



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: April 19, 2019

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *AMB FOR ..*

From: Joan Lubamersky, ADM
John Tsutakawa, HSA
Cynthia Avakian, AIR
Veronica Martinez, ADP
Bill Irwin, PUC

Subject: **Personal Services Contracts Approval Request**

This report contains eight (8) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

Total of this Report	YTD Expedited Approvals FY2018-2019	Total for FY2018-2019
\$10,515,025	\$243,759,266	\$1,546,026,679

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

John Tsutakawa
Human Services
1650 Mission St., Suite 300
San Francisco, CA 94103
(415)557-6299

Cynthia Avakian
Airport Commission
Contracts Administration Unit
POB 8097
San Francisco, CA 94128
(650) 821-2014

Veronica Martinez
Adult Probation
880 Bryant St., Rm 200
San Francisco, CA 94103
415-553-9250

Bill Irwin
Public Utilities Commission
525 Golden Gate Ave., 8th Floor
San Francisco, CA 94102
BI: (415) 934-3975

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
48252-18/19	City Admin	1
46291-18/19	Human Services	13
47642-18/19	City Admin	50
Modification PSCs		
4123-16/17	City Admin	58
4010-11/12	Airport Commission	71
38771-16/17	Adult Probation	84
32948-17/18	Human Services	93
48099-13/14	Public Utilities Commission	106

POSTING FOR

May 06, 2019

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

2019-05-06

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
48252 - 18/19	GENERAL SERVICES AGENCY - CITY ADMIN	\$800,000.00	Implementation of a new system and data conversion from the existing County Clerk system. The new system, obtained by sole source waiver, is the only California County Clerk system that meets San Francisco municipal code requirements which is commercial off the shelf (COTS) software. The supplier will work with County Clerk and CCSF IT staff to plan, install, configure, and test the new system. Before go-live the supplier will convert legacy data and train County Clerk staff on use of the new system. In the years after go-live it will provide updates that meet State and City code changes, and offer enhancements to enable the Clerk to better serve the public such as increased on-line access, or U.S.Passport application services.	June 1, 2019	May 31, 2026	REGULAR
46291 - 18/19	HUMAN SERVICES	\$575,025.00	Contractor will collaborate with HSA to conduct trainings in these 2 specific areas: (1) Training of Social Work and Related Skills focused on social work intervention skills, risk assessment and case management, deep crisis intervention, and clinically-focused field experiences. Participants will include HSA trainers and to San Francisco City employees and social workers across several departments (HSA, DPH, Dept. of Child Support, OECE) who works with the P500 population, a cohort of 500 families on welfare in the City of San Francisco aiming to lift out of poverty. There will be a total of 30 full training days on-site in San Francisco with up to 35 HSA staff per training session. (2) Training for Welfare Fraud Detection and Prevention Techniques to HSA staff in roles of eligibility and welfare investigators. Participants will include approximately 600 SF HSA eligibility workers and 100 non-eligibility staff/investigators who administer, review, and investigate public benefits across programs. Trainings are conducted via online modules in 4-hour training session. Welfare Fraud trainings are annual compliance requirements as mandated by the State.	July 1, 2019	June 30, 2022	REGULAR
47642 - 18/19	GENERAL SERVICES AGENCY - CITY ADMIN	\$5,000,000.00	In February 2019, the City and County of San Francisco's Office of Contract Administration (OCA) issued a Request for Proposals (RFP) seeking proposals from research and advisory companies that publish and provide online access to their proprietary research and analysis about to technology-related trends and predictions, data and analytics, development and delivery, infrastructure and operations, sourcing and vendor management, strategy, change management, mission-critical solutions, security and risk, and enterprise architecture. Optionally, proposers could also offer limited advisory services and would enable technology managers to request more in-depth and customized data, research and analysis related specifically to their business needs. OCA now seeks to execute a contract with the entities selected pursuant to its RFP for a term of three years. Under these contracts, City departments can subscribe to each proposers' proprietary research and data, as well as certain advisory service related thereto. The combined not to exceed value of such advisory services shall not exceed \$5,000,000 over three years.	May 1, 2019	April 30, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
--------	------------------	------------	---------------------	--------------------------	------------------------	------------------

TOTAL AMOUNT \$6,375,025

1237

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

Home >

Posting For May 06, 2019

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2019-05-06

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4123 16/17 - MODIFICATIONS	May 6, 2019	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$750,000	\$1,250,000	Specialized toxicological analyses performed by an accredited laboratory. Tests are performed for such substances such as synthetic cannabinoids, designer opiates, and bath salts.	06/01/2020	11/30/2022	REGULAR
4010-11/12 - MODIFICATIONS	May 6, 2019	AIRPORT COMMISSION -- AIR	\$3,000,000	\$13,500,000	Continue to develop SFO's marketing plan and execute specific marketing plan to attract new airlines, support new airlines routes and other revenue generating tenants (such as retail ,food and beverage) as well as SFO departments (such as parking). These programs will focus on the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing to battering advertising space or airtime and the development of a digital.	03/20/2019	02/28/2022	REGULAR
38771 - 16/17 - MODIFICATIONS	May 6, 2019	ADULT PROBATION -- ADP	\$250,000	\$349,999	Contractor will provide background investigation services for the Adult Probation Department (APD). Contractor will investigate records from the criminal justice system, credit report agencies, and Department of Motor Vehicles (DMV), and contact employers and references.	05/31/2021	07/01/2024	REGULAR
32948 - 17/18 - MODIFICATIONS	May 6, 2019	HUMAN SERVICES -- DSS	\$100,000	\$200,000	The Contractor will collaborate with San Francisco's Human Services Agency (SFHSA) to design a performance based contracting (PBC) model for foster care services provided by private provider agencies. The purpose is to improve outcomes for children in foster care by directly tying outcomes to fiscal incentives. Under PBC, child welfare financing can be restructured to incent providers to improve child outcomes if they are able to retain savings realized from reducing volume, duration, and unit cost. The Contractor's specific role is to analyze administrative data and provide technical assistance to SFHSA on developing the model and disseminating complex analysis results to SFHSA staff and provider agencies. The purpose of the data analysis is to determine provider performance on targeted foster care outcomes relative to the providers' baselines, and monitor their progress over time, from which incentive payments for performance improvement and possible penalties for performance declines will be determined. Specific activities include, but will not be limited to, the following: A. Twice per year, prepare an analytic data file from San Francisco's child welfare administrative data that allows for the	07/01/2019	06/30/2021	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					measurement of key child welfare outcomes at the provider level. B. Analyze the data related to key outcomes of length of stay in foster care, permanency, reentry, placement moves, and agency transfers at the provider level. C. Develop reports detailing each agency's performance against their own historic baseline performance on the target outcomes. D. Conduct additional analyses, as requested, using the analytic data file. E. Provide technical consultation to SFHSA program, contracts, budget, and fiscal staff on developing the specifications of the program and fiscal aspects of the model. F. Attend key meetings, as requested, and facilitate discussions among SFHSA staff and private provider agency staff on interpreting the reports and using them to enhance services toward better outcomes.			
48099 - 13/14 - MODIFICATIONS	May 6, 2019	PUBLIC UTILITIES COMMISSION -- PUC	\$40,000	\$13,540,000	San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	12/16/2019	04/30/2020	REGULAR

TOTAL AMOUNT \$4,140,000

**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: County Clerk IT System Modernization

Funding Source: General Fund

PSC Duration: 7 years 1 day

PSC Amount: \$800,000

1. Description of Work

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

Implementation of a new system and data conversion from the existing County Clerk system. The new system, obtained by sole source waiver, is the only California County Clerk system that meets San Francisco municipal code requirements which is commercial off the shelf (COTS) software. The supplier will work with County Clerk and CCSF IT staff to plan, install, configure, and test the new system. Before go-live the supplier will convert legacy data and train County Clerk staff on use of the new system. In the years after go-live it will provide updates that meet State and City code changes, and offer enhancements to enable the Clerk to better serve the public such as increased on-line access, or U.S.Passport application services.

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

The current clerk IT management system is no longer sold and will not longer be supported by the acquiring supplier after June, 2020. Without a working system the County Clerk will be unable to maintain marriage license, fictitious business notary services after June 2020. If the system were to continue to run without support, there would be no further software updates to carry out Local, State, or Federally mandated changes in these services. Finally the City would experience lost planned annual revenue of approximately three million dollars in user fees.

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

The previous IT software was installed prior to Civil Service Commission review.

D. Will the contract(s) be renewed?

The 7 year contract will have a two year renewal option which will likely be exercised.

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.

See uploaded explanation.

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 ability to develop, deploy and maintain a new County Clerk information system is beyond the current staffing of CCSF and such staff would not be needed for one or two decades until it was necessary to rebuild the system. The commercial vendor maintains an officer near Sacramento and attends Statewide conferences to remain current on legislation and maintains a software development organization dedicated to maintaining a California state system.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The work of creating a commercial off the shelf Clerk application requires specialized knowledge of local and State statute and IT application development experience. A distinct set of skills and expertise would be required to gather the requirements to develop a user interface for the public, clerk system users, and others who needed to design, implement, user, and report on clerk transactions, e.g. marriage licenses, fictitious business licenses, generated by this system. Finally long term support require ongoing legislative interpretation and application maintenance experience and skills, and a separate IT branch to maintain the application across Microsoft operating system and database applications, as well as update the public user interface to match evolving expectations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1054, IS Business Analyst-Principal; 1232, Training Officer; 0952, Dep Dir II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contract will provide software tools and its own reference software installations of the product for installation and training.

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

The Clerk has researched available software, and reviewed the results of software Request for Proposals (RFP)s conducted by the Assessor and Tax Collector. The software is proprietary, provides unique functionality and features that are critical and specific to California County Clerks who are mandated by State law to provide non-judicial legal transactions and services to the public, residents, businesses, visitors, and government entities.

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

- A. Explain why civil service classes are not applicable.
The classes are applicable, but the City has not made commercial software application a focus of its services to the public. While the City has attorneys, Policy analysts, and software engineers and developers, it does not have a mandate or history of developing County Clerk Information Systems.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. classes already exists to perform this work. A replacement system could not be developed by existing or new civil service classes in time to prevent shut down of County Clerk operations.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. Please see attached training memorandum.
- 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 03/08/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Municipal Executive Association

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

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

Address: Room 362, 1 Dr. Carlton B Goodlett Place San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48252 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/06/2019

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Sunday, March 31, 2019 3:06 PM
To: Timothy Mathews
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: Re: L 21 and PSCs 48252 18.19, 4123 16.17, 3089 11.12, 43054 18.19

Thank you Timothy.

I will follow up with Ms Gorham.

Joan

*PSC 48252 18.19
County Clerk*

On Mar 31, 2019, at 12:07 PM, Timothy Mathews <tmathews@ifpte21.org> wrote:

Joan,

Thank you again for setting everything up, and having the meetings run so smoothly.

The Union has further/outstanding questions on PSC 43054 – 18/19:

1. In our meeting, I asked about the referenced licensure and/or certification required. You and Ms. Gorham referenced the attachments to the PSC – I was unable to find anything specific required. Are there requirements, other than completion of the 8-part web-based URA Training Course hosted on hud.gov and being a licensed business in California?
2. How has the City contemplated the payment structure – is this envisioned an as-needed project size/scope based compensation or a retainer with guarantees, or somewhere in between? Please provide a copy of the compensation structure.
3. We would also like a copy of the RFP/RFQ which will be used to solicit bids or vendors – this may clear up my above questions.

→ The Union is okay with the following PSCs proceeding:

- 48252 – 18/19
- 4123 – 16/17
- 3089 – 11/12

Thank you.

-Timothy

—
Timothy Mathews
Research Specialist

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

Office: [415-914-7345](tel:415-914-7345)

From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Sent: Friday, March 29, 2019 1:24 PM
To: Timothy Mathews <tmathews@ifpte21.org>
Cc: DHR <dhr-psccoordinator@sfgov.org>
Subject: L 21 and PSCs 48252 18.19, 4123 16.17, 3089 11.12, 43054 18.19

Dear Timothy:

This email is to confirm our discussion on Wednesday March 27, 2019 concerning subject Personal Services Contracts (PSCs) about which you had questions.

As we discussed, I will send you a copy of the County Clerk contract when it is executed.

I believe that we provided the information you requested.

Please REPLY ALL to inform the Department of Human Resources that L 21 has no objection to these PSCs moving forward.

Thank you.

Sincerely,

Joan

From: Timothy Mathews [<mailto:tmathews@ifpte21.org>]
Sent: Tuesday, March 19, 2019 12:36 PM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Subject: RE: PSCs 43054 18.19, 48252 18.19, 30289 11.12

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

Great, thank you Joan.

Timothy Mathews
Research Specialist

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

Office: [415-914-7345](tel:415-914-7345)

From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Sent: Tuesday, March 19, 2019 11:57 AM
To: Timothy Mathews <tmathews@ifpte21.org>
Subject: PSCs 43054 18.19, 48252 18.19, 30289 11.12

Hello Tim.

