



Mark Farrell
Mayor

Micki Callahan
Human Resources Director

Date: May 4th, 2018

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Rod Goree, MTA
Genie Wong, POL
Lavena Holmes, PRT
Shamica Jackson/Bill Irwin, PUC
Taraneh Moayed, PUC
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains eleven (11) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

Total of this Report	YTD Expedited Approvals FY2017-2018	Total for FY2017-2018
\$29,413,700	\$839,544,300	\$3,522,782,349

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POSTING FOR**May 21, 2018****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2018-05-21

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42606 - 17/18	AIRPORT COMMISSION	\$4,500,000.00	<p>The Ground Based Augmentation System (GBAS) project will provide satellite-based alternative to the current Instrument Landing System (ILS) supporting the full range of approach and landing operations at San Francisco International Airport (SFO). This project will install new infrastructure allowing ground-based Global Positioning System (GPS) receivers to communicate with GBAS equipped aircraft. The proposed work would include: (1) Installation of FAA certified GBAS system, (2) Site Assessment Analysis, (3) License to broadcast, (4) Maintenance Plan, (5) Flight Inspection, and (6) Site Acceptance Testing.</p> <p>Currently, there is only one Federal Aviation Administration (FAA) certified GBAS navigational aid system produced by manufacturer, Honeywell International. The GBAS equipment will be procured by the City and installation and maintenance will be performed by Honeywell employees.</p>	May 21, 2018	June 30, 2028	REGULAR
49668 - 17/18	MUNICIPAL TRANSPORTATION AGENCY	\$194,000.00	<p>On March 21st, 2017, the San Francisco County Transportation Authority (SFCTA) Board adopted the recommendations of the Managing Access to the Crooked Street District 2 Neighborhood Transportation Improvement Program report, including a recommendation to further study and develop a reservations and pricing system for managing automobile access to the Crooked Street (1000 block of Lombard Street). The scope of this work is intended to advance this recommendation by identifying the physical and operational details of the system as well as by determining the expected outcomes on automobile and pedestrian circulation on the Crooked Street and the surrounding neighborhood. Work to be performed by SFCTA staff and SFCTA consultant.</p>	June 1, 2018	December 31, 2018	REGULAR
45402 - 17/18	POLICE	\$5,000,000.00	<p>The Contractor will provide hardware and software maintenance and scheduled equipment replacement/upgrades for the San Francisco Police Department's (SFPD) Automated Biometric Identification System (ABIS). The ABIS includes investigative workstations, livescan machines, fingerprinting, palm print recognition and facial recognition systems.</p>	May 1, 2018	October 31, 2027	REGULAR
33429 - 17/18	PORT	\$600,000.00	<p>The Port of San Francisco through the Office of Contract Administration seeks a vendor to provide janitorial services for buildings and facilities owned and leased by the Port of San Francisco on the Central Waterfront from Pier 50 north to the Ferry Building. Work tasks will include emptying trash containers, vacuuming, mopping, dusting, sweeping, and polishing of facilities that include office buildings, restrooms, and Pier sheds on Port property.</p>	March 15, 2018	March 14, 2021	REGULAR
34969 - 17/18	PORT	\$600,000.00	<p>The Port of San Francisco through the Office of Contract Administration seeks a vendor to provide janitorial services for buildings and facilities owned and leased by the Port of San Francisco on the Southern Waterfront from Pier 50 south to Heron's Head Park. Work tasks will include emptying trash containers, vacuuming, mopping, dusting,</p>	March 15, 2018	March 14, 2021	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			sweeping, and polishing of facilities that include office buildings, restrooms, and Pier sheds on Port property.			
36890 - 17/18	PORT	\$600,000.00	The Port of San Francisco through the Office of Contract Administration seeks a vendor to provide janitorial services for buildings and facilities owned and leased by the Port of San Francisco on the Northern Waterfront from the Ferry Building north to the Hyde Street Pier. Work tasks will include emptying trash containers, vacuuming, mopping, dusting, sweeping, and polishing of facilities that include office buildings, restrooms, and Pier sheds on Port property.	March 15, 2018	March 14, 2021	REGULAR
48693 - 17/18	PUBLIC UTILITIES COMMISSION	\$300,000.00	<p>The consultant will provide support for development of the San Francisco Public Utilities Commission's (SFPUC) Sustainability Program, and will be an essential part of an internal/external partnership that will drive the effective institutionalization of the Program within the agency. Support will include project management, meeting facilitation, evaluation, individual coaching, communications planning, content development, and stakeholder engagement.</p> <p>Specific tasks to be performed by the consultant include:</p> <ul style="list-style-type: none"> • Reframing of Sustainability at the SFPUC: visioning, mission-statement development, and goal-setting. • Stakeholder Engagement & Training Workshops: surveying, workshops, focus groups, presentations, web content development, etc. for employees, wholesale customers, other City departments, professional associations, etc. • Program Implementation Framework & Action Plan Development: formulating strategic alignment with SFPUC's approach to water management ("One Water"), climate change adaptation and mitigation, green infrastructure for stormwater management, and overall industry innovations, etc. Framework shall include communication tools for buy-in, capacity building, and implementation status, recommendations for internal organizational structure to support implementation, and identification of partnership opportunities. 	April 15, 2018	April 14, 2023	REGULAR

TOTAL AMOUNT \$11,794,000



Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For May 21, 2018****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2018-05-21

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
36554 - 14/15 - MODIFICATIONS	May 21, 2018	PUBLIC UTILITIES COMMISSION -- PUC	\$119,700	\$219,200	<p>To provide various services to enhance the SFPUC's ability to work with the KISTERS products that SFPUC already have in use. The work to be performed includes implementing enhancements to the KISTERS Data Acquisition Tool (KIDAT), performing system changes to the SFPUC WISKI time series management software installation, and providing advance WISKI and KiScript training to the SFPUC. This is a sole source procurement.</p> <p>Scope Change: Through Amendment 1, SFPUC will procure three additional years of training in Kisters' WISKI software. In addition, Kisters will provide additional services to continue the expansion of the WISKI software database, including: <ul style="list-style-type: none"> • The addition of new data sources; • A clean-up of legacy portions of the database; • Review and clean-up of KiScript (KISTERS scripting language) code base; • Automating quality assurance of data; • Expanding forecasting capabilities; and • Improving architecture of calculation cascades to avoid overloading system. Please see the attached Scope of Work for details regarding the additional scope of work requested through this Amendment 1. </p>	12/01/2017	06/30/2021	REGULAR
4141-11/12 - MODIFICATIONS	May 21, 2018	PUBLIC UTILITIES COMMISSION -- PUC	\$13,100,000	\$22,100,000	<p>Provide the back office services necessary to operate CleanPowerSF, the City's Community Choice Aggregation (CCA) program. In the context of CCA, back office services include comprehensive customer care, account management, billing, and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and managing a customer care call center. Services also include training and support for transitioning CleanPowerSF call center duties to the PUC's Customer Service Bureau, which is anticipated to commence once CleanPowerSF has completed the citywide enrollment process. The PUC anticipates completing the citywide enrollment process by the end of calendar year 2019.</p>	06/01/2018	12/31/2021	REGULAR
	May 21, 2018		\$4,250,000	\$9,000,000		04/11/2018	06/30/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4049-11/12 - MODIFICATIONS		PUBLIC HEALTH -- DPH			<p>Provide a series of 1-4 hour (dependent on category of employment) motivational lecture based Service Excellence-Patient Satisfaction training sessions to Four categories of Academic Medical Center Staff at San Francisco General Hospital and Trauma Center (SFGH): 1).Frontline/Non-Management Clinical and Non-Clinical staff; 2). Clinical and Non-Clinical Managers and Supervisors; 3).Academic Physicians in Clinical Practice and 4) Graduate Medical Resident Trainees. The proposed work will include a Train The-Trainer Module in order to ensure a system for sustainability will be embedded within the hospital's organizational culture at the end of the consultative engagement.</p> <p>Scope Change: This modification is for the inclusion of additional trainings in support of the service excellence projects currently underway within the Department of Public Health. Additional trainings will focus on expanding the Kaizen and LEAN trainings(Toyota Production System) in support of the SFGH rebuild, roll out of the Affordable Care Act, and various service delivery integration initiatives underway within the Department.</p>			
3082 11/12 - MODIFICATIONS	May 21, 2018	PUBLIC HEALTH -- DPH	\$150,000	\$300,000	<p>The Contractor will provide on-site at LHH approximately two hundred eighty-eight (288) hours per year of professional audiology services. The Contractor will also provide a minimum of one (1) seven-hour (7 hour) audiology clinic weekly in the Rehabilitation Department at Laguna Honda Hospital, with the hours 8:00a.m. - 5:00p.m., excluding Saturdays and Sundays. Services shall include: audiology evaluation, including speech reception testing, threshold and discrimination testing, pure tone audiometry with complete audiogram, audiometry screening, hearing aid evaluation, dispensing and repair of hearing aids, and hearing therapy.</p>	07/01/2018	06/30/2023	REGULAR

TOTAL AMOUNT \$17,619,700

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Ground Based Augmentation System (GBAS) Services

Funding Source: Airport Operating Funds

PSC Amount: \$4,500,000

PSC Est. Start Date: 05/21/2018

PSC Est. End Date 06/30/2028

1. Description of Work

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

The Ground Based Augmentation System (GBAS) project will provide satellite-based alternative to the current Instrument Landing System (ILS) supporting the full range of approach and landing operations at San Francisco International Airport (SFO). This project will install new infrastructure allowing ground-based Global Positioning System (GPS) receivers to communicate with GBAS equipped aircraft. The proposed work would include: (1) Installation of FAA certified GBAS system, (2) Site Assessment Analysis, (3) License to broadcast, (4) Maintenance Plan, (5) Flight Inspection, and (6) Site Acceptance Testing.

Currently, there is only one Federal Aviation Administration (FAA) certified GBAS navigational aid system produced by manufacturer, Honeywell International. The GBAS equipment will be procured by the City and installation and maintenance will be performed by Honeywell employees.

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

Development and implementation of the GBAS will improve airfield efficiency, reduce aircraft delays during low visibility weather conditions and provide added flexibility to the existing landing systems at SFO. In addition, new curved and offset approach procedure will be developed to reduce aircraft noise impacts in communities surrounding SFO.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes, SFO anticipates continued maintenance of this system.

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 was determined to be three (3) years for system installation, maintenance, and warranty and five (5) years for the extended maintenance/warranty.

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 implementation of a satellite-based aircraft landing system is a highly specialized skill which the airport staff does not currently have the knowledge and expertise to accomplish.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor has specialized skills, knowledge, and expertise in satellite-based aircraft landing system and infrastructure related to airports as well as experience with installation, maintenance, repair and alternation of aircraft landing systems.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5504, Project Manager 2; 6248, Electrical Inspector; 6249, Senior Electrical Inspector; 7275, Telecommunications Tech Supv; 7276, Electrician Supervisor 2; 7318, Electronic Maintenance Tech; 7345, Electrician; 9240, Airport Electrician; 9241, Airport Electrician 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?

None, since there is only one Federal Aviation Administration (FAA) certified GBAS navigational aid system available.

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

A. Explain why civil service classes are not applicable.

Existing classifications do not have the required expertise and skills to develop and implement a satellite-based landing system. The skill set is highly specialized and the existing city classifications do not have the breadth of expertise related to developing such a system.

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, landing system projects are rare and do not justify permanent staffing.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided since the system will be used by non-City staff (like the Federal Aviation Administration).

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 03/19/2018, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; Professional & Tech Engrs, Local 21

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

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

Address: POB 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42606 - 17/18

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/21/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, March 19, 2018 4:54 PM
To: Cynthia Avakian (AIR); tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; oashworth@ibew6.org; khughes@ibew6.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42606 - 17/18

RECEIPT for Union Notification for PSC 42606 - 17/18 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 42606 - 17/18 for \$4,500,000 for Initial Request services for the period 05/21/2018 – 06/30/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10840> 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)

From: Daniel Lee (AIR)
To: Cynthia Avakian (AIR)
Subject: FW: Honeywell GBAS
Date: Tuesday, February 6, 2018 1:45:48 PM

Daniel
650-821-7767

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

From: Joshua.Eicher@faa.gov [mailto:Joshua.Eicher@faa.gov]
Sent: Tuesday, February 06, 2018 1:40 PM
To: Daniel Lee (AIR) <Daniel.Lee@flysfo.com>
Subject: RE: Honeywell GBAS

Sorry for the delayed response.
Currently Honeywell is the only FAA approved GBAS manufacturer.

