be renewed?
Yes, as funding is available.

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

The Department expects there to be an ongoing need for these key health prevention services, depending on funding availability (some of the programs funded under these contracts include State and Federal grants, e.g., the Refugee Health Assessment Program and Pedestrian Safety Program).

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 services needed require a very broad diversity of skills, expertise, knowledge, flexibility and responsiveness in order to provide the most effective and culturally competent services to the changing diversity of the target populations. The City does not have the ability to establish or maintain sufficient staff with the cultural and language skills needed, as the need for staff with different skills (language, for example) shifts quickly and sometimes with too little notice to meet program and community needs with civil service staff alone.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The ability to work with diverse communities and individuals, including targeted ethnic communities and refugee, asylee and other recently arrived immigrant communities whose members speak over 20 different languages and to serve foreign-born individuals from as many as 40 other different countries, as well as expertise in service coordination and fiscal management.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3;
- 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?

Services provided under contracts under this PSC are designed to complement ongoing prevention services provided by existing civil service staff, who work closely with these service provider to ensure that all of these State grant funded contracts requirements are met. At this time DPH does not have any other available resources to fund these efforts.

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 exist, however, service capacity is at at maximum and is complemented and made more effective by the work of these community-based organizations which have expertise specific to the many diverse target populations needing services, by providing the most culturally competent, responsive and flexible outreach and education. And often also includes access to linkages and resources unavailable at a comparable level through services provided directly by the County. These community-based agencies frequently are able to maintain flexibility and provide high level of culturally competent services. In addition, many of the projects are intermittent and as needed, or the needs for staff with different skills (language for example) shift quickly and with short notice, requiring ability to shift staffing to meet program and community needs. In addition, some of the funding for those services are short term, project-based and subject to availability, therefore, funding is not stable.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, civil service classes exist and are used to provide some of these services, which complement and maximize the effectiveness of the programs which utilize civil service classes.

6. Additional Information

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

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. Bayview Hunter's Point Foundation for Community Improvement, International Institute of the Bay Area/Newcomers Program, and San Francisco Study Center.

7. **Union Notification:** On 02/06/2015, 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; Professional & Tech Engrs, SFAPP; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: 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# 46237 - 14/15

DHR Analysis/Recommendation:

action date: 05/18/2015

Commission Approval Required

Approved by Civil Service Commission with conditions

05/18/2015 DHR Approved for 05/18/2015