I received your emails concerning three subject PSCs. I am contacting the departments involved and researching the PSCs.

I hope to be back in touch with you shortly.

Best regards,

Joan

Joan Lubamersky

General Services Agency-Office of the City Administrator

City Hall

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

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Friday, March 08, 2019 2:01 PM
To: Lubamersky, Joan (ADM); camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Miyashiro, Rand (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48252 - 18/19

RECEIPT for Union Notification for PSC 48252 - 18/19 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN.-- ADM has submitted a request for a Personal Services Contract (PSC) 48252 - 18/19 for \$800,000 for Initial Request services for the period 06/01/2019 – 05/31/2026. 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/12597> 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)



OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor
Naomi M. Kelly, City Administrator

March 8th, 2019

MEMORANDUM

TO: Honorable Civil Service Commission

FROM: Rand Miyashiro, Contract Coordinator

SUBJECT: County Clerk IT Modernization Duration Greater than 5 Years Memorandum, PSC 48252- 18/19 Initial

The initial proposed contract will be for a seven year term with a two year extension. The current 30 year plus old County Clerk Information Technology (IT) system will no longer be vendor supported after June 2020. The new IT system will be a complete replacement of software but retain historical digital records. It is anticipated that the new system will have a lifespan of 15 – 30 years.

In addition to carrying out its present functions, the new County Clerk IT system will be a platform for the future. It will expand Internet capability and new self-service kiosks to shorten and simplify time and steps to obtain Marriage Licenses and Fictitious Business Names. The modern platform have new ways for the public to find and pay for services from their smart phones, at electronic on-site or remote site terminals at City locations, such as the new permitting center at 49 South Van Ness. At the same time it will maintain in person services at City Hall for those with special needs, or no computer needs at all.

Finally, the new system will bring back more of the system configuration, trouble-shooting and support to City staff. Instead of the current model where almost every change, such as moving a printer from desk to desk, requires a vendor ticket, City staff will use that same time to directly complete tasks, keeping more of the IT work within City staff and speeding up services Clerk system users and the public.



OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor
Naomi M. Kelly, City Administrator

March 8th, 2019

MEMORANDUM

TO: Honorable Civil Service Commission
FROM: Rand Miyashiro, Contract Coordinator
SUBJECT: County Clerk IT Modernization Training Memorandum, PSC 48252- 18/19 Initial

Training provided is approximately 16 hours initially in 2019, and approximately 6 hours in 2020 to these employees in performing initial installation, upgrades and maintenance, as well as ongoing configuration of the County Clerk Information Management System. These staff will in turn train the remainder of the County Clerk staff in the use of the system. The product will be managed by City Staff:

Employees to be trained are:

Manager II Class 0922 (1)

- Overall administration and configuration of the Clerk system and database
- Configuration of the internal, web, and online forms for end users and public users
- Use of existing and custom reports for end users
- Content/ help screens and their population/ configuration

IS Engineer Principal Classification 1044 (1)

- Overall administration and configuration of the Clerk system and database
- ETL (extract transform load) procedures
- SQL database views/stored procedures
- Middleware integration and API services for the Clerk System
- Restart Microsoft services for the Clerk system
- Backups and restore of Clerk system application specific features (disaster recovery)

IS Business Analyst Classification 1052 (1)

- Overall administration and configuration of the Clerk system and database
- Business rule migration between legacy and new systems
- Data migration between legacy and new systems
- Configuration of the internal, web, and online forms for end users and public users
- Use of existing and custom reports for end users
- Content/ help screens and their population/ configuration
- Using vendor support desk and obtaining documentation procedures

IS Engineer Principal Classification 1054 (1)

- Overall administration and configuration of the Clerk system and database
- Middleware integration and API services for the Clerk System
- ETL (extract transform load) procedures
- Business rule migration between legacy and new systems
- Data migration between legacy and new systems
- Configuration of the internal, web, and online forms for end users and public users
- Use of existing and custom reports for end users
- Content/ help screens and their population/ configuration
- Using vendor support desk and obtaining documentation procedures

Training Officer Classification 1232 (1)

- Configuration of the internal, web, and online forms for end users and public users
- Use of existing and custom reports for end users
- Content/ help screens and their population/ configuration
- Using vendor support desk and obtaining documentation procedures

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 Work Skills and Welfare Fraud Trainings

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

PSC Duration: 3 years

PSC Amount: \$575,025

1. Description of Work

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

Contractor will collaborate with HSA to conduct trainings in these 2 specific areas:

(1) Training of Social Work and Related Skills focused on social work intervention skills, risk assessment and case management, deep crisis intervention, and clinically-focused field experiences. Participants will include HSA trainers and to San Francisco City employees and social workers across several departments (HSA, DPH, Dept. of Child Support, OECE) who works with the P500 population, a cohort of 500 families on welfare in the City of San Francisco aiming to lift out of poverty. There will be a total of 30 full training days on-site in San Francisco with up to 35 HSA staff per training session.

(2) Training for Welfare Fraud Detection and Prevention Techniques to HSA staff in roles of eligibility and welfare investigators. Participants will include approximately 600 SF HSA eligibility workers and 100 non-eligibility staff/investigators who administer, review, and investigate public benefits across programs. Trainings are conducted via online modules in 4-hour training session. Welfare Fraud trainings are annual compliance requirements as mandated by the State.

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

These training components are necessary for HSA staff in order for them to conduct their day-to-day work as described: (1) The training curriculum for staffs working directly with the P500 population requires knowledge in working with vulnerable population, managing challenging caseloads by interventions and de-escalations, and attaining successful outcomes for P500 families. The Contractor will need to provide clinical field experiences into these training sessions to train over 1000 City staff and ensure HSA staff and trainers are better prepared in handling vulnerable situations. (2) Welfare Fraud Detection and Prevention trainings are required to be completed on an annual basis as mandated by the State. HSA eligibility and investigative workers need to be in compliance in order to operate in their job roles.

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 was previously provided under PSC 39286 – 17/18. This new PSC will correspond to the new procurement RFP#811 that was issued on January 2, 2019 for this work.

D. Will the contract(s) be renewed?

There is an option to renew for two additional years, pending service need 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.

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

B. Explain the qualifying circumstances:

Short-term or capital projects requiring diverse skills, expertise and/or knowledge. - the highly academic research based knowledge required to conduct trainings to participants. Services required on an as-needed, intermittent, or periodic basis (peaks in workload).- trainings are as-need and intermittent through the fiscal year.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The skills/expertise is required for each component as described: (1) The P500 Social skills training require clinical-focused field experiences in family welfare and social work. The advanced subject matter expertise is critical to ensure in-depth knowledge and specialization is incorporated into the training sessions. Additionally, having experience and resourceful in providing academic training curriculums to a large number of people within time sensitive deadlines. (2) Welfare fraud trainings need to be specialized by state requirements in order to provide trainings that are in compliant with the state mandate. Additionally, having experience and resourceful in providing academic training curriculums to a large number of people within time sensitive deadlines.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 2913, Program Specialist; 2917, Program Support Analyst;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, provider will provide training facility within San Francisco to conduct the in-person P500 trainings and will host online training sessions for the welfare fraud trainings.

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

HSA reached out to the Learning & Organizational Development team and their trainers (1232) are not able to provide the clinical trainings required for P500. The trainings require both clinical knowledge and field experience to train effectively. CalWORKs trainers (a 2917 and two 2913) will participate so that certain aspects of training can be brought into the induction (new worker) trainings over time. This will include supportive supervision, developing meaningful employment case plans, and coaching for long term engagement, and engaging non-voluntary clients.

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

A. Explain why civil service classes are not applicable.

These trainings are highly specialized in academic and clinically-focused field experiences towards family and social work and is not captured under any 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. The training will be temporary, as needed, and intermittent through the fiscal year and is focused on a narrow subset of the welfare staff workers. It would not be sensible to establish a new civil service class to perform 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.
Yes. P500 trainings will have a total of 30 full on-site training days of up to 35 staff per training session. Welfare fraud trainings will be provided in 4-hour trainings to up to 700 staff workers.

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 01/31/2019, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; 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: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46291 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 05/06/2019

Receipt of Union Notification(s)

Ng, Judy (HSA)

From: dhr-psccordinator@sfgov.org on behalf of john.tsutakawa@sfgov.org
Sent: Thursday, January 31, 2019 10:29 AM
To: Tsutakawa, John (HSA); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Ng, Judy (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46291 - 18/19

RECEIPT for Union Notification for PSC 46291 - 18/19 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 46291 - 18/19 for \$575,025 for Initial Request services for the period 07/01/2019 – 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/12406> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

**City and County of San Francisco
Human Services Agency**

**Request for Proposals #811 for
Social Work and Related Skills Training & Welfare Fraud
Detection and Prevention Training**



Date issued:	JANUARY 2, 2019
Pre-proposal conference:	JANUARY 15, 2019 at 9:30AM
Proposal due:	FEBRUARY 1, 2019 at 5:00PM

**Request for Proposals #811 for Social Work and Related Skills Training &
Welfare Fraud Detection and Prevention Training**

Table of Contents

	Page
I. Introduction and Schedule.....	[1]
II. Scope of Work.....	[2]
III. Submission Requirements.....	[5]
IV. Evaluation and Selection Criteria	[8]
V. Pre-Proposal Conference and Contract Award.....	[9]
VI. Terms and Conditions for Receipt of Proposals	[10]
VII. City Contract Requirements.....	[14]
VIII. Protest Procedures	[16]
IX. Standard Forms.....	[16]
X. San Francisco Human Services Agency RFP Cover Page.....	[19]
XI. San Francisco Human Services Agency Page Number Form.....	[20]
XII. San Francisco Human Services Agency Budget Forms and Instructions...	[22]

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

I. Introduction and Schedule

A. General

The San Francisco Human Services Agency (SF-HSA) is seeking qualified individuals, agencies, or collaborative applicants to (1) develop and implement Social Work and Related Skills trainings focusing on social work intervention skills and tools, and theoretical knowledge and best practices for working with families living in scarcity. Training participants will include staff from across several departments within the City and County of San Francisco including the Human Services Agency, Department of Public Health, Department of Child Support Services and Office of Early Care and Education; and (2) to develop and provide Welfare Fraud Detection and Prevention Technique trainings for approximately 800 San Francisco Human Services Agency staff who administer, review, and investigate public benefits across programs. The Department prefers to make one award to the respondent who can provide all requested services as described.

This contract shall have a tentative term of three (3) years, effective from July 1, 2019 to June 30, 2022. In addition, the Human Services Agency shall have one option to extend the term for a period of up to two (2) years for a total of five (5) years, subject to annual availability of funds, annual satisfactory contractor performance, and need. SF-HSA has the sole, absolute discretion to exercise this option, and reserves the right to enter into contracts of a shorter duration.

The estimated annual contract amount is \$174,250, subject to negotiation. This work may be best structured as a partnership between two or more entities. Applications from partnerships are welcome.

The source of funding for these services includes federal, state, and local funds. Payment for all services provided in accordance with provisions under this contract shall be contingent upon the availability of funds. The City shall not be required to provide any definite units of services nor does the City guarantee any minimum amount of funding for these services.

B. Schedule

The anticipated schedule for selecting a consultant is:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by the City	January 2, 2019
Pre-proposal conference	January 15, 2019 at 9:30 AM
Deadline for submission of written questions or requests for clarification	January 17, 2019 at 5:00 PM
Proposals due	February 1, 2019 at 5:00 PM

Dates and times subject to change

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

C. Definitions

CalWORKs	California Work Opportunity & Responsibility to Kids, welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
DHS	San Francisco Department of Human Services, a division of HSA
HSA	San Francisco Human Services Agency
P500	Project 500, a collective impact initiative with the goal of interrupting the transmission of intergenerational poverty

II. Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Contractors should use this description when designing their proposed programs. However, contractors may suggest modifications and/or additions that will, in their estimation, make the program more feasible or effective. The description below outlines the key program elements and services the selected vendor(s) will provide.

A. Target Populations

Social Work and Related Skills training will be provided to family social workers and other direct social services staff across multiple San Francisco City and County Departments including the Human Services Agency, Department of Public Health, Department of Child Support Services and Office of Early Care and Education.

Welfare Fraud Detection and Prevention training will be provided to San Francisco Human Services Agency eligibility workers, non-eligibility staff, and investigators.

B. Description of Services

Social Work and Related Skills training:

- 1) Provide expert advice on the training program design and delivery to CalWORKs and P500 team members, and potentially to members of the Agency's internal Learning & Development team (i.e., Train the Trainer).
- 2) Work with the CalWORKs and P500 management teams to collaboratively develop the training design, curriculum content and training delivery method. In partnership with P500 partner agencies, assess staff training needs and develop training curriculum recommendations.
- 3) Training to start within 15 days or sooner after getting HSA approval of the training curriculum.
- 4) Make modifications to the training curriculum as needed based on participant feedback and evaluation results.