Joshua Eicher
Non-Fed PIM
ATO Western Service Area, AJV-36
Office: 425-203-4763

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

From: Daniel Lee (AIR) [mailto:Daniel.Lee@flysfo.com]
Sent: Monday, February 05, 2018 12:29 PM
To: Eicher, Joshua (FAA)
Subject: Honeywell GBAS

Joshua,

Please confirm that Honeywell Smartpath is currently the only available FAA certified GBAS Nav-aid.

Thank you,

Daniel

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Transfer CCSF General Funds to the SFCTA for Crooked Street Study

Funding Source: Local Funds

PSC Amount: \$194,000

PSC Est. Start Date: 06/01/2018

PSC Est. End Date: 12/31/2018

1. Description of Work

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

On March 21st, 2017, the San Francisco County Transportation Authority (SFCTA) Board adopted the recommendations of the Managing Access to the Crooked Street District 2 Neighborhood Transportation Improvement Program report, including a recommendation to further study and develop a reservations and pricing system for managing automobile access to the Crooked Street (1000 block of Lombard Street). The scope of this work is intended to advance this recommendation by identifying the physical and operational details of the system as well as by determining the expected outcomes on automobile and pedestrian circulation on the Crooked Street and the surrounding neighborhood. Work to be performed by SFCTA staff and SFCTA consultant.

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

The \$194,000 in CCSF General Funds from the SFMTA is pass-through funding to the SFCTA for this work. While project scope and deliverables benefit the SFMTA, the SFMTA is not the scope/deliverable lead or requesting agency for this work.

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

The \$194,000 in CCSF General Funds from the SFMTA is pass-through funding to the SFCTA for this work. While project scope and deliverables benefit the SFMTA, the SFMTA is not the scope/deliverable lead or requesting agency for this work.

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.

No

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The SFMTA is serving as fiscal agent for this scope. SFMTA is not lead nor is requesting this scope or deliverables.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Transportation analysis and engineering services pursuant to the scope of the work, including circulation and design analysis and recommendations.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5289, Transportation Planner III;

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 SFMTA is serving as fiscal agent for this scope. SFMTA is not lead nor is requesting this scope or deliverables.

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

A. Explain why civil service classes are not applicable.

The SFMTA is serving as fiscal agent for this scope. SFMTA is not lead nor is requesting this scope or deliverables.

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

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. No. The SFMTA is serving as fiscal agent for this scope. SFMTA is not lead nor is requesting this scope or deliverables.

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 03/26/2018, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49668 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/21/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Nuque, Amy; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49668 - 17/18
Date: Monday, March 26, 2018 4:24:43 PM

RECEIPT for Union Notification for PSC 49668 - 17/18 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 49668 - 17/18 for \$194,000 for Initial Request services for the period 06/01/2018 – 12/31/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10874> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Automated Biometric Identification System Maintenance and Upgrades

Funding Source: Automated Fingerprinting ID Funds

PSC Duration: 9 years 26 weeks

PSC Amount: \$5,000,000

1. Description of Work

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

The Contractor will provide hardware and software maintenance and scheduled equipment replacement/upgrades for the San Francisco Police Department's (SFPD) Automated Biometric Identification System (ABIS). The ABIS includes investigative workstations, livescan machines, fingerprinting, palm print recognition and facial recognition systems.

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

An Automated Biometric Identification System (ABIS) is critical to solving crime for the SFPD. If maintenance and upgrades are denied, the ABIS will not be reliable to operate on a necessary 24/7/365 schedule.

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

This service was provided by approved PSC 4125-09/10.

D. Will the contract(s) be renewed?

Unknown at this time.

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

This contractor will provide maintenance and scheduled replacement/upgrades of the San Francisco Police Department's Automated Biometric Identification System (ABIS) used for fingerprinting and palm print recognition. This system replaced the City's Automated Fingerprinting Identification System in 2010. It is anticipated the current system will have a useful life of at least an additional ten years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The contractor will provide proprietary equipment that needs to be maintained by contractor in order to be valid.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized training, knowledge and skill of the vendor's proprietary ABIS.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes. Proprietary replacement equipment is only available by contractor.

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

Current technology staff work with the vendor to support the ABIS system. However, due to the proprietary nature of the system, all warranties and maintenance would be void unless specialized maintenance and upgrades are performed by the vendor.

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

- A. Explain why civil service classes are not applicable.
This is a proprietary system. If is not maintained and upgraded by the vendor that manufactures it, then all warranties would be void. SFPD Technology staff will work closely with the vendor to support the system.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This is a proprietary system. If is not maintained and upgraded by the vendor that manufactures it, then all warranties would be void. SFPD Technology staff will work closely with the vendor to support the system.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. The contractor will provide system support training to technology 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 03/26/2018, 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45402 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/21/2018

Receipt of Union Notification(s)

Wong, Genie (POL)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Monday, March 26, 2018 2:53 PM
To: Wong, Genie (POL); tmathews@ifpte21.org; kschumacher@ifpte21.org;
kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org;
L21PSCReview@ifpte21.org; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45402 - 17/18

RECEIPT for Union Notification for PSC 45402 - 17/18 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 45402 - 17/18 for \$5,000,000 for Initial Request services for the period 05/01/2018 – 10/31/2027. 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/10866> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 4125-09/10)

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

Type of Service: Installation of Automated Biometric Identification System

Funding Source: Automated Fingerprint ID System

PSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 05/01/10 - 04/30/15 (5 years)

PSC Mod#1 Amount: \$750,000 PSC Mod#1 Duration: 05/01/15-04/30/16 (1 year 1 day)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 05/01/16-04/30/17 (1 year)

PSC Cumulative Amount Proposed: \$2,750,000 PSC Cumulative Duration Proposed: 7 years 1 day

1. Description of Work

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

The San Francisco Police Department (SFPD) is replacing the Automated Fingerprint Identification System that was installed twenty-four years ago. This is a one-time installation of crime scene investigative work stations, livescan machines and proprietary fingerprint and facial matching systems.

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

Having an Automated Biometric Identification System (ABIS) is critical to solving crime for the San Francisco Police Department. The existing Automated Fingerprint Identification System is at its end of life, so replacement is critical for the SFPD to continue to match fingerprints from possible suspects to known criminals.

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 4125-09/10

D. Will the contract(s) be renewed?

Unknown at this time.

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

The project experienced delays when the manufacturer was purchased by another company. In addition, the installation project grew due to purchasing of more equipment than originally planned.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This is a one-time installation project by vendor manufacturing product.

B. Reason for the request for modification:

The ABIS installation project is 90% complete. The installation will be complete within the next year. After project completion, the SFPD will release final payment to vendor.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A deep level of knowledge and skill to install a proprietary ABIS that is known only to vendor that this system will be purchased from. Expertise would also include understanding of the vendor's proprietary algorithms for the purpose of fingerprint identification.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1054, IS Business Analyst-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The equipment provided will include new hardware, software and livescan equipment located at all police facilities throughout the City and county jail facilities.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is a proprietary system. If it is not installed by the vendor that manufactures it, then all warranties would be void. The 1043 IS Engineer Senior will work closely with the vendor to ensure that the system is installed correctly and will participate in first line of support training.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This is a proprietary system. Only employees of the vendor can install it.

6. Additional Information

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

No.

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

Please see original PSC and mod 1 document attached.

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 03/28/16, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21;

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4125-09/10

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/07/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Janitorial Services - Central Waterfront

Funding Source: Port Operating Budget

PSC Amount: \$600,000

PSC Est. Start Date: 03/15/2018

PSC Est. End Date 03/14/2021

1. Description of Work

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

The Port of San Francisco through the Office of Contract Administration seeks a vendor to provide janitorial services for buildings and facilities owned and leased by the Port of San Francisco on the Central Waterfront from Pier 50 north to the Ferry Building. Work tasks will include emptying trash containers, vacuuming, mopping, dusting, sweeping, and polishing of facilities that include office buildings, restrooms, and Pier sheds on Port property.

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

These services are necessary for the maintenance of properties along the Port's central waterfront. Janitorial services are required in Port leases. Denial of this PSC could lead to a loss of revenue to the Port from Port tenants.

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

These services were previously provided through term contract #83638 procured through the Office of Contract Administration. These services have been provided to the Port by third party contractors since 1997.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The services requested through this contract will provide janitorial services in Port owned properties along the Central Waterfront. The services are based on the occupancy of Port properties. Schedules for these services are as-needed and may change throughout the life of the contract. The Port along with the support of the Office of Contract Administration intends to obtain these services through a micro-LBE set aside contract.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of janitorial methods and procedures, materials, chemicals, disinfectants and equipment used in cleaning large public buildings and surrounding areas.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2719, Janitorial Svcs Asst Sprv; 2720, Janitorial Services Supervisor;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No. The contractor will provide cleaning services on Port property.

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

The Port has discussed these services with the Office of Real Estate.

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

- A. Explain why civil service classes are not applicable.
In some cases the services will be required on an as-needed and generally less than full time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability. Sites and tenants may change during the contract term based on leasing vacancies. Cleaning schedules may occur on weekends, at night or based on scheduled baseball games.
- 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, a civil service class already exists.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The contractor will be responsible for cleaning Port facilities no training will be required. No, training will not be involved. This is a general service contract to provide janitorial services on Port property.
- 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 02/12/2018, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous**

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

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Port of San Francisco, Pier 1 San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33429 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/21/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sport.com
To: [\[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>\]](mailto:Holmes, Lavena (PRT); peter.masiak@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; Holmes, Lavena (PRT); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 33429 - 17/18
Date: Monday, February 12, 2018 5:21:33 PM</p><hr/></div><div data-bbox=)

RECEIPT for Union Notification for PSC 33429 - 17/18 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 33429 - 17/18 for \$600,000 for Initial Request services for the period 03/15/2018 – 03/14/2021. 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/10587> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Janitorial Services - Southern Waterfront

Funding Source: Port Operating Budget

PSC Amount: \$600,000

PSC Est. Start Date: 03/15/2018 PSC Est. End Date 03/14/2021

1. Description of Work

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

The Port of San Francisco through the Office of Contract Administration seeks a vendor to provide janitorial services for buildings and facilities owned and leased by the Port of San Francisco on the Southern Waterfront from Pier 50 south to Heron's Head Park. Work tasks will include emptying trash containers, vacuuming, mopping, dusting, sweeping, and polishing of facilities that include office buildings, restrooms, and Pier sheds on Port property.

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

These services are necessary for the maintenance of properties along the Port's southern waterfront. Janitorial services are required in Port leases. Denial of this PSC could lead to a loss of revenue to the Port from Port tenants.

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

These services were previously provided through term contract #83638 procured through the Office of Contract Administration. These services have been provided to the Port by third party contractors since 1997.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The services requested through this contract will provide janitorial services in Port owned properties along the Southern Waterfront. The services are based on the occupancy of Port properties. Schedules for these services are as-needed and may change throughout the life of the contract. The Port along with the support of the Office of Contract Administration intend to obtain these services through a micro-LBE set aside contract.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of janitorial methods and procedures, materials, chemicals, disinfectants and equipment used in cleaning large public buildings and surrounding areas.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2719, Janitorial Svcs Asst Sprv; 2720, Janitorial Services 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?

The Port has discussed these services with the Office of Real Estate.

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

- A. Explain why civil service classes are not applicable.
In some cases the services will be required on an as-needed and generally less than full time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability. Sites and tenants may change during the contract term based on leasing vacancies. Cleaning schedules may occur on weekends, at night or based on scheduled baseball games.
- 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, a civil service class already exists.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The contractor will be responsible for cleaning Port facilities no training will be required. No, training will not be involved. This is a general service contract to provide janitorial services on Port property.
- 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 02/12/2018, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous**

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

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Port of San Francisco, Pier 1 San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 34969 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/21/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sport.com
To: [Holmes, Lavena \(PRT\)](mailto:Holmes.Lavena@PRT); peter.masiak@seiu1021.org; Ricardo.lopez@sfgov.org; [Basconillo, Katherine \(PUC\)](mailto:Basconillo.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 \(HSA\)](mailto:Poon.SinYee@HSA); david.canham@seiu1021.org; jtanner940@aol.com; [Holmes, Lavena \(PRT\)](mailto:Holmes.Lavena@PRT); DHR-PSCCoordinator, [DHR \(HRD\)](mailto:DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 34969 - 17/18
Date: Monday, February 12, 2018 5:33:37 PM

[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>]

RECEIPT for Union Notification for PSC 34969 - 17/18 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 34969 - 17/18 for \$600,000 for Initial Request services for the period 03/15/2018 – 03/14/2021. 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/10586> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Janitorial Services - Northern Waterfront

Funding Source: Port Operating Budget

PSC Amount: \$600,000

PSC Est. Start Date: 03/15/2018

PSC Est. End Date 03/14/2021

1. Description of Work

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

The Port of San Francisco through the Office of Contract Administration seeks a vendor to provide janitorial services for buildings and facilities owned and leased by the Port of San Francisco on the Northern Waterfront from the Ferry Building north to the Hyde Street Pier. Work tasks will include emptying trash containers, vacuuming, mopping, dusting, sweeping, and polishing of facilities that include office buildings, restrooms, and Pier sheds on Port property.

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

These services are necessary for the maintenance of properties along the Port's northern waterfront. Janitorial services are required in Port leases. Denial of this PSC could lead to a loss of revenue to the Port from Port tenants.

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

These services were previously provided through term contract #83638 procured through the Office of Contract Administration. These services have been provided to the Port by third party contractors since 1997.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The services requested through this contract will provide janitorial services in Port owned properties along the Northern Waterfront. The services are based on the occupancy of Port properties. Schedules for these services are as-needed and may change throughout the life of the contract. The Port along with the support of the Office of Contract Administration intends to obtain these services through a micro-LBE set aside contract.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of janitorial methods and procedures, materials, chemicals, disinfectants and equipment used in cleaning large public buildings and surrounding areas.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2719, Janitorial Svcs Asst Sprv; 2720, Janitorial Services Supervisor;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No. The contractor will provide cleaning services on Port property.

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

The Port has discussed these services with the Office of Real Estate.

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

- A. Explain why civil service classes are not applicable.
In some cases the services will be required on an as-needed and generally less than full time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability. Sites and tenants may change during the contract term based on leasing vacancies. Cleaning schedules may occur on weekends, at night or based on scheduled baseball games.
- 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, a civil service class already exists.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The contractor will be responsible for cleaning Port facilities no training will be required. No, training will not be involved. This is a general service contract to provide janitorial services on Port property.
- 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 02/12/2018, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous**

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

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Port of San Francisco, Pier 1 San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36890 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/21/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sfgov.org
To: [Holmes, Lavena \(PRT\)](mailto:Holmes.Lavena@puc.org); peter.masiak@seiu1021.org; Ricardo.lopez@sfgov.org; [Basconcello, Katherine \(PUC\)](mailto:Basconcello.Katherine@puc.org); 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 \(HSA\)](mailto:Poon.Sin.Yee@hsa.org); david.canham@seiu1021.org; jtanner940@aol.com; [Holmes, Lavena \(PRT\)](mailto:Holmes.Lavena@puc.org); [DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR@hrd.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 36890 - 17/18
Date: Monday, February 12, 2018 5:30:56 PM

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RECEIPT for Union Notification for PSC 36890 - 17/18 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 36890 - 17/18 for \$600,000 for Initial Request services for the period 03/15/2018 – 03/14/2021. 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/10588> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Consultant Services for the SFPUC Sustainability Program (PRO.0063)

Funding Source: EA-Community Benefits Operating

PSC Duration: 5 years

PSC Amount: \$300,000

1. Description of Work

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

The consultant will provide support for development of the San Francisco Public Utilities Commission's (SFPUC) Sustainability Program, and will be an essential part of an internal/external partnership that will drive the effective institutionalization of the Program within the agency. Support will include project management, meeting facilitation, evaluation, individual coaching, communications planning, content development, and stakeholder engagement.

Specific tasks to be performed by the consultant include:

- Reframing of Sustainability at the SFPUC: visioning, mission-statement development, and goal-setting.
- Stakeholder Engagement & Training Workshops: surveying, workshops, focus groups, presentations, web content development, etc. for employees, wholesale customers, other City departments, professional associations, etc.
- Program Implementation Framework & Action Plan Development: formulating strategic alignment with SFPUC's approach to water management ("One Water"), climate change adaptation and mitigation, green infrastructure for stormwater management, and overall industry innovations, etc. Framework shall include communication tools for buy-in, capacity building, and implementation status, recommendations for internal organizational structure to support implementation, and identification of partnership opportunities.

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

In 2016, the SFPUC enacted a new Agency-wide strategic plan, Strategic Plan 2020, that requires the phasing out of the current Strategic Sustainability Plan. The Strategic Sustainability Plan must now align with and be integrated into the Strategic Plan 2020. SFPUC requires the specialized expertise of a sustainability-focused consulting firm to assist with this alignment and integration of the agency's sustainability program with its long-term strategic vision and goals. Denying these services will prevent SFPUC from instituting an agency-wide sustainability program that is intended to ensure that its enterprises, divisions, and bureaus operate more efficiently and to work towards a common set of sustainability goals. Furthermore, without these consultant services, full execution of the Agency's 2020 Strategic Plan, in accordance with the requirements of Charter Article VIII Sec.8B.123(A)(3), will be hindered.

- 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 purpose of PSC 48693-17/18, the new PSC, is to renew PSC 49030-16/17, the current PSC.

Development and review of the RFP has taken more time than anticipated. Due to this delay, we are unable to get into contract within one year of the current PSC. Similar work was performed under PSC 4109-04/05 (SFPUC CS-799). The SFPUC Sustainability Plan was first developed after the Prop E/CCSF Charter Article VIII Sec.8B.123(A)(3) passed in 2002, which required SFPUC to develop an agency-wide strategic plan. A consultant was hired to help with stakeholder engagement and the development of the plan, and it was determined that sustainability should be the core of the SFPUC's agency-wide strategic plan. A baseline assessment was conducted in 2007, followed by the first plan in 2008. In 2009, a subset of metrics were collected which eventually resulted in an updated plan in 2011. From 2011 to 2015, the SFPUC reported on the strategic sustainability metrics annually. Although similar work has been done previously, the work that will be done under this contract will be unique and new to the agency.

- 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 full project scope, including Program visioning, stakeholder engagement, Program development and implementation planning, capacity building of SFPUC staff, and transfer of implementation responsibilities to SFPUC staff is expected to take 5 years. However, funding is currently available for the only first year of work. The contract will be renewed for up to 5 years depending on satisfaction of work and availability of future funding.

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).

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

- B. Explain the qualifying circumstances:

The contract is for the development of a sustainability program, while the actual implementation of the program will be done by SFPUC staff. Services in the scope of this contract are not meant to be long-term, ongoing services. Furthermore, there is uncertainty regarding the availability of future funding. Currently, SFPUC has allocated \$75,000 for this project, but future funding has not been guaranteed. As such, the adoption of a new civil service class to perform this work is not practical or feasible.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Proven expertise and extensive experience in the following is required: • Development and implementation of sustainability programs for large public agencies, preferably utilities/built environment; • Development of long-term and short-term sustainability goals and developing metrics for evaluating progress towards those goals; • Organizational development and change management implementation; • Internal and external stakeholder communications; • Solution-driven program monitoring and evaluation; • Group facilitation and individual coaching;

and • Demonstrated knowledge of social and economic equity, community benefits, environmental justice, and/or sustainability outcomes specific to a city agency, preferably a large public utility.

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

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

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

N/A

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

A. Explain why civil service classes are not applicable.

Current civil services classifications do not have the required expertise to fulfill the scope of work under this contract.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical or feasible to adopt a new civil service class to perform this work because the project will not be an ongoing project. The sustainability program will be continued by SFPUC staff after the work with the consulting agency has been completed.

6. Additional Information

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

No.

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

Yes. Yes. Yes, the contractor will develop communications tools for internal and external stakeholders, such as employees, wholesale customers, other City departments, professional associations. Tools may include surveys, focus groups, presentations, quarterly reports, online content development and other collateral. The contractor will also facilitate sustainability workshops for employees, and identify stakeholder involvement strategies throughout plan development and implementation. The employees that will be trained will vary any where from executive staff to interns. The approximate number of employees that will be trained and training hours will be based on available funding and the consultant's plan, but is estimated at ~25-30 staff, and roughly 40-50 hours of training.

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

No.

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

No.

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

No.

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

7. **Union Notification:** On 03/12/2018, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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@sflower.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48693 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/21/2018

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wiwin@sfwater.org
Sent: Monday, March 12, 2018 10:28 AM
To: Irwin, William; amakayan@ifpte21.org; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48693 - 17/18

RECEIPT for Union Notification for PSC 48693 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48693 - 17/18 for \$300,000 for Initial Request services for the period 04/15/2018 -- 04/14/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/10812> 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)

[Print](#)

San Francisco Charter

SEC. 8B.123. PLANNING AND REPORTING.**(A) Planning and Reporting**

The Public Utilities Commission shall annually hold public hearings to review, update and adopt:

(1) A Long-Term Capital Improvement Program, covering projects during the next 10-year period; including cost estimates and schedules.

(2) A Long-Range Financial Plan, for a 10-year period, including estimates of operation and maintenance expenses, repair and replacement costs, debt costs and rate increase requirements.

(3) A Long-Term Strategic Plan, setting forth strategic goals and objectives and establishing performance standards as appropriate.

The Capital Improvement Program and Long-Range Financial Plan shall serve as a basis and supporting documentation for the Commission's capital budget, the issuance of revenue bonds, other forms of indebtedness and execution of governmental loans under this Charter.

(B) Citizens' Advisory Committee

The Board of Supervisors, in consultation with the General Manager of the Public Utilities Commission, shall establish by ordinance a Citizens' Advisory Committee to provide recommendations to the General Manager of the Public Utilities Commission, the Public Utilities Commission and the Board of Supervisors.

(Added November 2002)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Consultant Services for the SFPUC Sustainability Program (PRO.0063)

Funding Source: EA-Community Benefits Operating

PSC Duration: 5 years

PSC Amount: \$300,000

1. Description of Work

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

The consultant will provide support for development of the San Francisco Public Utilities Commission's (SFPUC) Sustainability Program, and will be an essential part of an internal/external partnership that will drive the effective institutionalization of the Program within the agency. Support will include project management, meeting facilitation, evaluation, individual coaching, communications planning, content development, and stakeholder engagement.

Specific tasks to be performed by the consultant include:

- Reframing of Sustainability at the SFPUC: visioning, mission-statement development, and goal-setting.
- Stakeholder Engagement & Training Workshops: surveying, workshops, focus groups, presentations, web content development, etc. for employees, wholesale customers, other City departments, professional associations, etc.
- Program Implementation Framework & Action Plan Development: formulating strategic alignment with SFPUC's approach to water management ("One Water"), climate change adaptation and mitigation, green infrastructure for stormwater management, and overall industry innovations, etc. Framework shall include communication tools for buy-in, capacity building, and implementation status, recommendations for internal organizational structure to support implementation, and identification of partnership opportunities.

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

In 2016, the SFPUC enacted a new Agency-wide strategic plan, Strategic Plan 2020, that requires the phasing out the current Strategic Sustainability Plan. The Strategic Sustainability Plan must now align with and be integrated into the Strategic Plan 2020. SFPUC requires the specialized expertise of a sustainability-focused consulting firm to assist with this alignment and integration of the agency's sustainability program with its long-term strategic vision and goals. Denying these services will prevent SFPUC from instituting an agency-wide sustainability program that is intended to ensure that its enterprises, divisions, and bureaus operate more efficiently and to work towards a common set of sustainability goals. Furthermore, without these consultant services, full execution of the Agency's 2020 Strategic Plan, in accordance with the requirements of Charter Article VIII

Sec.8B.123(A)(3), will be hindered.

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

Similar work was performed under PSC 4109-04/05 (SFPUC CS-799). The SFPUC Sustainability Plan was first developed after the Prop E/CCSF Charter Article VIII Sec.8B.123(A)(3) passed in 2002, which required SFPUC to develop an agency-wide strategic plan. A consultant was hired to help with stakeholder engagement and the development of the plan, and it was determined that sustainability should be the core of the SFPUC's agency-wide strategic plan. A baseline assessment was conducted in 2007, followed by the first plan in 2008. In 2009, a subset of metrics were collected which eventually resulted in an updated plan in 2011. From 2011 to 2015, the SFPUC reported on the strategic sustainability metrics annually. Although similar work has been done previously, the work that will be done under this contract will be unique and new to the agency.

- 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 full project scope, including Program visioning, stakeholder engagement, Program development and implementation planning, capacity building of SFPUC staff, and transfer of implementation responsibilities to SFPUC staff is expected to take 5 years. However, funding is currently available for the only first year of work. The contract will be renewed for up to 5 years depending on satisfaction of work and availability of future funding.