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

- 5) Modify existing curriculum modules and/or develop new modules to accomplish specific training objectives, as determined by the needs assessment and approved by HSA.
- 6) Provide HSA with copies of all training materials, which the Agency may modify and use at its sole discretion both during and after the contract term.
- 7) Immediately subsequent to delivery of each training session, Contractor will gather participant feedback from 90% of participants on training format, delivery and content. Contractor will use and develop evaluation forms approved by HSA.
- 8) Training topics will include:
 - Strength-based Motivational Interviewing
 - Coaching Through Resistance/Crisis
 - Assessment and Case Management
 - Trauma-informed Case Coordination
 - Reflective Supervision
 - Professional Boundaries
 - Vicarious Trauma and Self-care
 - Effects of Toxic Stress on Executive Function
 - Motivational Interviewing and Client Coaching-goal setting techniques
 - Supervision as an interactive, collaborative and supportive partnership with line staff
 - Service Excellence Culture; Internal and External Customers (focus on soft skills)
 - Effective WtW Case Management (incorporating CalWORKs 2.0 approach and materials)
 - Others TBD in conjunction with HSA
- 9) HSA Responsibilities
 - HSA will work with the Contractor to collaboratively develop the training design, curriculum content and training delivery method.
 - HSA and Contractor will collaboratively establish training dates and times. HSA will secure training sites in San Francisco for the Contractor.
 - HSA will assess staff training needs, and refer training participants to the trainings in accordance with these identified needs for each participant.
 - HSA staff trainer will participate with Contractor during trainings in order to integrate materials into ongoing induction and in-service trainings.

Welfare Fraud Detection and Prevention training:

The 4 hour online training, Welfare Fraud Detection and Prevention Technique trainings, presents techniques to help HSA staff prevent welfare fraud by educating participants, conduct thorough client interviews, complete legal forms, and follow standard procedures.

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

Training topics will include:

- the staff's role in welfare fraud prevention and detection
- interview techniques for thorough eligibility determination
- inconsistencies and other fraud indicators
- fraud detection resources

As a result of this workshop, participants increase their ability to detect welfare fraud and help avoid fraud.

Key Eligibility Factors for Welfare Fraud Investigators: Familiarity of key factors of eligibility is essential to the completion of a thorough and effective investigation of potential fraud. This workshop will review these factors.

Training Topics will include:

- household composition
- resources
- income
- verification
- reporting requirements

Participants of this workshop will gain a greater understanding of federal and state requirements that govern the CalWORKs, CalFresh, and Medi-Cal programs to assist them in their role of ensuring correct and accurate benefits are issued to applicants and recipients of aid.

C. Service and Outcome Objectives

Respondents should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. The objectives stated in the proposal may be incorporated as part of the program's evaluation plan. The objectives should be specified in the proposals to match the services to be provided.

Service Objectives

As part of the proposal, the respondent will be required to meet service objectives that measure the quantity and other aspects of services. The objectives should state the target quantities and match the program services as proposed.

Service objectives:

On an annual basis, the Contractor will meet the following Service Objectives:

Social Work and Related Skills training:

- 1) Contractor will provide up to 30 training days onsite in San Francisco to as many as 35 staff persons per training session.

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

Welfare Fraud Detection and Prevention training:

- 2) Contractor will provide access to the online content for 800 SF-HSA staff over 60 days. Contractor will also provide technical support of log-in and troubleshooting issues.

Outcome Objectives

As part of the proposal, the respondent will be required to meet outcome objectives that demonstrate and measure the impact, outcomes, or results of services. Both quantitative and qualitative analysis shall be applied to measure program efficiency and effectiveness. The outcome objectives specified below will be required for each contract.

Social Work and Related Skills training:

- 1) At least 85% of participants who complete the initial evaluation form will indicate that the training effectively provided helpful information and social work tools for working with the CalWORKs and P500 populations.

Welfare Fraud Detection and Prevention training:

- 2) A post-test will be administered at the end of the training module to each participant. Participants must pass with a minimum of 80% to demonstrate basic knowledge of welfare fraud and fraud detection and successfully complete training.

D. Reporting Requirements

Social Work and Related Skills trainings:

- 1) Provide monthly evaluation reports to HSA during follow-up consulting, due no later than the tenth day of the following month.
- 2) Provide evaluation and attendance reports to HSA including written summaries of participant evaluations, due no later than the tenth day of the month following the date of the training.

Welfare Fraud Detection and Prevention trainings:

- 3) Provide evaluation and completion reports to HSA after 30 days and 60 days, due no later than the tenth day of the following month.

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposers shall submit one (1) electronic PDF copy of the proposal clearly marked with the RFP number and title to both: **Judy.Ng@sfgov.org** and **HSARFP@sfgov.org**. The electronic filename should include RFP number, agency name, number of files submitted (i.e. 1 of 4). **Proposals must be received by 5:00 p.m., on February 1, 2019.** Late submissions will not be considered. Supplemental documents or revisions after the deadline will not be accepted.

Department staff will confirm receipt of all Respondent submissions within one (1) working day after the deadline for receipt noted above.

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

B. Format

For word processing documents, text should be unjustified (i.e., with a ragged-right margin) using a 12 point serif font (e.g., Times Roman, and not Arial), and page margins should be at least 1" on all sides (excluding headers and footers).

C. Content

Organizations interested in responding to this RFP must submit the following information, in the order specified below. All proposals for funding must be developed using the format below. This is necessary so that all proposals can receive fair and equal evaluation. Proposals not following the required format will not be considered for funding. Information must be at a level of detail that enables effective evaluation and comparison between proposals by the Proposal Evaluation Panel. The Agency must ensure that the proposal addresses the Selection Criteria.

1. Table of Contents

Each proposal package should contain a complete table of contents showing page numbers. All pages in the package must be numbered consecutively, and major sections must be indexed.

2. RFP Cover Page – (use form provided in Section X)

Submit the cover page signed by a person authorized to obligate the organization to perform the commitments contained in the proposal. Submission of this document will constitute a representation by the organization that the organization is willing and able to perform the commitments contained in the proposal.

3. Minimum Qualifications –up to 3 pages

All agencies submitting proposals for funding must provide a *Minimum Qualifications Narrative* describing in detail how the proposing agency meets each of the Minimum Qualifications. Any proposals failing to demonstrate these qualifications will be considered non-responsive and will not be eligible for proposal review or award of contract. (refer to section IV, Item A)

4. Contracts (both public and private) –up to 2 pages

Agencies should submit a statement listing relevant contracts with a description of the relevant training services and/or social services curriculum development which have been completed during the last three (3) years. The statement must also list any failure or refusal to complete a contract, including details and dates. Provide disclosure of any litigation including Respondent, subcontracts, or any principal officers thereof in connection with any contract or grant.

5. Organizational Capacity –up to 5 pages (not including resumes, and job descriptions)

Description of your agency's ability to deliver the services proposed in this RFP.

In addition, please address the following:

- a) Staffing Plan – Describe organizational structure and staffing patterns needed to provide the proposed training plan including trainers and management. Attach job descriptions and resume of key staff and clearly identify which staff position they

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

occupy and provide written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.

- b) Description of agency experience and staff skills related to working with government agencies, social service curriculum development, and training plan design.
- c) Service Site Plan – Describe the plan for location and hours of services (online and/or on-site) and how target training capacity will be accommodated.
- d) Description of staff training plans to ensure services are provided in an efficient manner and service and outcome objectives are being achieved.

6. Program Approach –up to 10 pages

Description of your agency's specific program approach to implement the training plan proposed in this RFP.

In addition, please address the following:

- a) Description of your agency's specific approach to implement the training plan/components proposed and how this training program approach or service model will effectively improve the target participants' skillsets (be sure to address all applicable items listed in Target Population, Scope of Work, and Service and Outcome Objectives).
- b) Identify any subcontractors and describe their responsibilities in the delivery of services.
- c) List and explain the specific service and outcome objectives to be accomplished through the proposal.
- d) Describe methods for data collection, documentation, and reporting service and outcome data. Describe the method(s) by which service and outcome objectives will be evaluated.

7. Fiscal Capacity (Budget) –up to 4 pages (excluding justification, cost allocation plan and audited financial statement)

Please refer to the instructions outlined in Section XII and submit a detailed budget for the training services. Provide Cost Allocation Plan.

The SF Human Services Agency intends to award this contract to the respondent that it considers will provide the best overall program services at a reasonable pricing structure. The SF Human Services Agency reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

In your budget form, please provide the direct expenses for all proposed costs to be supported through this contract for a three-year term. Respondents must also provide a budget narrative that clearly explains the basis for each expense listed on the budget form.

Discuss planned leveraging of other resources (i.e., fund raising, in-kind contributions, etc.), if any, to support the program approach proposed. Identify external resources committed to this program, including in-kind resources designated solely for this program. Assign a dollar value for all external resources.

8. Completed Page Number Form (refer to Section XI)

Please refer to the Page Number Form template in Section XI.

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

- A minimum of three (3) years of experience providing social services curriculum development and training sessions or similar services to the target participants as described in the RFP.
- A minimum of three (3) years of experience with multi-system collaborative approaches including program silos and regulatory processes.
- Respondent must be a certified vendor with the City and County of San Francisco or the ability to become a certified vendor within ten (10) days after notice of intent to award.

Please note: Agencies submitting proposals that have previously been contracted by the City and County of San Francisco and/or Federal agencies to provide goods and/or services must successfully demonstrate compliance with performance/monitoring requirements specified in previous grants/contracts (corrective actions) in order to be considered responsive to this RFP. **Documented failure to correct performance/monitoring deficiencies identified in past City and County grants/contracts may result in Agency disqualification to participate in this RFP.**

Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in the service areas identified in this RFP. The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

Total Possible Points: 100

Organizational Capacity (25 points)

Demonstrate expertise of the organization necessary to complete the tasks, including quality of recently completed projects that meet the requirements and adhere to schedules. Demonstrate appropriate experiences, professional qualifications and education of staff assigned to the project, a realistic description of the tasks to be performed by each staff person, reasonable workload and work schedule, staff availability, and accessibility.

1. The staff, based on job descriptions, qualifications provided, and proposed staffing pattern, is adequately trained or skilled to provide the training services as described. Based on resumes and job descriptions, are the staff qualified? How does the staff's education and work experience match to the requested training service they will provide? (10 points)
2. In terms of time and quality, is there adequate management or oversight to oversee program implementation, communication with agencies, and to promote collaboration? (5 points)

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

3. The respondent clearly demonstrates that it has a strong training plan to deliver the program as proposed. The proposal reflects the effective use of organizational resources/external resources, including leveraged funds, designated exclusively for this program. Does the agency have the ability to provide the trainings? Has the agency demonstrated provision of effective, comparable services in the past? Are the curriculums tested and effective for the target participants? (5 points)
4. The respondent possesses the administrative infrastructure needed to perform data tracking around service and outcome objectives. The proposal describes sound methods and a good data collection system. The respondent possesses the administrative infrastructure necessary to support the program reporting and data tracking required. (5 points)

Program Approach (50 points)

1. The proposal demonstrates the necessary understanding of the target participants and their needs in order to provide effective training sessions. The proposal provides easily accessible and effectively designed training curriculums to target participants and meets their identified needs. (15 points)
2. The proposal describes a clear training design in sufficient detail and clarity covering the specific training component(s) of the program listed in Section II. Scope of Services. Does the proposal address the training services requested? Are the proposed training plan appropriate in addressing the needs of the participants? (25 points)
3. The proposal clearly identifies specific and realistic services and outcome objectives and how they will be met. This should also include a discussion of specific methods for collection of necessary service utilization and performance outcome and/or customer satisfaction data. The proposal provides a model for client input in program design, service delivery, and oversight. Has the respondent convincingly described how the proposed services will result in positive outcomes for the target populations? (10 points)

Fiscal Capacity (25 points)

1. The budget provided is clear and easy to understand. The budget reflects sound, adequate allocation of resources, matching the program components including staffing costs, operating costs, and capital costs (as appropriate). The budget supports the services proposed and is competitive with other proposals. Costs are reasonable, justified, and competitive. Cost Allocation Plan is reasonable. (25 points)

V. Pre-Proposal Conference and Contract Award

A. Pre-Proposal Conference

Proposers are encouraged to attend a pre-proposal conference on January 15, 2019 at 9:30AM to be held at **1650 Mission Street, Suite 300, Contracts Conference Room, San Francisco, CA 94103**. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

B. Contract Award

The Human Services Agency will select a proposer with whom Agency staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the Human Services Agency, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

C. Written Questions

Proposers are encouraged to submit written questions before the due date stated in Section I.B. to the individual designated in Section VI.B. All questions will be addressed and any available new information will be provided in writing via email to proposers. All written questions must be submitted on or prior to **January 17, 2019 by 5:00PM.**

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of intent to request written modification or clarification of the RFP must be directed to:

Judy Ng, Contract Manager, GB23
Office of Contract Management
San Francisco Human Services Agency
1650 Mission Street, Suite 300
San Francisco, CA 94103
Email: judy.ng@sfgov.org

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

D. Change Notices

The Department may modify the RFP, prior to the proposal due date, by issuing Change Notices, which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time **before the deadline** for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

G. Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. Criminal: Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

M. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

N. Local Business Enterprise Goals and Outreach

Due to county, federal and state funding for these services, LBE bid discounts will not be used in this RFP.

VII. Contract Requirements

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits; the Minimum Compensation Ordinance; the Health Care Accountability Ordinance; the First Source Hiring Program; and applicable conflict of interest laws, as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at www.sfcMD.org.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements.

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract. Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

VIII. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within ten calendar days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the tenth calendar day after the City's issuance of the notice of intent to award.

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

C. Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Executive Director
Human Services Agency
P.O. Box 7988
San Francisco, CA 94120

IX. Standard Forms

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Contract Monitoring Division at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification http://sfgsa.org/index.aspx?page=4762 www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration http://sfgsa.org/index.aspx?page=4762	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits http://sfgsa.org/index.aspx?page=4762 In Vendor Profile Application	CMD-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

Item	Form name and Internet location	Form	Description	Return the form to; For more info.
			by-Contract Compliance status vendors must fill out an additional form for each contract.	
4.	CMD LBE Certification Application http://www.sfgsa.org/index.aspx?page=6058 In Vendor Profile Application		Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City contracts if applicable. To receive the bid discount, you must be certified by CMD by the proposal due date.	Contract Monitoring Unit 30 Van Ness Avenue, Suite 200 San Francisco, CA 94102 Phone: (415) 581-2310

Where the forms are on the Internet

Office of Contract Administration

Homepage: www.sfgov.org/oca/
 Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Contractors" banner.

Contract Monitoring Division

CMD's homepage: <http://sfgsa.org/index.aspx?page=5365>
 Equal Benefits forms: <http://sfgsa.org/index.aspx?page=5359>
 LBE certification form: <http://sfgsa.org/index.aspx?page=5364#Section%20V>

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

X. San Francisco Human Services Agency RFP Cover Page

NAME OF ORGANIZATION(S): _____

ADDRESS: _____

DIRECTOR: _____

PHONE/FAX#: _____

EMAIL: _____

FEDERAL EMPLOYER #: _____

ANNUAL AMOUNT(S) REQUESTED: \$ _____

I understand that the San Francisco Human Services Agency (SFHSA) reserves the right to modify the specifics of this application at the time of funding and/or during the contract negotiation; that a contract may be negotiated for a portion of the amount requested; and that there is no contract until a written contract has been signed by both parties and approved by all applicable City Agencies. Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity

Signature of authorized representative(s):

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Submit an electronic copy to Judy.Ng@sfgov.org and HSARFP@sfgov.org

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

XI. San Francisco Human Services Agency Page Number Form

This form is to assist the review panel in finding the information in the Proposal that corresponds to the evaluation criteria. For each item listed below, please list the page number(s) where the reviewer may find the answer(s) to the criteria.

Evaluation and Selection Criteria		
	Minimum Qualifications	Page Number(s)
	A minimum of three (3) years of experience providing social services curriculum development and training sessions or similar services to the target participants as described in the RFP.	
	A minimum of three (3) years of experience with multi-system collaborative approaches. Demonstrated understanding of challenges in working across systems, such as program silos and regulatory processes and an ability to incorporate these challenges into the training curriculum.	
	Respondent must be a certified vendor with the City and County of San Francisco or the ability to become a certified vendor within ten (10) days after notice of intent to award.	
Organizational Capacity (25 points)		
A1.	The staff, based on job descriptions, qualifications provided, and proposed staffing pattern, is adequately trained or skilled to provide the training services as described. Based on resumes and job descriptions, are the staff qualified? How does the staff's education and work experience match to the requested training service they will provide? (10 points)	
A2.	In terms of time and quality, is there adequate management or oversight to oversee program implementation, communication with agencies, and to promote collaboration? (5 points)	
A3.	The respondent clearly demonstrates that it has a strong training plan to deliver the program as proposed. The proposal reflects the effective use of organizational resources/external resources, including leveraged funds, designated exclusively for this program. Does the agency have the ability to provide the trainings? Has the agency demonstrated provision of effective, comparable services in the past? Are the curriculums tested and effective for the target participants? (5 points)	
A4.	The respondent possesses the administrative infrastructure needed to perform data tracking around service and outcome objectives. The proposal describes sound methods and a good data collection system. The respondent possesses the administrative infrastructure necessary to support the program reporting and data tracking required. (5 points)	
Program Approach (50 points)		
B1.	The proposal demonstrates the necessary understanding of the target participants and their needs in order to provide effective training sessions. The proposal provides easily accessible and effectively designed training curriculums to target participants and meets their identified needs. (15 points)	

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

B2.	The proposal describes a clear training design in sufficient detail and clarity covering the specific training component(s) of the program listed in Section II. Scope of Services. Does the proposal address the training services requested? Are the proposed training plan appropriate in addressing the needs of the participants? (25 points)	
B3.	The proposal clearly identifies specific and realistic services and outcome objectives and how they will be met. This should also include a discussion of specific methods for collection of necessary service utilization and performance outcome and/or customer satisfaction data. The proposal provides a model for client input in program design, service delivery, and oversight. Has the respondent convincingly described how the proposed services will result in positive outcomes for the target populations? (10 points)	
	Fiscal Capacity (25 points)	
C1.	The budget provided is clear and easy to understand. The budget reflects sound, adequate allocation of resources, matching the program components including staffing costs, operating costs, and capital costs (as appropriate). The budget supports the services proposed and is competitive with other proposals. Costs are reasonable, justified, and competitive. Cost Allocation Plan is reasonable. (25 points)	

Request for Proposals #811 for Social Work and Related Skills Training & Welfare Fraud Detection and Prevention Training

XII. San Francisco Human Services Agency Budget Forms and Instructions

A detailed Budget should be submitted to include all costs related to the training service plan as proposed.

The Budget Justification is a narrative, which provides the detailed information and calculations supporting the amount allocated for each budget line item. There is no form provided for the Budget Justification. Please detail all mathematical computations for each line item. Show how the total dollar amount was derived, e.g., the annual salary for each position multiplied by the FTE, the number of square feet of office space to be utilized multiplied by the rate per square foot, the cost per month for insurance multiplied by the number of months in the contract term, etc. For the Salaries and Benefits section, list the position, a brief sentence of the position's responsibilities, the full-time equivalent (FTE), the percentage of FTE allocated to the activity, the salary per month, the salary per annum, and the mathematical computation used to arrive at the total dollar amount.

The Cost Allocation Plan is required. Respondents must follow the City's cost allocation guidelines for nonprofit contractors, which largely follow those described by Generally Accepted Accounting Principles (GAAP) and in Federal OMB Circular A-122. The plan should include how indirect costs were calculated.

If applicable, attach a separate detailed Subcontracting budget using the standard HSA format if there is a Subcontractor arrangement made under the terms of the contract. Provide a brief explanation of the subcontracting arrangement, as well as a budget breakdown. Please note, the total subcontractor budget amount should appear on the Operating Expense Detail sheet under the Subcontractor section.

Indirect rates are not allowable on subcontractor indirect expenditures, capital expenditures, aid payments, other direct voucher payments, or any stipend, subsidy or expense paid on behalf of a client (i.e. security deposit, rental payment assistance, transportation vouchers, etc.). These examples are not intended to be a comprehensive list. If an organization is uncertain whether indirect costs can be applied to a particular expense, it should consult with the HSA Contract Manager.

These guidelines provide general information. If further clarification or technical assistance is required, consult your HSA Office of Contract Management Contract Manager.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MARK FARRELL
MAYOR

Sent Via Electronic Mail

April 19, 2018

KATE FAVETTI
PRESIDENT

F. X. CROWLEY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

ELIZABETH SALVESON
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS 41226-17/18; 46090-17/18; 49484-17/18; 47442-17/18; 46388-17/18; 41591-17/18; 40119-14/15; 39286-17/18; 36672-16/17; 31773-15/16; 46637-15/16; 47895-17/18; 49282-17/18; AND 46237-14/15.

At its meeting on **April 16, 2018** the Civil Service Commission had for its consideration the above matter.

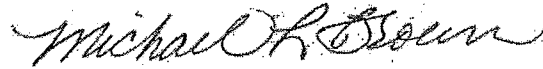
The Commission took the following actions:

1. Approved PSC #41226-17/18 with the condition the contract duration is amended from five to three years.
2. Approved PSC #46388-17/18 with the condition the department report back in five years by April 2023. In addition, the department to amend PSC Form 1, to include "as needed" contractors and include training language from question 5B from the previous contract.
3. Approved PSC #39286-17/18 with the condition the department specifies the training will be conducted by City staff.
4. Adopted the report and approved the remaining request for the remaining proposed Personal Services Contracts. This shall serve to 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.

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

CIVIL SERVICE COMMISSION



MICHAEL L. BROWN
Executive Officer

Attachments

Cc: Cynthia Avakian, Airport
Kris Damalas, Economic and Workforce Development
Rod Goree, Municipal Transportation Agency
Jacquie Hale, Department of Public Health
Bill Irwin, Public Utilities Commission
Shamica Jackson, Public Utilities Commission
William Lee, Department of Emergency Management
Joan Lubamersky, General Services Agency
John Tsutakawa, Human Services Agency
Genie Wong, Police
Jacquie Fong, Office of Contract Administration
Ben Rosenfield, Controller's Office
Commission File
Chron

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

Home >

Posting For April 16, 2018

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2018-04-16

APPLY

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	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	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.			
					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.			
39286 - 17/18 - MODIFICATIONS	April 16, 2018	HUMAN SERVICES - DSS	\$187,000	\$257,125		07/01/2018	06/30/2019	REGULAR
					<p>Scope Change:</p> <p>Additionally, to provide 22 Welfare Fraud trainings to eligibility workers and investigators that will be coached in welfare fraud detection and prevention techniques.</p>			
36672 - 16/17 - MODIFICATIONS	April 16, 2018	DEPARTMENT OF EMERGENCY MANAGEMENT - ECD	\$500,000	\$600,000	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.	02/28/2018	06/30/2022	REGULAR
31773 - 15/16 - MODIFICATIONS	April 16, 2018	ECONOMIC AND WORKFORCE DEVELOPMENT - ECN	\$300,000	\$862,000	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	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 signalling 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

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: Advisory services on proprietary published data and data

Funding Source: Departments using contract will determine PSC Duration: 3 years

PSC Amount: \$5,000,000

1. Description of Work

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

In February 2019, the City and County of San Francisco's Office of Contract Administration (OCA) issued a Request for Proposals (RFP) seeking proposals from research and advisory companies that publish and provide online access to their proprietary research and analysis about to technology-related trends and predictions, data and analytics, development and delivery, infrastructure and operations, sourcing and vendor management, strategy, change management, mission-critical solutions, security and risk, and enterprise architecture. Optionally, proposers could also offer limited advisory services and would enable technology mangers to request more in-depth and customized data, research and analysis related specifically to their business needs.

OCA now seeks to execute a contract with the entities selected pursuant to its RFP for a term of three years. Under these contracts, City departments can subscribe to each proposers' proprietary research and data, as well as certain advisory service related thereto. The combined not to exceed value of such advisory services shall not exceed \$5,000,000 over three years.

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

The technology-related research and advisory services offered by these companies enables City technology managers to gain access to proprietary data and research to which they would not otherwise have access. Without the aid of such advisory services, City technology managers cannot make well-informed technology related decisions based on proven research, data, industry standards and best practices related specifically to their projects.

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

No.

D. Will the contract(s) be renewed?

At this time, OCA does not anticipate that the two contracts will be renewed. However, we will issue a new RFP prior to each contract's expiration date so as to ensure new term contracts are in place with entities that can provide the types of technology-related research and data such as those selected pursuant to this RFP.

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

2. Reason(s) for the Request

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

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

- B. Explain the qualifying circumstances:

City employees do not have the expertise required in conducting large scale technology related research and analysis on technology trends and predictions, data and analytics, development and delivery, infrastructure and operations, sourcing and vendor management, strategy, change management, mission-critical solutions, security and risk, and enterprise architecture.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise is required in conducting large scale technology-related research and analysis on technology trends and predictions, data and analytics, development and delivery, infrastructure and operations, sourcing and vendor management, strategy, change management, mission-critical solutions, security and risk, and enterprise architecture.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1054, IS Business Analyst-Principal; 1070, IS Project Director;

- 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 City does not possess either the resources or the expertise required to conduct large scale, global technology-related research and analysis on the subject matters described herein.