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

- B. Explain the qualifying circumstances:

The contract is for the development of a sustainability program, while the actual implementation of the program will be done by SFPUC staff. Services in the scope of this contract are not meant to be long-term, ongoing services. Furthermore, there is uncertainty regarding the availability of future funding. Currently, SFPUC has allocated \$75,000 for this project, but future funding has not been guaranteed. As such, the adoption of a new civil service class to perform this work is not practical or feasible.

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

- A. Specify required skills and/or expertise: Proven expertise and extensive experience in the following is required:
- Development and implementation of sustainability programs for large public agencies, preferably utilities/built environment;
 - Development of long-term and short-term sustainability goals and developing

metrics for evaluating progress towards those goals; • Organizational development and change management implementation; • Internal and external stakeholder communications; • Solution-driven program monitoring and evaluation; • Group facilitation and individual coaching; and • Demonstrated knowledge of social and economic equity, community benefits, environmental justice, and/or sustainability outcomes specific to a city agency, preferably a large public utility.

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

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

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

N/A

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 current civil service staff with the required expertise and experience.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical or feasible to adopt a new civil service class to perform this work because the project will not be an ongoing project. The sustainability program will be continued by SFPUC staff after the work with the consulting agency has been completed.

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. Yes, the contractor will develop communications tools for internal and external stakeholders, such as employees, wholesale customers, other City departments, professional associations. Tools may include surveys, focus groups, presentations, quarterly reports, online content development and other collateral. The contractor will also facilitate sustainability workshops for employees, and identify stakeholder involvement strategies throughout plan development and implementation. The employees that will be trained will vary any where from executive staff to interns. The approximate number of employees that will be trained and training hours will be based on available funding and the consultant's plan, but is estimated at ~25-30 staff, and roughly 40-50 hours of training.

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

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

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

No.

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

No.

7. **Union Notification:** On 02/06/2017, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49030 - 16/17

DHR Analysis/Recommendation:

action date: 03/20/2017

Commission Approval Required

Approved by Civil Service Commission

03/20/2017 DHR Approved for 03/20/2017



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

2005 JUN 10 PM 3:31

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05 THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05 AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

DONALD A. CASPER
COMMISSIONER

If this matter is subject to the 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.

MORGAN R. GORRANO
COMMISSIONER

CIVIL SERVICE COMMISSION

KATE FAVETTI
EXECUTIVE OFFICER

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

Anna Wong
Kofo Pommingo
James Howells
Lee Okumoto

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of work	Type of Approval	Duration
4108-04/05	Public Utilities Commission	\$89,463	Will provide continuity in construction closeout support services and claim support services for project WD-2327.	Regular	4/30/2006
4109-04/05	Public Utilities Commission	\$500,000	Will provide assessment, analysis and planning services for the SFPUC Sustainability Plan. Includes developing a workplan, developing a baseline assessment of the sustainability of the SFPUC organization, and policy and practices.	Regular	7/30/2008
4110-04/05	Public Utilities Commission	\$2,090,000	Will design, build and install 295 kilowatts at Pier 50, Shed D.	Regular	5/31/2006

*

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 36554 - 14/15)

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

Type of Service: Proprietary software implementation

Funding Source: Non General Fund

PSC Original Approved Amount: \$99,500

PSC Original Approved Duration: 12/01/14 - 11/30/17 (3 years)

PSC Mod#1 Amount: \$119,700

PSC Mod#1 Duration: 12/01/17-06/30/21 (3 years 30 weeks)

PSC Cumulative Amount Proposed: \$219,200

PSC Cumulative Duration Proposed: 6 years 30 weeks

1. Description of Work

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

To provide various services to enhance the SFPUC's ability to work with the KISTERS products that SFPUC already have in use. The work to be performed includes implementing enhancements to the KISTERS Data Acquisition Tool (KiDAT), performing system changes to the SFPUC WISKI time series management software installation, and providing advance WISKI and KiScript training to the SFPUC.

The is a sole source procurement.

Scope Change

Through Amendment 1, SFPUC will procure three additional years of training in Kisters' WISKI software. In addition, Kisters will provide additional services to continue the expansion of the WISKI software database, including:

- The addition of new data sources;
- A clean-up of legacy portions of the database;
- Review and clean-up of KiScript (KISTERS scripting language) code base;
- Automating quality assurance of data;
- Expanding forecasting capabilities; and
- Improving architecture of calculation cascades to avoid overloading system.

Please see the attached Scope of Work for details regarding the additional scope of work requested through this Amendment 1.

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

The SFPUC has been using WISKI (Water Information Systems KISTERS) for almost a decade to support both Hetch Hetchy Water and Power (HHWP) and Water Supply and Treatment (WST). If we are not permitted to perform these enhancements, it will render the software virtually useless and detrimentally effect those business operations which rely upon it.

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 36554-14/15

D. Will the contract(s) be renewed?

No.

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

SFPUC procured six licenses of WISKI software from KISTERS in 2004. These licenses allow SFPUC to archive water resources data, which is then used for planning, forecasting, water rights, and other modeling tasks. In 2015, SFPUC executed BPUC15000012 (the current contract) to procure professional services from Kisters to enhance its WISKI software licenses. These services were critical to ensuring the software functioned in a manner consistent with SFPUC's business needs. The initial contract had a term of three years. At this time, we seek to extend the contract for an additional three years to provide for additional software enhancements and functionalities as required by our always evolving business requirements. As before, if we are not permitted to perform these enhancements, the software's functionalities will be greatly limited and, as such, detrimental to those business operations which rely upon it.

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:

no response from department

B. Reason for the request for modification:

The SFPUC is requesting approval to execute Amendment 1 to its current contract with Kisters (BPUC15000012). Amendment 1 will extend the contract through June 30, 2021 and increase the contract not to exceed amount to \$218,700. This amendment will allow SFPUC to procure additional enhancements to the KiDAT (KISTERS Data Acquisition Tool) and WISKI (Water Information Systems KISTERS) software, as well as additional advance WISKI training. In addition, the PSC dates for this contract should be revised as follows to reflect the actual dates on which the contract formally commenced: Original contract start and end dates provided: 12/1/14 to 11/30/18 Actual contract start and dates (before this Amendment 1): 7/1/15 to 6/30/21 Actual contract start and dates (after this Amendment 1): 7/1/15 to 6/30/24

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in enhancing the KISTERS Data Acquisition Tool (KiDAT), performing system changes to the SFPUC WISKI time series management software installation, and providing advance WISKI and KiScript training to the SFPUC.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil Service classes are not applicable because the software solution is proprietary, highly complex and require specialized skills.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Civil Service classes are not applicable because the software solution is proprietary, highly complex and require specialized skills.

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.
SFPUC staff require periodic training on WISKI software and related software to train new staff, stay abreast of new technology and to maximize the benefit of technology already purchased. KISTERS will provide one advanced training per year of the contract. The trainings will be held on dates and at locations to be agreed upon by KISTERS and SFPUC. Each training will be three days long and will be led by one instructor from KISTERS. Topics and objectives for the trainings will be agreed upon by KISTERS and SFPUC and will be based on current staff needs.
- 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. PSC 36554-14/15

7. Union Notification: On 04/04/18, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

Name: Taraneh Moayed Phone: 415-551-4377 Email: tmoayed@sflower.org

Address: 525 Golden Gate Avenue, 5th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36554 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/21/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of tmoayed@sfgov.org
Sent: Wednesday, April 04, 2018 4:24 PM
To: Moayed, Taraneh (PUC); 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 # 36554 - 14/15 - 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 \$119,700 for services for the period December 1, 2017 – 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/10897>

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

Additional Attachment(s)

SFPUC WISKI Enhancement Project Amendment 1 Scope of Work (DRAFT 3/27/2018)

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1 Introduction

San Francisco Public Utility Commission (SFPUC) has selected KISTERS North America (KISTERS) to provide various consulting and professional services to enhance the SFPUC's ability to work with the KISTERS products that SFPUC already have in use. The work to be performed for SFPUC includes database cleanup and expansion, development of new and improved scripting and reporting tools, , , and providing training for WISKI and related tools to SFPUC staff. This document gives a brief overview of the proposed tasks to provide all the requested deliverables to SFPUC with a general task schedule and project budget.

The SFPUC has been using WISKI (Water Information Systems KISTERS) for over a decade to support both Hetch Hetchy Water and Power (HHWP) and Water Supply and Treatment (WST). The software has been purchased and annual license and maintenance fees are accounted for separately.

2 Task Specifications

Task specifications include functional specifications, design specifications, deliverables, and performance specifications. This section is to define what tasks specifications are and how they will be used to define, execute and deliver task deliverables to meet the required task performance.

2.1 Functional Specifications

The functional specifications in this document were written by SFPUC to explain the desired function of each specific task put forth in this document. The SFPUC seeks a variety of professional services and software enhancements from KISTERS to support, train, and enhance the SFPUC's use of KISTERS' WISKI and related software. Management of the tasks in this document will be coordinated between members of the Hydrology and Water Systems (HAWS) group at SFPUC, members of the HHWP Water Operations (HHWPWO) group at SFPUC, and KISTERS Staff.

2.2 Design specifications

The design specifications specified for each task were written by KISTERS based on KISTERS' understanding of SFPUC's functional specifications. The design specifications will be used to develop the deliverables for each task. The tasks set forth in this document are divided into three sections; KiDAT enhancements and professional services, technical support, and software training. The functional specifications and design specifications are stated for each task below.

2.3 Deliverables

This section specifies the deliverables of the SFPUC WISKI Enhancement Project that will be developed based on the design specifications produced by KISTERS.

2.4 Performance Specifications

The performance specifications will be used as the metrics to determine if each deliverable meets the design specifications.

3 Task Definitions

This section defines each task with the functional specifications, design specifications, deliverables, and performance specifications.

3.1 Tasks specified per agreement by SFPUC and KISTERS

3.1.1 Clean-up and code review of KiScript tools

i) *Introduction*

SFPUC has a code-base of scripts written in Kisters' proprietary scripting language KiScript. The purpose is to clean up this code base.

ii) *Functional Specifications (SFPUC)*

This task will be done 3 times during the duration of the contract, when requested by SFPUC. Unused and unnecessary scripts will be archived, and all others will be code-reviewed at least one time. Any code improvements found to be necessary by the code-review will be performed under the as-needed portion of this contract.

Some tools were written on contract by Kisters and others were written by SFPUC staff. The tools fall under three categories:

- (a) Data-acquisition scripts run by KiDAT (the Kisters Data Acquisiting Tool).
- (b) KiScript calculation agents implemented inside the WISKI database.
- (c) Scripts stored directly in the "recon" folder on the D: drive of the WISKI server and called through the Report Explorer tool within WISKI.

SFPUC will provide a list of all scripts to check under each category. SFPUC requires that these tool sets be archived, reviewed for use where possible, tested, and code-reviewed. A plan will be proposed by Kisters to address any coding or functionality errors found.

i) *Design Specifications (KISTERS)*

SFPUC requires ... (to be filled by Kisters)

ii) *Deliverables*

The deliverables for each repetition of this task are

- (1) A Summary Report. Including lists of all tasks in each category with script names, status (whether or not it runs, whether or not it's used), the name a timeseries using the task (for KiScript Calculation Agents), the name and location of the KiScript code on the WISKI server (for relevant KiDAT and Report Explorer tools), date of code review and name of reviewer.
- (2) Code archive files
- (3) Deletion of code as specified by SFPUC staff after report is generated
- (4) Agreed plan for addressing any code issues

iii) *Performance Specifications*

This task performance will be successful when the code base has been backed up, reviewed, tested, a report has been received by SFPUC, un-needed tasks have been deleted, and a plan has been agreed to for addressing any code issues found within this task. (Any scripting to

address such issues will be performed under the regular service contract or the as-needed portion of this contract.)

3.1.2 QA/QC for WISKI web timeseries

i) *Introduction*

SFPUC is sharing a subset of its data through the website <http://www.sfwater.org/kiwidgets/SFPUC/index.html>. Automated and semi-automated QA/QC is needed for this data.

ii) *Functional Specifications (SFPUC)*

SFPUC requires implementation of validator agents and expansion on of the existing "Download Status Tool", which sends an automated email to SFPUC staff via a KiDAT task and generates a report on demand through Report Explorer.