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

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

Although City employees could theoretically conduct their own research and data gathering, they would not possess either the resources or the expertise required to conduct large scale, global technology-related research and analysis on the subject matters described herein.

- 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. although City employees could theoretically conduct their own research and data gathering, they would not possess either the resources or the expertise required to conduct large scale, global technology-related research and analysis on the subject matters described herein

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
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 03/25/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47642 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/06/2019

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: Evan McLaughlin
Sent: Tuesday, April 16, 2019 12:44 PM
To: Moayed, Taraneh (ADM)
Subject: RE: Expedited Review Request for PSC 47642 18/19 for Gartner and ISG Subscription and Advisory Services

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

Hi Taraneh,

~~*~~ The Union is willing to approve this submission. ←

Evan McLaughlin
IFPTE Local 21
1167 Mission St, 2nd Floor
San Francisco, CA 94103
Office: (415) 864-2100
Mobile: (510) 992-3041
www.ifpte21.org

From: Moayed, Taraneh (ADM) <taraneh.moayed@sfgov.org>
Sent: Tuesday, April 16, 2019 11:20 AM
To: Evan McLaughlin <emclaughlin@ifpte21.org>
Subject: FW: Expedited Review Request for PSC 47642 18/19 for Gartner and ISG Subscription and Advisory Services
Importance: High

Good morning Evan-

I apologize that I had to run out exactly at 4 yesterday. Attached is OCA's PSC submission for Technology Research and Data Subscription and Advisory Services. As I mentioned, Citywide, our subscriptions are expiring starting this week. Therefore, if I would like to be able to schedule this for the full Commission as soon as possible.

If there is any way you can inform us that we can proceed to make this request to the Commission, I would appreciate it.

Thank you,

Taraneh

From: Moayed, Taraneh (ADM) <taraneh.moayed@sfgov.org>
Sent: Wednesday, March 27, 2019 2:57 PM
To: union21@ifpte21.org
Cc: Moayed, Taraneh (ADM) <taraneh.moayed@sfgov.org>
Subject: Expedited Review Request for PSC 47642 18/19 for Gartner and ISG Subscription and Advisory Services
Importance: High

Hi Kristin

On 3/25/19, OCA submitted a PSC for two term contracts – one with Gartner Inc and one with Information Services Group Inc (ISG). Both were selected pursuant to an RFP OCA did in February 2019 for Technology Research and Advisory companies that offer industry research and data in the area of technology. This research and data is used by City managers to make more informed decisions when it comes to technology decisions.

Each contract is for 3 years and available to be used by all 60 City departments.

The bulk of each contract is for the online subscriptions that City managers purchase to access each company's research and basic support. However, we are also including the option for our City managers to obtain more customized research and data based on their specific project needs. Unlike the subscription services, this latter option is specialized and customized in nature and, therefore, constitutes professional services.

Most IT managers in the City already subscribe to Gartner by using an RFP that was done by Ventura County over a decade ago. Now that we have conducted our own RFP, the City can begin to use its own contracts for these renewals. Unfortunately, the subscription renewals city-wide are all coming due in mid-April and we are trying to have these contracts in place by that time. As such, I am reaching out to see if Local 21 would mind expediting its review and advise if we can proceed to the Commission.

I appreciate your time and response.

Regards,

Taraneh Moayed
Assistant Director of Purchasing
Office of Contract Administration
1 Dr Carlton B Goodlett Pl, Room 430
San Francisco, CA 94102
Tel: 415-554-6212
Cell: 917-882-8983

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, March 25, 2019 4:54 PM
To: Lubamersky, Joan (ADM); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47642 - 18/19

RECEIPT for Union Notification for PSC 47642 - 18/19 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 47642 - 18/19 for \$5,000,000 for Initial Request services for the period 05/01/2019 – 04/30/2022. 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/12799> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 4123 16/17)

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

Type of Service: As needed specialized toxicological analyses

Funding Source: General Fund

PSC Original Approved Amount: \$500,000

PSC Original Approved Duration: 06/01/17 - 05/31/20 (3 years)

PSC Mod#1 Amount: \$750,000

PSC Mod#1 Duration: 06/01/20-11/30/22 (2 years 26 weeks)

PSC Cumulative Amount Proposed: \$1,250,000

PSC Cumulative Duration Proposed: 5 years 26 weeks

1. Description of Work

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

Specialized toxicological analyses performed by an accredited laboratory. Tests are performed for such substances such as synthetic cannabinoids, designer opiates, and bath salts.

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

The Office of the Chief Medical Examiner is required by law to accredit its Forensic Laboratory. At present, there are required toxicology tests which cannot be performed by the Forensic Lab. These tests must be sent to an accredited reference lab for analysis in order to maintain accreditation. The Medical Examiner has brought some tests in house that were earlier contracted out.

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.

By contract

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 department is developing the capacity to perform these specialized tests in-house. See attached memorandum.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

Contractor will provide additional testing during peak demand times. They also provide specialized testing that the office does not currently perform due to low demand and the high cost of instruments.

B. Reason for the request for modification:

To extend duration and add funds.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to analyze toxicological specimens. Must be an American Board of Forensic Toxicology (ABFT) accredited laboratory.

B. Which, if any, civil service class(es) normally perform(s) this work? 2403, Forensic Laboratory Technician; 2456, Asst Forensic Toxicologist 1; 2457, Forensic Toxicologist Supervisor; 2458, Chief Forensic Toxicologist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor has its own toxicology laboratory facility with specialized testing instruments.

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 civil service classes perform the most toxicology testing. The contractor will provide additional testing as needed for specialized tests.

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

6. Additional Information

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

No.

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

Employees do not require additional training as work is only for as-needed testing.

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.
We have Sole Source approval for the vendor.

7. **Union Notification:** On 03/11/19, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

Address: 1 Carlton B. Goodlett Place #362, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4123 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/06/2019

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Sunday, March 31, 2019 3:06 PM
To: Timothy Mathews
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: Re: L 21 and PSCs 48252 18.19, 4123 16.17, 3089 11.12, 43054 18.19

Thank you Timothy.

I will follow up with Ms Gorham.

Joan

On Mar 31, 2019, at 12:07 PM, Timothy Mathews <tmathews@ifpte21.org> wrote:

Joan,

Thank you again for setting everything up, and having the meetings run so smoothly.

The Union has further/outstanding questions on PSC 43054 – 18/19:

1. In our meeting, I asked about the referenced licensure and/or certification required. You and Ms. Gorham referenced the attachments to the PSC – I was unable to find anything specific required. Are there requirements, other than completion of the 8-part web-based URA Training Course hosted on hud.gov and being a licensed business in California?
2. How has the City contemplated the payment structure – is this envisioned an as-needed project-size/scope based compensation or a retainer with guarantees, or somewhere in between? Please provide a copy of the compensation structure.
3. We would also like a copy of the RFP/RFQ which will be used to solicit bids or vendors – this may clear up my above questions.

→ The Union is okay with the following PSCs proceeding:

- 48252 – 18/19
- • 4123 – 16/17
- 3089 – 11/12

Thank you.

-Timothy

Timothy Mathews
Research Specialist

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

Office: [415-914-7345](tel:415-914-7345)

*PSC 4123 - 16.17
Medical Examiner*

From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Sent: Friday, March 29, 2019 1:24 PM
To: Timothy Mathews <tmathews@ifpte21.org>
Cc: DHR <dhr-psccordinator@sfgov.org>
Subject: L 21 and PSCs 48252 18.19, 4123 16.17, 3089 11.12, 43054 18.19

Dear Timothy:

This email is to confirm our discussion on Wednesday March 27, 2019 concerning subject Personal Services Contracts (PSCs) about which you had questions.

As we discussed, I will send you a copy of the County Clerk contract when it is executed.

I believe that we provided the information you requested.

Please REPLY ALL to inform the Department of Human Resources that L 21 has no objection to these PSCs moving forward.

Thank you.

Sincerely,

Joan

From: Timothy Mathews [<mailto:tmathews@ifpte21.org>]
Sent: Tuesday, March 19, 2019 12:36 PM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Subject: RE: PSCs 43054 18.19, 48252 18.19, 30289 11.12

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

Great, thank you Joan.

Timothy Mathews
Research Specialist

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

Office: [415-914-7345](tel:415-914-7345)

From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Sent: Tuesday, March 19, 2019 11:57 AM
To: Timothy Mathews <tmathews@ifpte21.org>
Subject: PSCs 43054 18.19, 48252 18.19, 30289 11.12

Hello Tim.

I received your emails concerning three subject PSCs. I am contacting the departments involved and researching the PSCs.

I hope to be back in touch with you shortly.

Best regards,

Joan

Joan Lubamensky

General Services Agency-Office of the City Administrator

City Hall

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

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, March 11, 2019 6:07 PM
To: Lubamersky, Joan (ADM); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4123 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$750,000 for services for the period June 1, 2020 – November 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12698>

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

Additional Attachment(s)



OFFICE OF THE
CITY ADMINISTRATOR



London N. Breed, Mayor
Naomi M. Kelly, City Administrator

March 11, 2019

MEMORANDUM

TO: Honorable Civil Service Commission

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

SUBJ: Duration of Five Years
Office of the Chief Medical Examiner (OCME)
PSC modification 4123 16.17

The Office of the Chief Medical Examiner requests approval of over five (5) years' duration for subject personal services contract in order to complete an extensive effort to bring specialized toxicology tests in house.

The department has been contracting for many years with a firm because they have not had the capacity and equipment to do the tests.

Approval of over five (5) years would allow department to complete this effort.

Copy to: Christopher Wirowek, Director of Operations, OCME

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As needed specialized toxicological analysesFunding Source: General FundPSC Duration: 3 yearsPSC Amount: \$500,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Specialized toxicological analyses performed by an accredited laboratory. Tests are performed for such substances such as synthetic cannabinoids, designer opiates, and bath salts.

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

The Office of the Chief Medical Examiner is required by law to accredit its Forensic Laboratory. At present, there are required toxicology tests which cannot be performed by the Forensic Lab. These tests must be sent to an accredited reference lab for analysis in order to maintain accreditation. The Medical Examiner has brought some tests in house that were earlier contracted out.

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

A personal services contract was previously approved (CSC 4123 11.12) for 2012-2017.

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.

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:

Contractor will provide additional testing during peak demand times. They also provide specialized testing that the office does not currently perform due to low demand and the high cost of instruments.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Ability to analyze toxicological specimens. Must be an American Board of Forensic Toxicology (ABFT) accredited laboratory.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2403, Forensic Laboratory Technician; 2456, Asst Forensic Toxicologist 1; 2457, Forensic Toxicologist Supervisor; 2458, Chief Forensic Toxicologist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor has its own toxicology laboratory facility with specialized testing instruments.

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

The department performs most forensic toxicology analyses in-house. The services requested for this PSC are for as-needed testing during periods of increased demands and specialized testing.

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

- A. Explain why civil service classes are not applicable.
The civil service classes perform the most toxicology testing. The contractor will provide additional testing as needed for specialized tests.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, work is as needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Employees do not require additional training as work is only for as-needed testing.
- 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 02/06/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

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

Address: 1 Carlton B. Goodlett Place #362 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4123.16/17

DHR Analysis/Recommendation:

action date: 04/17/2017

Commission Approval Required

Approved by Civil Service Commission

04/17/2017 DHR Approved for 04/17/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 4010-11/12)

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

Type of Service: Strategic marketing –development and execution of innovation , cost-effective, high-impact mar

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$7,000,000

PSC Original Approved Duration: 09/01/11 - 08/30/18 (7 years)

PSC Mod#1 Amount: \$3,500,000

PSC Mod#1 Duration: 06/21/17-02/28/22 (3 years 26 weeks)

PSC Mod#2 Amount: \$3,000,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$13,500,000

PSC Cumulative Duration Proposed: 10 years 26 weeks

1. Description of Work

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

Continue to develop SFO's marketing plan and execute specific marketing plan to attract new airlines, support new airlines routes and other revenue generating tenants (such as retail ,food and beverage) as well as SFO departments (such as parking). These programs will focus on the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing to battering advertising space or airtime and the development of a digital.

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

New and existing airlines who are expecting service require marketing support to be successful in a very competitive global marketplace. Marketing programs are needed to ensure non-aviation revenues streams, which help reduce the cost for the airlines to do business at SFO, therefore making SFO more attractive to new airlines.

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 original request was approved as PSC# 4010-11/12, Modification 1 by DHR on 7/19/17

D. Will the contract(s) be renewed?

Yes, if there is 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:

The duration includes the original contract terms and all additional options to extend.

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:

Work involves short-term, intermittent projects requiring a range of knowledge and expertise that changes from project to project.

B. Reason for the request for modification:

This requests increases the amount to complete the existing services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience and expertise in developing and implementing customer-oriented strategic marketing plans; creating, producing and running marketing campaigns for airports and joint marketing services with airlines and other airport tenants; developing strategies for using digital media and purchasing, bartering and placing ads both locally and internationally.