- (1) For implementation of the validators, SFPUC will provide a list of approximately 100 timeseries to Kisters. This list will include the timeseries names, validators desired to be implemented, and specifications such as trigger values and actions. KISTERS will implement these validator agents and verify that they are working.
- (2) For the Download Status Tool, KISTERS will add functionality to report on data quality, run the tool on multiple different sets of timeseries, and set up a new automated task to generate a Download Status Report for the WISKI Web timeseries.

iii) *Design Specifications (KISTERS)*

SFPUC requires... (To be filled by KISTERS)

iv) *Deliverable*

The deliverables for this task are:

- (1) Validators implemented on all specified timeseries
- (2) Email verification that all validators have been tested
- (3) An updated KiScript code file meeting above specifications
- (4) A new KiDAT task that sends a report to SFPUC staff with timeseries status of all WISKI web timeseries

v) *Performance Specifications*

This task performance will be successful-when all validators have been implemented and tested and SFPUC staff have received an emailed status report of all WISKI web timeseries.

3.1.3 Automated QA/QC for WISKI data

i) *Introduction*

WISKI is constantly updated with real-time data from numerous sources. Many of the data-streams include errors and data gaps due to malfunctioning sensors, transmission errors, and other issues. The data quality can be significantly improved with automated validation processes that identify, delete, and gap-fill errors. This task will implement validators to the extent possible using automated methods. Any additional manual work that is required to implement validators may be completed under the as-needed portion of this contract.

ii) *Functional Specifications (SFPUC)*

SFPUC requires broad-scale implementation of validator agents for the majority of the

active incoming datastreams. KISTERS will provide lists of existing timeseries that may require validation. SFPUC will respond with lists of required validators and specifications of implementing them, including addition of new timeseries. KISTERS will implement those validators and any new timeseries required to the extent possible in an automated fashion. SFPUC and KISTERS will agree to a plan to address QA/QC needs that are not possible to implement in an automated fashion.

iii) *Design Specifications (KISTERS)*

SFPUC requires... (To be filled by KISTERS)

iv) *Deliverable*

The deliverables for this task are:

- (1) The list of all raw data timeseries in WISKI
- (2) Validators implemented as specified
- (3) Verification that validators and new timeseries are functioning as expected
- (4) A list of all timeseries and validators that were not implemented
- (5) A plan for addressing the non-implemented timeseries and validators

v) *Performance Specifications*

This task performance will be successful-when all validators and new timeseries have been implemented, dependent timeseries have been re-directed, the new functionality has been verified, and SFPUC and KISTERS have agreed on a plan to address timeseries and validators that were not implemented.

3.1.4 Clean-up of WISKI database

i) *Introduction*

The scope, style, and architecture of SFPUC's WISKI database have changed multiple times since 2004. The database requires clean-up to make it more user-friendly and to get added value out of new functionality.

ii) *Functional Specifications (SFPUC)*

SFPUC requires broad-scale clean-up of the database. This clean-up will be an iterative process between SFPUC and KISTERS. Actions will include deleting empty timeseries and parameters, deleting timeseries and parameters with data that is not wanted, and moving the data in timeseries or parameters to new parameters.

- (1) SFPUC will provide specifications for finding archaic data (e.g. parameters with no data)
- (2) KISTERS will perform database queries and provide a list of all timeseries/parameters/stations meeting the criteria.
- (3) SFPUC will append the list with requested actions (e.g. delete parameter)
- (4) KISTERS will implement the requested actions to the extent possible with automated processes. KISTERS will respond with lists of all successful and unsuccessful actions.
- (5) KISTERS and SFPUC will agree on a plan to address unsuccessful clean-up actions.

iii) *Design Specifications (KISTERS)*

SFPUC requires... (To be filled by KISTERS)

iv) *Deliverable*

The deliverables for this task are:

- (1) The list of all timeseries or parameters meeting the specification
- (2) The deletion or moving of timeseries or parameters as specified
- (3) A plan for addressing clean-up actions that were not possible to address with an automated process.

v) *Performance Specifications*

Task performance for a specific task will be successful-when timeseries or parameters have been deleted/moved or specified, and SFPUC and KISTERS have agreed on a plan to address actions that were not implemented.

3.2 As-needed Technical Support

SFPUC requires on-going specialized support to maintain and improve the WISKI database. This support includes but is not limited to customer support conversations that exceed 30-minutes in length, addressing issues that were identified as necessary in Task 2, scripting of advanced calculation agents by KISTERS staff, trouble-shooting of errors and slowness issues, scripting of data transfer processes, systems administration support for issues related to the software product suite, and specialized support for implementation of software upgrades. Individual tasks will be specified and requested by SFPUC staff and coordinated with KISTERS on an as-needed basis of up to 40 hours per year for each year of this project contract.

3.2.1 Deliverable

The deliverable for this task is the completion of 272 hours (34 days) of consulting hours over the duration of the contract.

3.3 Software Support Training

SFPUC staff require periodic training on WISKI and related software to train new staff, stay abreast of new technology and to maximize the benefit of technology already purchased. KISTERS will provide one advanced training per year of the contract. The trainings will be held on dates and at locations to be agreed upon by KISTERS and SFPUC. Each training will be three days long and will be led by one instructor from KISTERS. Topics and objectives for the trainings will be agreed upon by KISTERS and SFPUC and will be based on current staff needs.

3.3.1 Deliverable

The deliverable for this task is the completion of software support trainings. Training agendas and materials will be considered the documentation for this task.

4 Proposed Project Schedule

The SFPUC WISKI Enhancement Project schedule is divided into three different sections that correspond with the three different task subject areas: KiDAT enhancements and Professional services, technical support, and software training. Work within the three sections will overlap in time. The deliverables for the KiDAT enhancements and consulting services section of the project will be scheduled by SFPUC staff and KISTERS and delivered by the end of the third contract year. The technical support for each year of the contract will occur during the contract year. One software training will occur in each of the three contract years. The specific dates for each of these training sessions will be decided by SFPUC and will

occur within the designated year. The contract is expected to start on July 1st 2015 and to proceed according to the following table:

Task	Start Date	End Date
KISTERS Scripting and Consulting Services	July 1 st 2018	June 30 th , 2021
As-needed Technical Support	July 1 st 2018	June 30 th 2021
Software Training (each year)	July 1 st	June 30 th

5 Acceptance Tests

Acceptance tests will be required for all tasks that fall under KISTERS Scripting and Consulting Services. Acceptance testing will not be required for those tasks that fall under Technical Support, as defined by SFPUC when the task is specified. No acceptance tests are required for software support training.

Acceptance tests will be performed by SFPUC. In order for the task to achieve Acceptance, 1) the functionality must be installed on the relevant software on the SFPUC WISKI system; 2) the functionality must be available to SFPUC WISKI users; 3) performance specification must be met; and 4) the task must meet the design specifications.

5.1 Review Period

SFPUC will complete Acceptance tests and notify KISTERS of Acceptance status within 14 days of notice of completion and implementation of the task by KISTERS. If implementation of the task requires action by the SFPUC ITS department, including installation or upgrades of software, and coordination of that action with SFPUC ITS delays implementation, then the review period will be 7 days after full implementation.

5.2 Acceptance Window

For any task which SFPUC determines does not pass Acceptance tests, KISTERS will make changes to secure Acceptance.

6 Payments

For Scripting/Professional Services, KISTERS will invoice for each individual task as it is completed. KISTERS will invoice based on number of hours worked by KISTERS staff to complete the task, up to the quantity of hours initially quoted for that task. If, after 75% of the quoted hours have been used, KISTERS staff determines that more than the quoted hours are required to complete the task, SFPUC and KISTERS will discuss the task and determine whether to change the performance specifications or increase the allocated hours. For Technical Support, KISTERS will invoice for individual tasks that require at least 4 hours of work. All other tasks will be invoiced on a monthly basis. For software training, KISTERS will invoice following each training. Once SFPUC has received an invoice, SFPUC has 90 days to remit payment.

7 Critical Milestones

There are no critical milestones in this contract.

8 Documentation

Documentation and specification are stated in the design specifications section for each task.

9 Pricing (Draft)

Below is a table showing the cost per deliverable for this project.

	Project Deliverables	Quantity	Unit	Unit Price	Extended Price
1	KISTERS Scripting and Consulting Services				
1.a	Clean-up and code review of KiScript Tools	10	Days	\$1,750.00	\$17,500.00
1.b	QA/QC for WISKI web timeseries	3	Days	\$1,750.00	\$5,250.00
1.c	Automated QA/QC for WISKI data	5	Days	\$1,750.00	\$8,750.00
1.d	Clean-up of WISKI database	5	Days	\$1,750.00	\$8,750.00
				1 - Subtotal ->	\$40,000.00
2	Technical Support				
2.a	KISTERS is to provide as-needed consulting hours for professional services	34	Days	\$1,750.00	\$59,500.00
				2 - Subtotal ->	\$59,500.00
3	Software Training				
3.a	KiScript Training in Year 1	3	Days	\$1,750.00	\$5,250.00
	- Directs: Travel (Estimate)	1	N/A	\$500.00	\$500.00
	- Directs: Food and Lodging (Estimate)	3	Days	\$300.00	\$900.00
3.b	Advanced WISKI Training in Year 2	3	Days	\$1,750.00	\$5,250.00
	- Directs: Travel (Estimate)	1	N/A	\$500.00	\$500.00
	- Directs: Food and Lodging (Estimate)	3	Days	\$300.00	\$900.00
3.c	Advanced WISKI Training in Year 3	3	Days	\$1,750.00	\$5,250.00
	- Directs: Travel (Estimate)	1	N/A	\$500.00	\$500.00
	- Directs: Food and Lodging (Estimate)	3	Days	\$300.00	\$900.00
				3 - Subtotal ->	\$19,950.00
				1 Subtotal	\$40,000.00
				2 Subtotal	\$59,500.00
				3 Subtotal	\$19,950.00
	Deliverables Subtotal			Total ->	\$119,700.00
				Grand Total ->	\$119,700.00

Sole Source Waiver Request

Administrative Code Section 21.5(b) provides that commodities or services available only from a sole source shall be procured in accordance with Purchaser's regulations. Purchaser's regulations provide that, "If a department needs a commodity or service which is unique and which is known to be provided by only one vendor, then only one price quotation is solicited from the single vendor. The requesting department must submit documentation to the Purchaser justifying the transaction as a sole source. From time to time, the Purchaser may conduct a formal bid to determine the continuing validity of the sole source determination." (Procurement Instruction 12.06, Exhibit A, Section IX.D, dated April 28, 1989)

Directions: Use this form to justify a sole source transaction. The department requestor must complete the information below and attach a written memo with appropriate supporting documentation to justify this request. The memo must provide specific and comprehensive information that explains why the requested transaction should be considered a sole source. Departments are encouraged to consult with the Human Rights Commission and the City Attorney prior to submitting this request.

Department: SFPUC Date Submitted: March 5, 2018
Contact: Taraneh Moayed Phone: 415-551-4377
Vendor Name: KISTERS North America Inc Supplier ID: 0000016862
Type of Contract: Commodity _____ Professional Service X Non-Professional Service _____
Other _____
Amount: Original: \$ 99,500 Doc #: 100000923
Amend 1: \$119,700 (formerly BPUC15000012)
Total: \$218,700

Describe the product or service:

Amendment 1 will extend the contract through June 30, 2021 and increase the contract not to exceed amount to \$218,700. This amendment will allow SFPUC to procure additional enhancements to the KISTERS Data Acquisition Tool (KiDAT) and WISKI software, as well as additional advance WISKI training.

Has the Human Rights Commission granted a sole source waiver on this transaction? NA. 12B compliant
If yes, when was the sole source granted? _____ Please attach a copy of the HRC Waiver.

Check the appropriate statement. Attach a memo and documentation to address the questions following each statement.

Goods or services are available from only one source.

Explain why this is the only product or service that will meet the City's needs. Why is this the only vendor or contractor that can provide the services or products? What steps were taken to verify that the goods or services are not available from another source? Explain what efforts were made to obtain the best possible price. Why do you feel the price to be fair and reasonable? How was this vendor chosen? How long has the vendor been providing goods or services for your department?

Only one prospective vendor is willing to enter into a contract with the City.

Explain why no other vendors are willing to contract with the City. If there are compliance issues, what have you done to get other possible sources to become compliant? Have you contacted HRC? Have you received a waiver from HRC?

Item has design and/or performance features that are essential to the department, and no other source satisfies the City's requirements.

Explain why the design/performance features are essential. Have you contacted other suppliers to evaluate items/services with similar features and capabilities? If no, explain why not. If yes, list the suppliers and explain why their goods or services do not meet the department's needs.

Licensed or patented good or service.

Provide proof that the license or patent limits the availability of the product or service to only one source.

Other: Admin Code 21.30

INSTRUCTIONS:

The Sole Source request must be approved before the department makes a commitment to the vendor, and before funds are encumbered. If the Sole Source request is denied, the department will be advised to conduct a competitive process to select the vendor/contractor. If the Sole Source request is to extend an existing professional service contract, attach a copy of the original contract and any prior sole source determinations made by HRC or Purchasing. When processing professional service contracts and modifications for signature, attach the approved sole source waiver form to the contract documents.