B. Which, if any, civil service class(es) normally perform(s) this work? 5330, Graphics Supervisor;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This work involves short intermittent projects requiring a wide range of knowledge and expertise that changes from project to project. The work is highly specialized, requiring personnel with pricing, purchasing and bartering ad space familiarity. A portion of the contract will be used for purchasing ad space and will not be used for services. While civil service classifications do not perform this work, the SFO Deputy Director of Communications & Marketing (0955) and the Marketing Manager (0923) will oversee the contractor.

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 changing natures of the work makes the adoption of a new classification impractical.

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 anticipated as the work is highly specialized and requires creative marketing industry experts.

- 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, Fuseideas/EIS Design, Davis & Associates, Hill & Knowlton

7. **Union Notification:** On 03/20/19, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

Name: 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# 4010-11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/06/2019

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Wednesday, March 20, 2019 5:33 PM
To: Cynthia Avakian (AIR); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Christina Chiong (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4010-11/12 - 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 \$3,000,000 for services for the period March 20, 2019 – February 28, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6598>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # 4010-11/12)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Strategic marketing –development and execution of innovation , cost-effective, high-impact marFunding Source: Airport Operating FundsPSC Original Approved Amount: \$7,000,000PSC Original Approved Duration: 09/01/11 - 08/30/18 (7 years)PSC Mod#1 Amount: \$3,500,000PSC Mod#1 Duration: 06/21/17-02/28/22 (3 years 26 weeks)PSC Cumulative Amount Proposed: \$10,500,000PSC Cumulative Duration Proposed: 10 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Continue to develop SFO's marketing plan and execute specific marketing plan to attract new airlines, support new airlines routes and other revenue generating tenants (such as retail ,food and beverage) as well as SFO departments (such as parking). These programs will focus on the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing to battering advertising space or airtime and the development of a digital.

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

New and existing airlines who are expecting service require marketing support to be successful in a very competitive global marketplace. Marketing programs are needed to ensure non-aviation revenues streams, which help reduce the cost for the airlines to do business at SFO, therefore making SFO more attractive to new airlines.

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 original request was approved as PSC# 4010-11/12 during the August 1, 2011 Civil Service Commission Meeting.

D. Will the contract(s) be renewed?

Yes, if there is 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:

The duration includes the original contract terms and all additional options to extend.

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:

Work involves short-term, intermittent projects requiring a range of knowledge and expertise that changes from project to project.

B. Reason for the request for modification:

This request increases the duration and amount to match the maximum contract term, including all options to extend.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience and expertise in developing and implementing customer-oriented strategic marketing plans; creating, producing and running marketing campaigns for airports and joint marketing services with airlines and other airport tenants; developing strategies for using digital media and purchasing, bartering and placing ads both locally and internationally.

B. Which, if any, civil service class(es) normally perform(s) this work? 5330, Graphics Supervisor;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This work involves short intermittent projects requiring a wide range of knowledge and expertise that changes from project to project. The work is highly specialized, requiring personnel with pricing, purchasing and bartering ad space familiarity. A portion of the contract will be used for purchasing ad space and will not be used for services. While civil service classifications do not perform this work, the SFO Deputy Director of Communications & Marketing (0955) and the Marketing Manager (0923) will oversee the contractor.

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 changing natures of the work makes the adoption of a new classification impractical.

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 anticipated as the work is highly specialized and requires creative marketing industry experts.

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

7. **Union Notification:** On 06/21/17, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

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

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

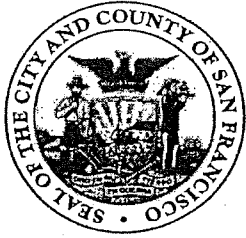
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4010-11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/19/2017



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

August 3, 2011

DONALD A. CASPER
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4009-11/12
THROUGH 4015-11/12; 3076-10/11; 4062-07/08; AND 4200-06/07.**

MARY Y. JUNG
COMMISSIONER

At its meeting of August 1, 2011 the Civil Service Commission had for its consideration the above matter.

LISA SEITZ GRUWELL
COMMISSIONER

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) Postpone PSC #'s 4013-11/12 and 4014-11/12 to the meeting of August 15, 2011 at the request of the Public Utilities Commission.
- * (2) Adopt the report; Approve request for of all remaining proposed personal service 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:
- Cynthia Avakian, Airport-Commission
 - Micki Callahan, Human Resources Director
 - Marie de Vera, Department of Human Resources
 - Lavena Holmes-Williams, Port
 - Shamica Jackson, Public Utilities Commission
 - Naomi Kelly, Office of Contract Administration
 - Florence Kyaun, Public Utilities Commission
 - Diane Lim, Adult Probation Department
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR

8/1/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4009-11/12	27	Airport Commission	Regular	\$4,500,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. The project includes two possible scopes of work that may be incorporated to the project after further studies and if funds are available and approved by the Airport. These additional scopes of work are the Boarding Area E Checkpoint renovation and remodel of the Boarding Area F Hub.	8/1/2011 - 8/1/2016
4010-11/12	27	Airport Commission	Regular	\$7,000,000	Continue to develop SFO's marketing plan and execute specific marketing campaigns to attract new airlines, support new airline routes and other revenue-generating tenants (such as retail and food & beverage) as well as SFO departments (such as parking). These programs will focus on the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing or bartering advertising space or airtime, and the development of a digital media program at SFO. In the past, media buys have ranged between 10 and 20 percent of the contract budget.	9/1/2011 - 8/30/2018
4011-11/12	27	Airport Commission	Regular	\$4,200,000	Create SFO's strategic communications plan to ensure internal and external communications capabilities at leveraging the latest technologies including mobile device applications (Apps), social media, and social networking. To ensure SFO is compliant with all governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (29 U.S.C. § 794 d) (http://www.section508.gov/) as amended by the Workforce Investment Act of 1998 (P.L. 105-220), Aug 7, 1998. To ensure SFO is competitive with other airports in terms of web, web content management, social media capability and effectiveness, and community outreach.	9/1/2011 - 6/30/2018
4012-11/12	40	Public Utilities Commission	Regular	\$200,000	The PUC wishes to design and implement technical and functional training models which will reflect best practice in the utility industry and thereby support organizational readiness, continuity of operations and effective succession planning for a multi-skilled workforce of approximately 2300 occupationally and geographically diverse employees of the SFPUC. The program design will incorporate competency modeling and profiling, and development of curricula and curricula tracks linked to job specific development plans to ensure successful employee performance, as well as identification of career paths.	9/1/2011 - 9/1/2014
4013-11/12	40	Public Utilities Commission	Regular	\$670,000	The proposed work consists of periodic combined ground and airborne Light Detection and Ranging (LIDAR) surveys of HHWP's 160 miles of 230 kV and 115 kV overhead transmission line systems that run from Hetch Hetchy to Newark. Many of the survey areas are in rugged terrain and remote locations.	11/1/2011 - 11/1/2016
4014-11/12	40	Public Utilities Commission	Regular	\$27,700,000	Work consists of planning and engineering of Wastewater Enterprises' Central Bayside System drainage basin improvements from Mission Creek to Islais Creek. Primary scope items include up to 8,000 feet of 20+ foot diameter tunnel from Channel Pump Station to the Southeast Plant (SEP), a large deep pump station near the SEP, modification to the Channel PS and the Flynn PS, microtunnel connections to satellite pump stations and green infrastructures within the basin.	11/1/2011 - 11/1/2020

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 20, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: Strategic marketing – development and execution of innovative, cost-effective, high-impact marketing programs

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$7,000,000 PSC DURATION: 9/1/11-8/30/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Continue to develop SFO's marketing plan and execute specific marketing campaigns to attract new airlines, support new airline routes and other revenue-generating tenants (such as retail and food & beverage) as well as SFO departments (such as parking). These programs will focus on the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing or bartering advertising space or airtime, and the development of a digital media program at SFO. **In the past, media buys have ranged between 10 and 20 percent of the contract budget.**

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

New and existing airlines who are expanding service require marketing support to be successful in a very competitive global marketplace. Marketing programs are also needed to ensure non-aviation revenue streams, which help reduce the cost for airlines to do business at SFO, thereby making SFO more attractive to new airlines. Denial will mean a lack of marketing efforts to promote the airport and all its revenue streams, resulting in a decrease in revenues and airline service.

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):

The services have been previously provided through a contract, most recently under PSC #4154-06/07

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

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

<u>IFPTE Local 21</u>	<u><i>Cynthia P. Acker</i></u>	<u>May 20, 2011</u>
Union Name	Signature of person mailing/faxing form	Date
RFP sent to: <u>IFPTE Local 21</u>	on <u>May 20, 2011</u>	<u><i>Cynthia P. Acker</i></u>
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4010-11/12
STAFF ANALYSIS/RECOMMENDATION:

Approved 8/1/11

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience and expertise in developing and implementing customer-oriented strategic marketing plans; creating, producing and running marketing campaigns for airports and joint marketing services with airlines and other airport tenants; developing strategies for using digital media and purchasing, bartering and placing ads both locally and internationally.

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

No combination of civil service classification normally performs this work. The SFO Deputy Director of Communications & Marketing (0955, Deputy Director Manager V) and the Marketing Manager (0923, Manager II) oversee the efforts of the contractor.

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:

This work involves short intermittent projects requiring a wide range of knowledge and expertise that changes from project to project. The work is highly specialized, requiring personnel who are familiar with pricing, purchasing and bartering ad space. A portion of the contract will be used for purchasing ad space and will not be used for services.

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

No the changing natures of the work makes the adoption of a new classification impractical.

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

A. Will the contractor directly supervise City and County employees?

Yes No

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

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?

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution # 10-0356.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being prepared and the results of that process are not known at this time.

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

Cynthia P. Avakian

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATION

Dept. Code: ADP

Type of Request: Initial Modification of an existing PSC (PSC # 38771 - 16/17)

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

Type of Service: Pre-Employment Background Investigations

Funding Source: General Fund

PSC Original Approved Amount: \$99,999

PSC Original Approved Duration: 06/01/17 - 05/31/21 (4 years)

PSC Mod#1 Amount: \$250,000

PSC Mod#1 Duration: 05/31/21-07/01/24 (3 years 4 weeks)

PSC Cumulative Amount Proposed: \$349,999

PSC Cumulative Duration Proposed: 7 years 4 weeks

1. Description of Work

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

Contractor will provide background investigation services for the Adult Probation Department (APD). Contractor will investigate records from the criminal justice system, credit report agencies, and Department of Motor Vehicles (DMV), and contact employers and references.

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

This service is necessary to support the hiring process of APD. APD must continue hiring staff (sworn and otherwise) to respond to the needs of the department. If denied, APD could fall below mandated minimum staffing requirements levels.

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

Yes, with this PSC.

D. Will the contract(s) be renewed?

A solicitation process will be conducted.

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 need to conduct pre-employment background investigations for potential peace officer hires is ongoing and extends beyond five years.

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:

Service is as-needed during new staff recruitment processes only.

B. Reason for the request for modification:

To increase PSC amount and to extend PSC duration.

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

- A. Specify required skills and/or expertise: Contractor must be, or must have a staff of a licensed private investigator, certified by a California Standards and Training for Corrections (STC) agency or any other similar law enforcement agency in order to investigate records from the criminal justice system, credit reporting agencies, and the Department of Motor Vehicles.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0380, Inspector, (Police Department);
- 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 service will be used on an as-needed basis depending on hiring needs of APD.
- 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 service will be used on an as-needed basis depending on hiring needs of APD.

6. **Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No training will be provided by contractor. The service does not entail nor does require that employees are trained.
- 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 03/28/19, the Department notified the following employee organizations of this PSC/RFP request:
SFPOA - Q2-Q50; Deputy Sheriff's Association;

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

Name: Veronica Martinez Phone: 415-553-9250 Email: veronica.martinez@sfgov.org

Address: 880 Bryant Street Room 200, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38771 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/06/2019

Receipt of Union Notification(s)

From: [Baeza, Elisa \(ADP\)](#)
To: "[tmontoya@sfpoa.org](#)"; "[sfdpoa@icloud.com](#)"
Cc: [Martinez, Veronica \(ADP\)](#)
Subject: FW: Receipt of Modification Request to PSC # 38771 - 16/17 - MODIFICATIONS
Date: Wednesday, April 03, 2019 2:25:00 PM

Elisa Baeza
Senior Administrative Analyst
Finance and Administrative Services Division
Adult Probation Department
Tel: (415) 553-1691
Fax: (415) 553-9582
elisa.baeza@sfgov.org

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of veronica.martinez@sfgov.org
Sent: Thursday, March 28, 2019 2:37 PM
To: [Martinez, Veronica \(ADP\) <veronica.martinez@sfgov.org>](mailto:veronica.martinez@sfgov.org); ecdemvoter@aol.com; [Baeza, Elisa \(ADP\)](#) <elisa.baeza@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 38771 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ADULT PROBATION -- ADP has submitted a modification request for a Personal Services Contract (PSC) for \$250,000 for services for the period May 31, 2021 – July 1, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12806>

Email sent to the following addresses: ecdemvoter@aol.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATION -- ADPDept. Code: ADPType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Pre-Employment Background InvestigationsFunding Source: General FundPSC Duration: 4 yearsPSC Amount: \$99,999**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide background investigation services for the Adult Probation Department (APD). Contractor will investigate records from the criminal justice system, credit report agencies, and Department of Motor Vehicles (CMD), and contact employers and references.