This form is required for every transaction, contract, or contract modification that the department wishes to be treated as a sole source. For additional information call the Purchaser assigned to your department.

The Department Head must sign this request before it is sent to OCA-Purchasing.

This Sole Source request is being submitted by: for June 3/26/2018
Department Head Signature: [Signature] for June Date: 3/5/18
Name of Department: SFPUC

PURCHASING DEPARTMENT
18 MAR 14 11:12
RECEIVED

21-30

OCA Review and Approval:

Sole Source Approved: Sole Source Denied:

Reason for Determination
Sole source for 11 years contracts and
maintenance for property software in
use by PUC since 2004.

OCA Staff: [Signature] Date: 3/26/18
OCA Staff: _____ Date: _____
OCA Director: [Signature] for Tai Fong Date: 3/26/18

Dantes, Connie (ADM)

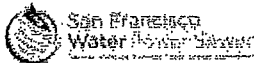
From: Moayed, Taraneh <TMoayed@sfgwater.org>
Sent: Tuesday, March 20, 2018 3:03 PM
To: Dantes, Connie (ADM)
Cc: Jones, LaWan (PUC); Fine, Ivy (PUC)
Subject: RE: Sole Source Waiver for KISTERS North America, Inc.

Hi Connie-

Ivy Fine is authorized to sign SS waivers for our GM. She was on vacation when the Kisters SS waiver was submitted. Therefore, the person acting for her signed on her behalf. If you would like to reply to this email with a scanned copy, she can counter sign it the person she had authorized to sign on her behalf.

Thank you,

Taraneh Moayed
Principal Administrative Analyst, IT Services
San Francisco Public Utilities Commission
525 Golden Gate Avenue, 5th Floor
San Francisco, CA 94102
Tel: 415-551-4377
Email: tmoayed@sfgwater.org



From: Dantes, Connie (ADM) [mailto:connie.dantes@sfgov.org]
Sent: Tuesday, March 20, 2018 2:33 PM
To: Moayed, Taraneh
Subject: Sole Source Waiver for KISTERS North America, Inc.
Importance: High

Taraneh,

Per attached SSW, OCA is unable to process your request. Signature on the SSW is not on the list per Harlan Kelly's letter regarding Designation for Approving Sole Source Waivers. Please have Ivy Fine sign the waiver. Thank you.

Connie A. Dantes
Office of Contract Administration
Purchasing Division, City Hall, Room 430
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
Phone: (415) 554-6966
Email: Connie.Dantes@sfgov.org



INTERDEPARTMENTAL
MEMORANDUM

TO: Jaci Fong
Office of Contract Administration

Romulus Asenloo
Contract Monitoring Division

DATE: December 21, 2017

FROM: Harlan L. Kelly, Jr.
General Manager

SUBJECT: Delegation of Authority
to Execute and Apply for
Chapters 12B, 14B
(equal benefits/LBE) and
21.5 (Sole Source)
Waivers

In order to facilitate the execution of and application for San Francisco Administrative Code Chapters 12B, 14B (equal benefits/LBE) and 21.5 (sole source) waivers in a timely manner, I delegate my authority to the following managers to execute and apply for Chapter 12B, 14B and 21.5 waivers for all appropriate contracts:

- Deputy General Manager and Chief Operating Officer (*Michael Carlin*)
- Assistant General Manager, Water (*Steven Ritchie*)
- Assistant General Manager, Power (*Barbara Hale*)
- Assistant General Manager, Wastewater (*Brian Henderson, Acting*)
- Assistant General Manager, Infrastructure (*Kathryn How*)
- Assistant General Manager, External Affairs (*Juliet Ellis*)
- Assistant General Manager, Business Services (*Eric Sandler*)
- Deputy Assistant General Manager, Infrastructure, Program Administration/Contracts (*Ivy Fine*)

London Breed
President of
the Board of
Supervisors and
Acting Mayor

Ike Kwon
President

Vince Cooney
Vice President

Ann Miller Gaer
Commissioner

Francesca Vietar
Commissioner

Arden Moran
Commissioner

Harlan L. Kelly, Jr.
General Manager

Background:

Pursuant to Chapters 12.B.5-1, 14B.7 and 14B.8 of the San Francisco Administrative Code, the Contract Monitoring Division shall waive the requirements of Chapters 12B and 14B upon the written justification and advice of the Contract Awarding Authority that the various Chapter 12B and 14B requirements cannot be reasonably met. The application for waiver must be signed by the Department Head responsible for the public work.



Delegation of Authority
December 21, 2017
Page Two

Pursuant to Chapter 21.5 of the San Francisco Administrative Code, Section (b), a Department may request a sole source procurement of commodities or services in accordance with the Purchaser's regulations. According to the regulations, a Department that needs a commodity or service which is unique and which is known to be provided by only one vendor may solicit only one price quotation from the single vendor; however, the requesting Department must submit documentation to the Purchaser justifying the transaction as sole source.

If you have questions or need additional information, please contact me by phone at (415) 554-0740 or by email at: HKelly@sfgwater.org. Thank you.

c: M. Carlin / S. Ritchie / B. Hale / B. Henderson / K. How / J. Ellis / E. Sandler / I. Fine

KISTERS North America, Inc.
7777 Greenback Lane
Suite 209
Citrus Heights, CA 95610, USA
Telephone: +1 (916) 723-1441
Facsimile: +1 (916) 723-1626
E-mail: KNA@kisters.net
Internet: www.kisters.net

Jaci Fong
Director & Purchaser
Office of Contract Administration
1 Dr. Carlton B. Goodlett Place,
Room 430
San Francisco, CA 94102



October 6, 2014

Subject: Sole Source- KISTERS Environmental Data Management Software

Dear Jaci,

KISTERS North America, Inc. is the only representative in North America authorized to sell, install implement and to provide support and maintenance contracts for our line of time series based products Hydstra, WISKI, BelVis and AquisNet.

The software used by San Francisco Public Utilities Commission is WISKI and currently there are no other companies trained or authorized to support this product. The performance, quality, features and/or uniqueness of the software may be compromised if supported by a vendor not familiar with the system. It is this unique capability and service that makes the purchase of the support and maintenance from KISTERS essential to the project

Regards

A handwritten signature in black ink, appearing to read 'J Durda', written over a horizontal line.

Jennifer Durda

KISTERS North America, Inc.

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: [X] Expedited [] Regular ([] Omit Posting)

Type of Service: Proprietary software implementation

Funding Source: Non General Fund PSC Duration: 3 years
PSC Amount: \$99,500 PSC Est. Start Date: 12/01/2014 PSC Est. End Date: 11/30/2017

1. Description of Work

A. Scope of Work:

To provide various services to enhance the SFPUC's ability to work with the KISTERS products that SFPUC already have in use. The work to be performed includes implementing enhancements to the KISTERS Data Acquisition Tool (KiDAT), performing system changes to the SFPUC WISKI time series management software installation, and providing advance WISKI and KiScridt training to the SFPUC.

The is a sole source procurement.

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

The SFPUC has been using WISKI (Water Information Systems KISTERS) for almost a decade to support both Hetch Hetchy Water and Power (HHWP) and Water Supply and Treatment (WST). If we are not permitted to perform these enhancements, it will render the software virtually useless and detrimentally effect those business operations which rely upon it.

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.
NA

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

2. Union Notification: On 10/08/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36554 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/15/2014

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Expertise in enhancing the KISTERS Data Acquisition Tool (KiDAT), performing system changes to the SFPUC WISKI time series management software installation, and providing advance WISKI and KiScript training to the SFPUC.
- B. Which, if any, civil service class(es) normally perform(s) this work?
1063,1054,1044,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
Civil Service classes are not applicable because the software solution is proprietary, highly complex and require specialized skills.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Civil Service classes are not applicable because the software solution is proprietary, highly complex and require specialized skills.

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 10/08/2014 BY:

Name: Taraneh Moayed Phone: 415-551-4377 Email: tmoayed@sfwater.org
 Address: 525 Golden Gate Avenue, 5th Floor San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4141-11/12)

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

Type of Service: Community Choice Aggregation (CCA) Back Office Services (CS-247)

Funding Source: CCA - Customer Fund

PSC Original Approved Amount: \$8,000,000

PSC Original Approved Duration: 07/01/12 - 02/01/17 (4 years 30 weeks)

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

PSC Mod#1 Duration: 02/02/17-05/31/18 (1 year 16 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 06/01/18-12/31/21 (3 years 30 weeks)

PSC Mod#3 Amount: \$13,100,000

PSC Mod#3 Duration: no duration added

PSC Cumulative Amount Proposed: \$22,100,000

PSC Cumulative Duration Proposed: 9 years 26 weeks

1. Description of Work

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

Provide the back office services necessary to operate CleanPowerSF, the City's Community Choice Aggregation (CCA) program. In the context of CCA, back office services include comprehensive customer care, account management, billing, and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and managing a customer care call center. Services also include training and support for transitioning CleanPowerSF call center duties to the PUC's Customer Service Bureau, which is anticipated to commence once CleanPowerSF has completed the citywide enrollment process. The PUC anticipates completing the citywide enrollment process by the end of calendar year 2019.

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

This service is necessary to ensure continuity of essential business services through CleanPowerSF's citywide enrollment period and to execute a smooth transition to performing call center duties internally in the future. The service ensures that CleanPowerSF can bill customers, track payment, and have necessary revenues to operate the program, as well as to respond to customer inquiries. Denial would severely disrupt billing and customer service, potentially resulting in lost revenue and customers.

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.
4141-11/12

D. Will the contract(s) be renewed?

CleanPowerSF has the option to extend the contract for an additional 3-year term starting in November 2021.

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:

Contract CS-247(R), a three year contract that commenced on 11/20/2015, has two three-year Renewal options for a maximum duration of nine years. Modification No. 3 does not modify the end date of 12/31/21, which accommodates the first three-year renewable option.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The contractor has experience billing CCA customers using PG&E's Electronic Data Interchange (EDI) protocol, experience managing call center functions that rely on timely EDI information to respond to potential customer queries, experience with wholesale and retail electricity markets, and experience/expertise in providing the Meter Data Management Agent (MDMA) function to California Independent System Operator (CAISO).

B. Reason for the request for modification:

This request will align the PSC amount and duration with the estimated Contract amount and duration. The requested additional funds will allow the PUC to continue to work with the contractor through the citywide enrollment period and to support increasing service under the contract from 80,000 accounts today to approximately 350,000 accounts by the end of 2019.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor has the necessary skills and expertise to perform the services under this contract, including: (1) experience billing CCA customers using PG&E's Electronic Data Interchange (EDI) protocol; (2) experience managing call center functions that rely on timely EDI information from PG&E to respond to potential customer queries;(3) experience with wholesale and retail electricity markets; and (4) experience/expertise in providing Meter Data Management Agent (MDMA) function to California Independent System Operator (CAISO).

B. Which, if any, civil service class(es) normally perform(s) this work? 1478, Senior Water Services Clerk; 1480, Principal Water Services Clerk; 4310, Commercial Div Asst Sprv; 5601, Utility Analyst; 5602, Utility Specialist; 0922, Manager I;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide the necessary IT systems and software to support Customer Information Systems, perform billing calculations, and execute EDI transfer.

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.

Existing resources with the necessary skills are not available, and the project timeframe and scope precludes recruitment, hiring and training new staff quickly enough. In particular, the need for significant additional call center resources during CleanPowerSF's enrollment period will greatly exceed the resources needed once the program is fully enrolled (call volumes spike during enrollment periods); to accommodate the high call volumes associated with the enrollment process, the contractor provides flexibility in staffing levels that is not possible with Civil Service Employees. Once call volume stabilizes, the PUC plans to incorporate CleanPowerSF call center operations currently provided under this contract into its Customer Service Bureau, and the contractor will provide an essential role in ensuring the success of this transition.

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: As indicated above, certain functions performed under this contract can be performed by existing civil service classifications. After CleanPowerSF has completed citywide enrollment and enrollment-related call volumes have stabilized, the PUC plans to provide call center services with existing civil service classes. The PUC plans to hire additional staff to commence this process during the next two-year budget cycle. The PUC is analyzing the feasibility of bringing the billing and data management tasks provided by the contractor in-house. However, initial analysis indicates that the PUC will need to make significant investments in IT systems that are specific to CCA business processes, which the PUC currently does not own or operate. For this reason, it has been the PUC's determination that in the near-term it would not be practical to conduct these activities internally, and that using a contractor is the most efficient use of City resources. The PUC will continue to assess the feasibility of bringing contracted services in-house as the program matures.