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

This service is necessary to support the hiring process of APD. APD must continue hiring staff (sworn and otherwise) to respond to the needs of the department. If denied, APD could fall below mandated minimum staffing requirements levels.

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

In the past APD requested these services from San Francisco Police Department (SFPD) and San Francisco Sheriff Department (SFSD).

D. Will the contract(s) be renewed?

A solicitation process will be conducted.

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:

Service is as-needed during new staff recruitment processes only.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must be, or must have a staff of a licensed private investigator, certified by a California Standards and Training for Corrections (STC) agency or

any other similar law enforcement agency in order to investigate records from the criminal justice system, credit reporting agencies, and the Department of Motor Vehicles.

- B. Which, if any, civil service class(es) normally perform(s) this work? 0380, Inspector, (Police Department);
- 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?

SFPD and SFSD are not able to meet APD's demand. The waiting times have created great delays in APD's hiring process that jeopardize APD's effective operations.

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

- A. Explain why civil service classes are not applicable.
The service will be used on an as-needed basis depending on hiring needs of APD.
- 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 service will be used on an as-needed basis depending on hiring needs of APD.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided by contractor. The service does not entail nor does require that employees are trained.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

- 7. Union Notification: On 05/11/2017, the Department notified the following employee organizations of this PSC/RFP request:
Deputy Sheriff's Association; SFPOA - Q2-Q50**

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

Name: Diane Lim Phone: 553-1058 Email: diane.lim@sfgov.org

Address: 880 Bryant Street Room 200 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38771 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/08/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 32948 - 17/18)

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

Type of Service: Development/implementation of performance-based contracting model for Child Welfare services

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

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 07/01/17 - 06/30/19 (1 year 52 weeks)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: 07/01/19-06/30/21 (2 years 1 day)

PSC Cumulative Amount Proposed: \$200,000

PSC Cumulative Duration Proposed: 4 years

1. Description of Work

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

The Contractor will collaborate with San Francisco's Human Services Agency (SFHSA) to design a performance based contracting (PBC) model for foster care services provided by private provider agencies. The purpose is to improve outcomes for children in foster care by directly tying outcomes to fiscal incentives. Under PBC, child welfare financing can be restructured to incent providers to improve child outcomes if they are able to retain savings realized from reducing volume, duration, and unit cost. The Contractor's specific role is to analyze administrative data and provide technical assistance to SFHSA on developing the model and disseminating complex analysis results to SFHSA staff and provider agencies. The purpose of the data analysis is to determine provider performance on targeted foster care outcomes relative to the providers' baselines, and monitor their progress over time, from which incentive payments for performance improvement and possible penalties for performance declines will be determined.

Specific activities include, but will not be limited to, the following:

A. Twice per year, prepare an analytic data file from San Francisco's child welfare administrative data that allows for the measurement of key child welfare outcomes at the provider level.

B. Analyze the data related to key outcomes of length of stay in foster care, permanency, reentry, placement moves, and agency transfers at the provider level.

C. Develop reports detailing each agency's performance against their own historic baseline performance on the target outcomes.

D. Conduct additional analyses, as requested, using the analytic data file.

E. Provide technical consultation to SFHSA program, contracts, budget, and fiscal staff on developing the specifications of the program and fiscal aspects of the model.

F. Attend key meetings, as requested, and facilitate discussions among SFHSA staff and private provider agency staff on interpreting the reports and using them to enhance services toward better outcomes.

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

The Human Services Agency intends to operate a performance based contracting (PBC) system for foster care. Performance based contracting, as implemented, will involve a unique blend of experience together with technology development and analytical capacity. Chapin Hall is the only vendor in the country that possesses the specific knowledges and abilities to facilitate implementation of PBC for foster care services here in San Francisco. Under PBC, child welfare financing can be restructured to incent providers to improve child outcomes if they are able to retain savings realized from reducing volume, duration, and unit cost. Chapin Hall's specific role is to analyze administrative data and provide technical assistance to HSA on developing the model and disseminating complex analysis results to Agency staff and provider agencies. The purpose of the data analysis is to determine provider performance on targeted foster care outcomes relative to the providers' baselines, and monitor their progress over time, from which incentive payments for performance improvement and possible penalties for performance declines will be determined. The consequences for denial of the Department's request will be a lost opportunity to improve the operational and cost efficiency of foster care services to children and families linked to the child welfare system. Further, and most principally important, the Department will miss the opportunity for improved child outcomes including significant reductions in length of stay in foster care and more rapid transition of children to permanent placement.

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 32948 - 17/18

D. Will the contract(s) be renewed?

It is not likely that this service will be renewed, as the work should be completed within the term of the proposed agreement.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Performance based contracting (PBC), as implemented, involves a unique blend of experience together with technology development and analytical capacity. In addition, in-depth knowledge

and understanding of not only the child welfare system and institutions as well as the financing of said programs are required. Other factors are: Experience: significant experience in the development of models across the country is required for the purposes of designing a model appropriate for San Francisco. Further, understanding of federal claiming, rate setting, contractual mechanisms, contract monitoring, and performance management are essential. Experience integrating PBC contract with evidence-based interventions, working closely with treatment developers, public agency fiscal, policy, and program staff is also essential. Technology: Successful PBC projects demand a clear understanding of state and local data assets. This includes the ability to bring in-house and process large quantities of data plus the capacity to turn those data back to providers through analytical portals. These extant portals for delivery of provider specific-outcome data are essential. Moreover, these must be linked to both a statewide and national database of provider, county, and state placement records. This data is critical to the process of benchmarking performance and risk management on which a successful PBC initiative is dependent. Analytics: PBC contracts require an advanced understanding of multilevel statistical models that are integrated with and linked to statistical prediction. These capabilities are referred to as BTA analytics, a best in class model for integrating performance benchmarks, rate setting, and contract/outcome monitoring. BTA analytics require access to and knowledge of historical data. The development and use of these files for BTA analytics involves the use of specialized software. BTA analytics house the algorithms needed to translate outcome performance into a fiscal model identifies and manages the risk PBC shifts to providers. In turn, BTA analytics drive evidence of agency performance into a rigorous CQI process. Summary: Under PBC, child welfare financing can be restructured to incent providers to improve child outcomes if they are able to retain savings realized from reducing volume, duration, and unit cost. Analysis of administrative data and provision of technical assistance to HSA on developing the model and disseminating complex analysis results to Agency staff and provider agencies is critically important to a successful PBC model launch. The purpose of the data analysis is to determine provider performance on targeted foster care outcomes relative to the providers' baselines, and monitor their progress over time, from which incentive payments for performance improvement and possible penalties for performance declines will be determined. This is a short-term, time-limited project with anticipated launch 1/1/18. Beyond launch, only technical assistance will be provided through 6/30/19 to ensure a successful launch as well as a sustainable program.

B. Reason for the request for modification:

The contract is being renewed for two years for an additional \$100,000 to complete the original scope of work

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Performance based contracting (PBC), as implemented, involves a unique blend of experience together with technology development and analytical capacity. In addition, in-depth knowledge and understanding of not only the child welfare system and institutions as well as the financing of said programs are required. Other factors are: Experience: Significant experience in the development of models across the country is required for the purposes of designing a model appropriate for San Francisco. Further, understanding of federal claiming, rate setting, contractual mechanisms, contract monitoring, and performance management are essential. Experience integrating PBC contract with evidence-based interventions, working closely with treatment developers, public agency fiscal, policy, and

program staff is also essential. Technology: Successful PBC projects demand a clear understanding of state and local data assets. This includes the ability to bring in-house and process large quantities of data plus the capacity to turn those data back to providers through analytical portals. These extant portals for delivery of provider specific-outcome data are essential. Moreover, these must be linked to both a statewide and national database of provider, county, and state placement records. This data is critical to the process of benchmarking performance and risk management on which a successful PBC initiative is dependent. Analytics: PBC contracts require an advanced understanding of multilevel statistical models that are integrated with and linked to statistical prediction. These capabilities are referred to as Business Technology Analytics (BTA) analytics, a best in class model for integrating performance benchmarks, rate setting, and contract/outcome monitoring. BTA analytics require access to and knowledge of historical data. The development and use of these files for BTA analytics involves the use of specialized software. BTA analytics house the algorithms needed to translate outcome performance into a fiscal model identifies and manages the risk PBC shifts to providers. In turn, BTA analytics drive evidence of agency performance into a rigorous CQI process. Summary: Under PBC, child welfare financing can be restructured to incent providers to improve child outcomes if they are able to retain savings realized from reducing volume, duration, and unit cost. Analysis of administrative data and provision of technical assistance to HSA on developing the model and disseminating complex analysis results to Agency staff and provider agencies is critically important to a successful PBC model launch. The purpose of the data analysis is to determine provider performance on targeted foster care outcomes relative to the providers' baselines, and monitor their progress over time, from which incentive payments for performance improvement and possible penalties for performance declines will be determined.

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 certain data in the Departments possession will be shared with the vendor.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

There are no City classes that fully encompass the data collection and analysis or functional database required for this project. Further, there are no specific classes that possess the specific knowledge regarding development and implementation of a performance-based contracting system specifically designed for child welfare that this project requires.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This work is temporary in nature and there would be no economy or efficiency derived from the time, effort and expense it would take to develop a class that encompassed all required knowledges, skills and abilities associated with this project.

6. Additional Information

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

7. Union Notification: On 03/19/19, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 32948 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/06/2019

Receipt of Union Notification(s)

From: Tsutakawa, John (HSA)
To: Gendelman, Johanna (HSA)
Subject: FW: Receipt of Modification Request to PSC # 32948 - 17/18 - MODIFICATIONS
Date: Tuesday, March 19, 2019 10:23:57 AM

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of john.tsutakawa@sfgov.org
Sent: Tuesday, March 19, 2019 9:33 AM
To: Tsutakawa, John (HSA) <John.Tsutakawa@sfgov.org>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfwater.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdllocal798.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) <sin.yee.poon@sfgov.org>; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; 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; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Gendelman, Johanna (HSA) <johanna.gendelman@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 32948 - 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 \$100,000 for services for the period July 1, 2019 – June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12668>

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 -- DSSDept. Code: DSSType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Development/implementation of performance-based contracting model for Child Welfare servicesFunding Source: 75% County, 12% State, 13% FederalPSC Amount: \$100,000PSC Est. Start Date: 07/01/2017PSC Est. End Date 06/30/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Contractor will collaborate with San Francisco's Human Services Agency (SFHSA) to design a performance based contracting (PBC) model for foster care services provided by private provider agencies. The purpose is to improve outcomes for children in foster care by directly tying outcomes to fiscal incentives. Under PBC, child welfare financing can be restructured to incent providers to improve child outcomes if they are able to retain savings realized from reducing volume, duration, and unit cost. The Contractor's specific role is to analyze administrative data and provide technical assistance to SFHSA on developing the model and disseminating complex analysis results to SFHSA staff and provider agencies. The purpose of the data analysis is to determine provider performance on targeted foster care outcomes relative to the providers' baselines, and monitor their progress over time, from which incentive payments for performance improvement and possible penalties for performance declines will be determined.

Specific activities include, but will not be limited to, the following:

A. Twice per year, prepare an analytic data file from San Francisco's child welfare administrative data that allows for the measurement of key child welfare outcomes at the provider level.

B. Analyze the data related to key outcomes of length of stay in foster care, permanency, reentry, placement moves, and agency transfers at the provider level.

C. Develop reports detailing each agency's performance against their own historic baseline performance on the target outcomes.

D. Conduct additional analyses, as requested, using the analytic data file.

E. Provide technical consultation to SFHSA program, contracts, budget, and fiscal staff on developing the specifications of the program and fiscal aspects of the model.

F. Attend key meetings, as requested, and facilitate discussions among SFHSA staff and private provider agency staff on interpreting the reports and using them to enhance services toward better outcomes.