6. Additional Information

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

No.

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

The contract provides an option for PUC to take call center operations in-house. This entails the contractor providing a Transition-Out Plan, including detailed training materials and both face-to-face and interactive web-based training on CCA program information as well as full system training. The contract does not specify a specific number of training hours but provides an hourly rate for such work to be conducted. The PUC would work with the contractor to develop a training plan and scope of work as part of the service transition. This training will principally involve PUC Customer Service Bureau Call Center staff, consisting principally of the following classifications: 1478, Senior Water Services Clerk and 1480, Principal Water Services Clerk.

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

No.

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

No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
Yes. Res. 11-0027; May 2017 Growth Plan
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. The existing contractor under PSC 4141-11/12 will continue.

7. Union Notification: On 02/23/18, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4141-11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/21/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
Sent: Friday, February 23, 2018 2:21 PM
To: Irwin, William (PUC); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; peter.masiak@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; amakayan@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica (PUC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4141-11/12 - 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 \$13,100,000 for services for the period June 1, 2018 – December 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4753>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org staff@sfmea.com camaguey@sfmea.com amakayan@ifpte21.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org peter.masiak@seiu1021.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

Additional Attachment(s)

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 11-0027

WHEREAS, The San Francisco Board of Supervisors established a CCA program in 2004 (Ordinance 86-04) and has implemented the program, called CleanPowerSF, through the work of the SFPUC in consultation with the San Francisco Local Agency Formation Commission (Ordinances 146-07, 147-07, and 232-09); and

WHEREAS, The SFPUC issued two Request for Proposals (RFPs) seeking suppliers to provide key services for CleanPowerSF; and

WHEREAS, The SFPUC RFPs were consistent with City policy and clearly stated the City's goals of meeting the state's Renewables Portfolio Standard, providing 51% renewable energy at prices that meet or beat PG&E rates, developing new renewable energy resources, and providing these benefits with no financial risk to the City; and

WHEREAS, Upon advice from LAFCO and the SFPUC, the first RFP was issued on November 5, 2009 for electricity supply, renewable project development and customer care and billing services; and

WHEREAS, In order to elicit the largest possible pool of respondents, the first RFP afforded respondents flexibility with respect to meeting certain City goals for CCA including the timeline to achieve the requested renewable portfolio content and development of new renewable resources; and

WHEREAS, The SFPUC received five (5) responses to the first RFP on December 29, 2009, from Fotowatio Renewable Ventures, Invenergy, LLC, Main Street Power, Power Choice, LLC, and Shell North America, but only two (2) of these included electricity supply; and

WHEREAS, Negotiations with the highest ranked proposer (Power Choice, LLC) were not successful; and

WHEREAS, A second RFP, CS-160, was issued on August 5, 2010, for electricity supply and customer care and billing services for CleanPowerSF, after the receipt of feedback from the SFPUC and LAFCO and a decision to provide for development of new renewable resources by the City through a separate process; and

WHEREAS, CS-160 stated that the "City has a goal of developing 360 MW of new energy resources" (p. 7 of CS-160, revised) pursuant to Ordinance 147-07 and that the City intends to conduct a process immediately for the development, construction and operation of green energy resources (including energy efficiency and demand side programs) located within the City as well as Northern California; and

WHEREAS, CS-160 was revised on September 30, 2010, to provide additional flexibility to potential respondents, including allowing firms to submit proposals to provide either electricity supply, or customer care and billing services or both, and reducing the credit rating requirement to Baa3/BBB-; and

WHEREAS, The SFPUC received four (4) responses to CS-160 on November 3, 2010, from Constellation Energy, Noble Americas, Power Choice, Inc, and Shell North America, and none met the minimum qualifications and minimum proposal requirements of the RFP; and

WHEREAS, On November 15, 2010, respondents were informed of the deficiencies in their proposals and were given until December 10, 2010, to supplement their proposals; and

WHEREAS, The revised proposals were received on December 10, 2010, and still failed to meet minimum qualifications and minimum proposal requirements set forth in the RFP, including a comprehensive pricing proposal that meets or beats PG&E rates; and

WHEREAS, in light of the failure of two RFP processes to result in an acceptable contract for electricity supply and customer care and billing services, the General Manager of the SFPUC has determined that the RFP could not be altered and reissued in a manner likely to attract responsive offers; and

WHEREAS, direct negotiations may identify alternatives for the provision of electricity supply and customer care and billing services for CleanPowerSF that are commercially reasonable and may meet many, if not all, of the City's core goals for a CCA program; and

WHEREAS, if such alternatives are identified, the General Manager could present such alternatives to this Commission, the LAFCO and the San Francisco Board of Supervisors for their review, consideration and, if appropriate, approval; now, therefore be it

RESOLVED, That this Commission hereby determines that all proposals received in response to CS-160: Electric Supply Services for Community Choice Aggregation (CCA) Program are non-responsive because no proposal met the RFP minimum qualifications and minimum proposal requirements; and be it

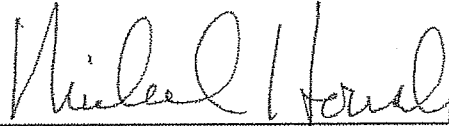
FURTHER RESOLVED, That the General Manager of the SFPUC is authorized to negotiate with one or more creditworthy entities, for power supply and customer care and billing services for CleanPowerSF in a manner that comes as close as possible to meeting core CCA goals of the City; and be it

FURTHER RESOLVED, That the commercially feasible contract terms utilized in the Marin Energy Authority's supplier contracts shall provide the basis to commence SFPUC negotiations; and be it

FURTHER RESOLVED, That the General Manager of the SFPUC shall direct SFPUC staff to develop a process, and scope of work, together with stakeholders and consultants, to request bids for renewable generation and green resource commitments to further the adopted City goals for CCA as described in Ordinance 147-07, shall initiate timely action on the process and scope of work, and shall report on the status of these efforts to the Commission by July 2011; and be it

FURTHER RESOLVED, That the General Manager of the SFPUC shall report to the Commission on the progress of these negotiations on no less than a quarterly basis with an expectation that a staff will bring a contract to the Public Utilities Commission and Board of Supervisors for approval by the end of the summer.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of _____ *February 8, 2011*

A handwritten signature in cursive script, appearing to read "Michael J. Herold".

Secretary, Public Utilities Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4141-11/12)

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

Type of Service: Community Choice Aggregation (CCA) Back Office Services (CS-247)

Funding Source: CCA - Customer Fund

PSC Original Approved Amount: \$8,000,000

PSC Original Approved Duration: 07/01/12 - 02/01/17 (4 years 30 weeks)

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

PSC Mod#1 Duration: 02/02/17-05/31/18 (1 year 16 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 06/01/18-12/31/21 (3 years 30 weeks)

PSC Cumulative Amount Proposed: \$9,000,000

PSC Cumulative Duration Proposed: 9 years 26 weeks

1. Description of Work

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

Provide the back office services necessary to operate the City's Community Choice Aggregation (CCA) program. In the context of CCA, back office services include comprehensive customer care, account management and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and managing a customer care call center.

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

This service is necessary to ensure that we can bill customers accurately, track payment, and have necessary revenues to operate the program. Without this service, we will have no income, and the program will not be possible. Denial would terminate the program.

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

This is a new program. It has never been provided in the past.

D. Will the contract(s) be renewed?

Depends on which activities could be incorporated by staff at expiration.

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:

Experience billing "Direct Access" customers and interfacing with PG&E's Electronic Data Interchange (EDI). Experience managing call center functions that rely on timely EDI information to respond to potential customer queries. Experience with electricity wholesale markets. Experience/Expertise in providing Meter Data Management Agent (MDMA) function to California Independent System Operator (CAISO).

B. Reason for the request for modification:

To align the PSC duration with the estimated Contract duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experience billing "Direct Access" customers and interfacing with PG&E's Electronic Data Interchange (EDI). Experience managing call center functions that rely on timely EDI information to respond to potential customer queries. Experience with electricity wholesale markets. Experience/Expertise in providing Meter Data Management Agent (MDMA) function to California Independent System Operator (CAISO).
- B. Which, if any, civil service class(es) normally perform(s) this work? 1478, Senior Water Services Clerk; 1480, Principal Water Services Clerk; 4310, Commercial Div Asst Sprv; 5601, Utility Analyst; 5602, Utility Specialist; 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Existing resources with the necessary skills are not available, and the project timeframe precludes recruitment, hiring and training new staff quickly enough. It is possible that these services could be incorporated into SFPUC. Once call volume stabilizes (we anticipate a surge of volume at contract launch), this could be provided by SFPUC call center staff. This is a new process – only one CCA is operating in California.
- 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: See above. After getting up and running, we expect these services could be handled by existing civil service classes.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
- 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.
SFPUC Resolution No. 11-0027
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 04/09/15, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4141-11/12

DHR Analysis/Recommendation:

07/06/2015

Commission Approval Required

Approved by Civil Service Commission

07/06/2015 DHR Approved for 07/06/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4049-11/12)

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

Type of Service: Mandated Hospital Srvc. Excellence trng. (lecture based) to comply with the req.of 1115 waiver

Funding Source: DSRIP Funds, SFGH Bond, GF

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

PSC Original Approved Duration: 01/01/12 - 06/30/23 (11 years 26 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$500,000

PSC Mod#2 Duration: no duration added

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

PSC Mod#3 Duration: no duration added

PSC Mod#4 Amount: \$1,750,000

PSC Mod#4 Duration: no duration added

PSC Mod#5 Amount: \$4,250,000

PSC Mod#5 Duration: no duration added

PSC Cumulative Amount Proposed: \$9,000,000

PSC Cumulative Duration Proposed: 11 years 26 weeks

1. Description of Work

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

Provide a series of 1-4 hour (dependent on category of employment) motivational lecture based Service Excellence-Patient Satisfaction training sessions to Four categories of Academic Medical Center Staff at San Francisco General Hospital and Trauma Center (SFGH): 1).Frontline/Non-Management Clinical and Non-Clinical staff; 2). Clinical and Non-Clinical Managers and Supervisors; 3).Academic Physicians in Clinical Practice and 4) Graduate Medical Resident Trainees. The proposed work will include a Train The-Trainer Module in order to ensure a system for sustainability will be embedded within the hospital's organizational culture at the end of the consultative engagement.

Scope Change

This modification is for the inclusion of additional trainings in support of the service excellence projects currently underway within the Department of Public Health. Additional trainings will focus on expanding the Kaizen and LEAN trainings(Toyota Production System)in support of the SFGH rebuild, roll out of the Affordable Care Act, and various service delivery integration initiatives underway within the Department.

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

Under the terms of the recently approved 1115 Waiver for the State of California, the Center for Medicare and Medicaid (CMS) will no longer provide reimbursement to healthcare organizations simply for providing services to patients. One new provision required by the 1115 waiver, is called Value Based Purchasing. Value Based purchasing will require that SFGH demonstrate clear outcomes and milestones for improving quality of care and patient safety while also ensuring operational

efficiencies and increasing patient-centered care. The hospital will rely on the achievement of these milestones in order to receive millions of dollars in reimbursement each year over the next four years. Focus will be placed on improving performance in clinical indicators as well as patient experience. In order to achieve the desired outcomes, we will have to ensure that staff in all positions are trained in key components to drive a Culture of Excellence. A Culture of Excellence exists when staff are engaged- in partnership with patients and families- with ongoing performance improvement and patient safety initiatives that achieve excellence in communication, patient-centered care, operational efficiency, and quality patient care.

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

Rona Consulting

D. Will the contract(s) be renewed?

Yes, only if there is funding and a continued need for periodic refresher / updates of training requirements.

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:

These hospital service excellence trainings, as part of the Department's Service Excellence Program, are expected to be ongoing in order to meet a continued and recurring need.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

Under the terms of 1115 Waiver for the State of California, the Center for Medicare and Medicaid (CMS) will no longer provide reimbursement to healthcare organizations simply for providing services to patients. One new provision required by the 1115 waiver, is called Value Based Purchasing. Value Based purchasing will require that SFGH demonstrate clear outcomes and milestones for improving quality of care and patient safety while also ensuring operational efficiencies and increasing patient-centered care.

B. Reason for the request for modification:

This modification is to increase the funding amount so as to continue hospital service excellence trainings, focused on Kaizen and LEAN.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive experience implementing motivational lecture based hospital service excellence programs, with an emphasis on positive communication, teamwork and patient satisfaction. Commensurate skill and expertise in establishing a Trainer the

Trainer Module for ensuring on-going and sustainable impact from the initial lecture training sessions is required.