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

The Human Services Agency intends to operate a performance based contracting (PBC) system for foster care. Performance based contracting, as implemented, will involve a unique blend of experience together with

technology development and analytical capacity. Chapin Hall is the only vendor in the country that possesses the specific knowledges and abilities to facilitate implementation of PBC for foster care services here in San Francisco. Under PBC, child welfare financing can be restructured to incent providers to improve child outcomes if they are able to retain savings realized from reducing volume, duration, and unit cost. Chapin Hall's specific role is to analyze administrative data and provide technical assistance to HSA on developing the model and disseminating complex analysis results to Agency staff and provider agencies. The purpose of the data analysis is to determine provider performance on targeted foster care outcomes relative to the providers' baselines, and monitor their progress over time, from which incentive payments for performance improvement and possible penalties for performance declines will be determined. The consequences for denial of the Department's request will be a lost opportunity to improve the operational and cost efficiency of foster care services to children and families linked to the child welfare system. Further, and most principally important, the Department will miss the opportunity for improved child outcomes including significant reductions in length of stay in foster care and more rapid transition of children to permanent placement.

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 were previously linked to a federal grant, Rapid Support and Housing for Families, under PSC 2001 08/09, which expired 9/30/17. The vendor had been named a subrecipient to that grant. Because there was some commonality to the services provided albeit with a different focus, the proposed services were "piggybacked" to that grant from 12/1/13 - 6/30/17. With the federal grant expiring, the decision was made to spin the proposed services onto a new, standalone contract.

D. Will the contract(s) be renewed?

It is not likely that this service will be renewed, as the work should be completed within the term of the proposed agreement.

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:

Performance based contracting (PBC), as implemented, involves a unique blend of experience together with technology development and analytical capacity. In addition, in-depth knowledge and understanding of not only the child welfare system and institutions as well as the financing of said programs are required. Other factors are: Experience: significant experience in the development of models across the country is required for the purposes of designing a model appropriate for San Francisco. Further, understanding of federal claiming, rate setting, contractual mechanisms, contract monitoring, and performance management are essential. Experience integrating PBC contract with evidence-based interventions, working closely with treatment developers, public agency fiscal, policy, and program staff is also essential. Technology: Successful PBC projects demand a clear understanding of state and local data assets. This includes the ability to bring in-house and process large quantities of data plus the capacity to turn those data back to providers through analytical portals. These extant portals for delivery of provider specific-outcome data are essential. Moreover, these must be linked to both a statewide and national database of provider, county, and state placement records. This data is critical to the process of benchmarking performance and risk management on which a successful PBC initiative is dependent. Analytics: PBC contracts require an advanced understanding of multilevel statistical models that are integrated with and linked to statistical prediction. These capabilities are referred to as BTA analytics, a best in class model for integrating performance benchmarks, rate setting, and contract/outcome monitoring. BTA analytics require access to and knowledge of historical data. The development and use of these files for BTA analytics involves the use of specialized software. BTA analytics house the algorithms needed to translate outcome performance into a fiscal model identifies and manages the risk PBC shifts to providers. In turn, BTA analytics drive evidence of agency performance into a rigorous CQI process. Summary: Under PBC, child welfare financing can be restructured to incent providers to improve child outcomes if they are able to retain savings realized from reducing volume, duration, and unit cost. Analysis of administrative data and provision of technical assistance to HSA on developing the model and disseminating complex analysis results to Agency staff and provider agencies is critically important to a successful PBC model launch. The purpose of the data analysis is to determine provider performance on targeted foster care outcomes relative to the providers' baselines, and monitor their progress over time, from which incentive payments for performance improvement and possible penalties for performance declines will be determined. This is a short-term, time-limited project with anticipated launch 1/1/18. Beyond launch, only technical assistance will be provided through 6/30/19 to ensure a successful launch as well as a sustainable program.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Performance based contracting (PBC), as implemented, involves a unique blend of experience together with technology development and analytical capacity. In addition, in-depth knowledge and understanding of not only the child welfare system and institutions as well as the financing of said programs are required. Other factors are: Experience: Significant experience in the development of models across the country is required for the purposes of designing a model appropriate for San Francisco. Further, understanding of federal claiming, rate setting, contractual mechanisms, contract monitoring, and performance management are essential. Experience integrating PBC contract with evidence-based interventions, working closely with treatment developers, public agency fiscal, policy, and program staff is also essential. Technology: Successful PBC projects demand a clear understanding of state and local data assets. This includes the ability to bring in-house and process large quantities of data plus the capacity to turn those data back to providers through analytical portals. These extant portals for delivery of provider specific-outcome data are essential. Moreover, these must be linked to both a statewide and national database of provider, county, and state placement records. This data is critical to the process of benchmarking performance and risk management on which a successful PBC initiative is dependent. Analytics: PBC contracts require an advanced understanding of multilevel statistical models that are integrated with and linked to statistical prediction. These capabilities are referred to as BTA analytics, a best in class model for integrating performance benchmarks, rate setting, and contract/outcome monitoring. BTA analytics require access to and knowledge of historical data. The development and use of these files for BTA analytics involves the use of specialized software. BTA analytics

house the algorithms needed to translate outcome performance into a fiscal model identifies and manages the risk PBC shifts to providers. In turn, BTA analytics drive evidence of agency performance into a rigorous CQI process. Summary: Under PBC, child welfare financing can be restructured to incent providers to improve child outcomes if they are able to retain savings realized from reducing volume, duration, and unit cost. Analysis of administrative data and provision of technical assistance to HSA on developing the model and disseminating complex analysis results to Agency staff and provider agencies is critically important to a successful PBC model launch. The purpose of the data analysis is to determine provider performance on targeted foster care outcomes relative to the providers' baselines, and monitor their progress over time, from which incentive payments for performance improvement and possible penalties for performance declines will be determined.

- 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 certain data in the Departments possession will be shared with the vendor.

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

There are no City classes that fully encompass the data collection and analysis or functional database required for this project. Further, there are no specific classes that possess the specific knowledge regarding development and implementation of a performance-based contracting system specifically designed for child welfare that this project requires.

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 City classes that fully encompass the data collection and analysis or functional database required for this project. Further, there are no specific classes that possess the specific knowledge regarding development and implementation of a performance-based contracting system specifically designed for child welfare that this project requires.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This work is temporary in nature and there would be no economy or efficiency derived from the time, effort and expense it would take to develop a class that encompassed all required knowledges, skills and abilities associated with this project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Staffing for this project involves a Principal Investigator at 3% FTE, two Senior Researchers at 1.5% FTE each, a Project Coordinator @4% FTE and a Senior Database Administrator at 5% FTE. All staff must have a strong working knowledge of development of performance-based contracting models for child welfare services across the country for the purposes of designing a model appropriate for San Francisco. Further, understanding of federal claiming, rate setting, contractual mechanisms, contract monitoring, and performance management are essential. Experience integrating PBC contract with evidence-based interventions, working closely with treatment developers, public agency fiscal, policy, and program staff is also essential. The Department has no specific quantification of the training provided to the limited part-time staff employed on this project nor does it require for City staff to be trained by the Contractor.
- 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. Performance data analysis for Rapid Support and Housing for Families Federal Demonstration Project

7. **Union Notification:** On 10/27/2017, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 32948 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/21/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 48099 - 13/14)

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

Type of Service: As-Needed Engineering Design Services (CS-386, CS-1007)

Funding Source: SFPUC Individual Projects

PSC Original Approved Amount: \$9,000,000

PSC Original Approved Duration: 06/15/14 - 12/15/19 (5 years 26 weeks)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: no duration added

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

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$2,400,000

PSC Mod#3 Duration: no duration added

PSC Mod#4 Amount: \$40,000

PSC Mod#4 Duration: 12/16/19-04/30/20 (19 weeks 3 days)

PSC Cumulative Amount Proposed: \$13,540,000

PSC Cumulative Duration Proposed: 5 years 45 weeks

1. Description of Work

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

San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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 48099 - 13/14

D. Will the contract(s) be renewed?

No.

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

The SFPUC is seeking specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering services are needed to complete utility engineering projects. The subject PSC's duration is set for more than five years to allow time for the contract certification process,

from RFP solicitation to contract award. The term of the contract will be five (5) years as that is the maximum amount of time allotted for an As-Needed professional services contract as stated in Chapter 6, Section 6.6.4 As-Needed Contracts, in the City and County of San Francisco Administrative Code.

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:

These projects require expertise which is not available from City employees such as Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of special expertise needed include transient hydraulic analysis and trenchless technology.

B. Reason for the request for modification:

For contract CS-1007, to increase the contract amount by \$40,000, and increase the contract duration by one year, for a total contract amount of \$200,000, and a total contract duration of five years, to provide structural design and analysis services in support of architectural and / or mechanical modifications to the SFPUC headquarters building at 525 Golden Gate Avenue until bid and award is complete for a new contract.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include transient hydraulic analysis and trenchless technology.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5364, Engineering Associate 1;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineers.

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. Engineers are needed to

perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

6. Additional Information

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

7. Union Notification: On 03/22/19, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48099 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/06/2019

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccoordinator@sfgov.org on behalf of wirwin@sfwater.org
Sent: Friday, March 22, 2019, 4:42 PM
To: Irwin, William; ecassidy@ifpte21.org; WendyWong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Tang, Grace; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 48099 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$40,000 for services for the period December 16, 2019 -- April 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/4913>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 48099 - 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Engineering Design Services (CS-386, CS-1007)Funding Source: SFPUC Individual ProjectsPSC Original Approved Amount: \$9,000,000PSC Original Approved Duration: 06/15/14 - 12/15/19 (5 years 26 weeks)PSC Mod#1 Amount: \$100,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$2,000,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$2,400,000PSC Mod#3 Duration: no duration addedPSC Cumulative Amount Proposed: \$13,500,000PSC Cumulative Duration Proposed: 5 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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, PSC#48099-13/14 (CS-386)

D. Will the contract(s) be renewed?

No.

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

The SFPUC is seeking specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering services are needed to complete utility engineering projects. The subject PSC's duration is set for more than five years to allow time for the contract certification process, from RFP solicitation to contract award. The term of the contract will be five (5) years as that is the maximum amount of time allotted for an As-Needed professional services contract as stated in

Chapter 6, Section 6.6.4 As-Needed Contracts, in the City and County of San Francisco Administrative Code.

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:

These projects require expertise which is not available from City employees such as Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of special expertise needed include transient hydraulic analysis and trenchless technology.

B. Reason for the request for modification:

To align the PSC amount with the contract amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include transient hydraulic analysis and trenchless technology.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5364, Engineering Associate 1;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineers.

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. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

6. Additional Information

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 48099 - 13/14)

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

Type of Service: As-Needed Engineering Design Services (CS-386)

Funding Source: SFPUC Individual Projects
PSC Original Approved Amount: \$9,000,000 PSC Original Approved Duration: 06/15/14 - 12/15/19 (5 years 26 w
PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$2,000,000 PSC Mod#2 Duration: no duration added
PSC Cumulative Amount Proposed: \$11,100,000 PSC Cumulative Duration Proposed: 5 years 26 weeks

1. Description of Work

A. Scope of Work:

San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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.

Services have been provided in the past through earlier PSC request. See 48099 - 13/14

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

2. Union Notification: On 06/05/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48099 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/16/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include transient hydraulic analysis and trenchless technology.

B. Which, if any, civil service class(es) normally perform(s) this work?
5207,5241,5364,

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:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineers.

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

No. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/05/15 BY:

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

Address: 525 Golden Gate Ave. San Francisco, CA

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 48099 - 13/14)

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

Type of Service: As-Needed Engineering Design Services (CS-386)

Funding Source: SFPUC Individual Projects
PSC Original Approved Amount: \$9,000,000 PSC Original Approved Duration: 06/15/14 - 12/15/19 (5 years 26 w
PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$9,100,000 PSC Cumulative Duration Proposed: 5 years 26 weeks

1. Description of Work

A. Scope of Work:

San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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.

No

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

2. Union Notification: On 04/29/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48099 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/08/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include transient hydraulic analysis and trenchless technology.

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

5207,5241,5364,

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:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineers.

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

No. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

ON 04/29/15 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sflower.org

Address: 525 Golden Gate Ave. San Francisco, CA _____

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC Dept. Code: PUC

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

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

Type of Service: As-Needed Engineering Design Services (CS-386, CS-1007)

Funding Source: SFPUC Individual Projects PSC Duration: 5 years 26 weeks
PSC Amount: \$9,000,000 PSC Est. Start Date: 06/15/2014 PSC Est. End Date: 12/15/2019

1. Description of Work

A. Scope of Work:

San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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.

These services have been previously approved under PSC#4073-10/11 (CS-128).As-Needed contracts are a total of 5 years and cannot be renewed. Thus, we are issuing a new Personal Services Contract.

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

2. Union Notification: On 03/21/2014, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#: 48099 - 13/14

DHR Analysis/Recommendation:

05/19/2014

Commission Approval Required

DHR Approved for 05/19/2014

Approved by Civil Service Commission with

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include transient hydraulic analysis and trenchless technology.

B. Which, if any, civil service class(es) normally perform(s) this work?
5207,5241,5364,

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:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineers.

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

No. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? There is no training under this Agreement because the work will not be trar	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 03/21/2014 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

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