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

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil Services classes are not applicable because City Training resources currently do not have the capacity to provide training that is needed to achieve Culture of Excellence status for a hospital organization.
- 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. Once the consultant engagement has needed, via Train- The-Trainer Curriculum, existing hospital staff will have gained the skills, tools and expertise necessary for sustaining a Culture of Excellence at SFGH.

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.
DPH executives, managers and leaders will participate in 5-day sessions and periodic workshops in the Lean Leadership System
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. Current contractor is Rona Consulting.

7. **Union Notification:** On 04/12/18, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Municipal Executive Association; Management & Superv Local 21; Architect & Engineers, Local 21;

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

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

Address: 101 Grove St. Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4049-11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/21/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Thursday, April 12, 2018 2:28 PM
To: Hale, Jacquie (DPH); tmathews@ifpte21.org; kschumacher@ifpte21.org;
kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org;
L21PSCReview@ifpte21.org; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR
(HRD)
Subject: Receipt of Modification Request to PSC # 4049-11/12 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$4,250,000 for services for the period April 11, 2018 – June 30, 2023. 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/875>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 4049-11/12)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Mandated Hospital Srvc. Excellence trng. (lecture based) to comply with the req.of 1115 waiverFunding Source: DSRIP Funds, SFGH Bond, GFPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 01/01/12 - 06/30/23 (11 years 26 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$500,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$1,500,000PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: \$1,750,000PSC Mod#4 Duration: no duration addedPSC Cumulative Amount Proposed: \$4,750,000PSC Cumulative Duration Proposed: 11 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide a series of 1-4 hour (dependent on category of employment) motivational lecture based Service Excellence-Patient Satisfaction training sessions to Four categories of Academic Medical Center Staff at San Francisco General Hospital and Trauma Center (SFGH): 1).Frontline/Non-Management Clinical and Non-Clinical staff; 2). Clinical and Non-Clinical Managers and Supervisors; 3).Academic Physicians in Clinical Practice and 4) Graduate Medical Resident Trainees. The proposed work will include a Train The-Trainer Module in order to ensure a system for sustainability will be embedded within the hospital's organizational culture at the end of the consultative engagement.

Scope Change

This modification is for the inclusion of additional trainings in support of the service excellence projects currently underway within the Department of Public Health. Additional trainings will focus on expanding the Kaizen and LEAN trainings(Toyota Production System)in support of the SFGH rebuild, roll out of the Affordable Care Act, and various service delivery integration initiatives underway within the Department.

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

Under the terms of the recently approved 1115 Waiver for the State of California, the Center for Medicare and Medicaid (CMS) will no longer provide reimbursement to healthcare organizations simply for providing services to patients. One new provision required by the 1115 waiver, is called Value Based Purchasing. Value Based purchasing will require that SFGH demonstrate clear outcomes and milestones for improving quality of care and patient safety while also ensuring operational efficiencies and increasing patient-centered care. The hospital will rely on the achievement of these

milestones in order to receive millions of dollars in reimbursement each year over the next four years. Focus will be placed on improving performance in clinical indicators as well as patient experience. In order to achieve the desired outcomes, we will have to ensure that staff in all positions are trained in key components to drive a Culture of Excellence. A Culture of Excellence exists when staff are engaged- in partnership with patients and families- with ongoing performance improvement and patient safety initiatives that achieve excellence in communication, patient-centered care, operational efficiency, and quality patient care.

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

Rona Consulting

D. Will the contract(s) be renewed?

Yes, only if there is funding and a continued need for periodic refresher / updates of training requirements.

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:

These hospital service excellence trainings, as part of the Department's Service Excellence Program, are expected to be ongoing in order to meet a continued and recurring need.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

Under the terms of 1115 Waiver for the State of California, the Center for Medicare and Medicaid (CMS) will no longer provide reimbursement to healthcare organizations simply for providing services to patients. One new provision required by the 1115 waiver, is called Value Based Purchasing. Value Based purchasing will require that SFGH demonstrate clear outcomes and milestones for improving quality of care and patient safety while also ensuring operational efficiencies and increasing patient-centered care.

B. Reason for the request for modification:

This modification is to increase the funding amount so as to continue hospital service excellence trainings, focused on Kaizen and LEAN.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive experience implementing motivational lecture based hospital service excellence programs, with an emphasis on positive communication, teamwork and patient satisfaction. Commensurate skill and expertise in establishing a Trainer the Trainer Module for ensuring on-going and sustainable impact from the initial lecture training sessions is required.

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

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil Services classes are not applicable because City Training resources currently do not have the capacity to provide training that is needed to achieve Culture of Excellence status for a hospital organization.
- 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. Once the consultant engagement has needed, via Train- The-Trainer Curriculum, existing hospital staff will have gained the skills, tools and expertise necessary for sustaining a Culture of Excellence at SFGH.

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.
1)Frontline/Non-Management Clinical and Non-Clinical staff = 3,300; 2) Clinical and Non-Clinical Managers and Supervisors = 300; 3) Academic Physicians in Clinical Practice = 500; 4)Graduate Medical Resident Trainees = 900
- 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. Current contractor is Rona Consulting.

7. Union Notification: On 02/05/16, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 101 Grove St. Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4049-11/12

DHR Analysis/Recommendation:

03/21/2016

Commission Approval Required

Approved by Civil Service Commission

03/21/2016 DHR Approved for 03/21/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 3082 11/12)

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

Type of Service: Audiology services for Laguna Honda Hospital

Funding Source: General Funds

PSC Original Approved Amount: \$25,000

PSC Original Approved Duration: 07/01/12 - 06/30/13 (52 weeks)

PSC Mod#1 Amount: \$125,000

PSC Mod#1 Duration: 07/01/13-06/30/18 (5 years 1 day)

PSC Mod#2 Amount: \$150,000

PSC Mod#2 Duration: 07/01/18-06/30/23 (5 years 1 day)

PSC Cumulative Amount Proposed: \$300,000

PSC Cumulative Duration Proposed: 11 years 1 day

1. Description of Work

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

The Contractor will provide on-site at LHH approximately two hundred eighty-eight (288) hours per year of professional audiology services. The Contractor will also provide a minimum of one (1) seven-hour (7 hour) audiology clinic weekly in the Rehabilitation Department at Laguna Honda Hospital, with the hours 8:00a.m. - 5:00p.m., excluding Saturdays and Sundays. Services shall include: audiology evaluation, including speech reception testing, threshold and discrimination testing, pure tone audiometry with complete audiogram, audiometry screening, hearing aid evaluation, dispensing and repair of hearing aids, and hearing therapy.

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

This services are necessary in order to continue to provide quality care for patients at Laguna Honda Hospital. If the services are denied, the residents of Laguna Honda Hospital will experience a significant degradation of their quality of life. In addition, routine audiological screening helps in the prevention and treatment of audiological problems.

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 3082 11/12

D. Will the contract(s) be renewed?

Yes

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

This modification will extend the PSC in order to cover the optional term listed in the existing contract.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This are intermittent as-needed services

B. Reason for the request for modification:

This modification will extend the PSC in order to cover the optional term listed in the existing contract.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor or its primary staff must have a master's degree (M.S./M.A) in Audiology, and the following licenses: California State License for Audiologist, and / or a California Dispensing Audiologist or California State License for Hearing Aid Dispenser. In addition, the provider must have at least three to five years of experience providing geriatric audiology care, and must be a certified Medi-Cal provider.

B. Which, if any, civil service class(es) normally perform(s) this work? 2540, Audiologist;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil Service classes are not applicable because the proposed scope of the services is intermittent and as needed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. There is an Audiology classification. The services needed at Laguna Honda Hospital require specialized experience in geriatric audiology care, are less than full time and intermittent.

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

7. Union Notification: On 04/12/18, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

Address: 101 Grove ST, Room 410, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3082 11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/21/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Thursday, April 12, 2018 1:56 PM
To: Hale, Jacquie (DPH); tmathews@ifpte21.org; kschumacher@ifpte21.org;
kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org;
L21PSCReview@ifpte21.org; Mach, Philip (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 3082 11/12 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$150,000 for services for the period July 1, 2018 – June 30, 2023. 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/10869>

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

Additional Attachment(s)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

June 19, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4133-12/13 THROUGH 4138-12/13; 4050-10/11; 3082-11/12; 4030-09/10.

At its meeting of June 17, 2013, the Civil Service Commission had for its consideration the above matter.

The Commission:

- 1) PSC 4133-12/13 approved with the condition that Section "3C" is amended and submitted to the Department of Human Resources and the Civil Service Commission.
- 2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION

Sandra E. Johnston FOR
JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Parveen Boparai, Municipal Transportation Agency
Jeanne Buick, Department of Human Resources
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Leorah Dang, Department of Human Resources
Jacquie Hale, Department of Public Health
Shanica Jackson, Public Utilities Commission
Diane Lim, Adult Probation
Joan Lubamersky, General Services Agency
Commission File
Commissioners' Binder
Chron

POSTING FC

06/17/2013

**PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4050-10/11	13	Adult Probation	Regular	\$290,300	\$999,300	Adult Probation Department (ADP) must include software license and maintenance fees to the Agreement with Northpointe, Inc. to develop the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS). In the original approved Personal Services Contract (PSC) for COMPAS, these fees were not included. In order to continue effectively supervising and assessing its clients, APD must purchase these licenses from Contractor.	9/30/2010 - 6/30/2016
3082-11/12	81	Public Health	Regular	\$125,000	\$150,000	The Contractor will provide on-site at LHH approximately two hundred eighty-eight (288) hours per year of professional audiology services. The Contractor will also provide a minimum of one (1) seven-hour (7 hour) audiology clinic weekly in the Rehabilitation Department at Laguna Honda Hospital, within the hours 8:00am - 5:00pm, excluding Saturdays and Sundays. Services shall include: audiology evaluation including speech reception testing, threshold and discrimination testing, pure tone audiometry with complete audiogram, audiometry screening, hearing aid evaluation, dispensing and repair of hearing aids, and hearing therapy.	7/1/2012 - 6/30/2018
4050-09/10	90	Public Works	Regular	\$4,000,000	\$9,495,000	Provide design services involving renovation, relocation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and new facilities; selected firms need to have extensive knowledge of, and experience with general acute care facilities under jurisdiction of the Office of Statewide Health and Planning (OSHPD). The department intends to award up to 4 contracts with an aggregate fee cap of \$4,000,000 and (individual fee cap \$1,000,000).	10/28/2009 - 12/31/2018



Sum of Modified Amounts: \$4,415,300

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/28/2013 (Revised per DHR)

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 3082-11/12)

TYPE OF SERVICE: Audiology services for Laguna Honda Hospital

FUNDING SOURCE: General Funds

PSC AMOUNT: \$25,000 PSC DURATION: 7/1/2012 - 6/30/2013
Modification Amount \$125,000 PSC Duration: 7/1/2013 - 6/30/2018
Total Amount \$150,000 (est. \$25,000 year) Total PSC Duration: 7/1/2012 - 6/30/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Contractor will provide on-site at LHH approximately two hundred eighty-eight (288) hours per year of professional audiology services. The Contractor will also provide a minimum of one (1) seven-hour (7 hour) audiology clinic weekly in the Rehabilitation Department at Laguna Honda Hospital, within the hours 8:00a.m. - 5:00 p.m., excluding Saturdays and Sundays. Services shall include: audiology evaluation including speech reception testing, threshold and discrimination testing, pure tone audiometry with complete audiogram, audiometry screening, hearing aid evaluation, dispensing and repair of hearing aids, and hearing therapy

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

This services are necessary in order to continue to provide quality care for patients a Laguna Honda Hospital. If the services are denied, the residents of Laguna Honda Hospital will experience a significant degradation of their quality of life. In addition, routine audiological screening helps in the prevention and treatment of audiological problems.

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

This service has been performed under contract most recently under PSC approval 3082-1112.

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

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

IFPTE Local 21
Union Name

Jacquie Hale
Signature of person mailing/faxing form

MAY 28 2013
Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to Local 21, 1021 , on 3/18/2013
Union Name Date

Signature

PSC# 3082 11/12 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor or its primary staff must have a master's degree (M.S./M.A.) in Audiology, and the following licenses: California State License for Audiologist, and / or a California Dispensing Audiologist or California State License for Hearing Aid Dispenser. In addition, the provider must have at least three to five years of experience providing geriatric audiology care, and must be a certified Medi-Cal provider.

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

2540 Audiologist

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because the proposed scope of the services is intermittent and as needed.

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

No. There already is an Audiology classification. The services needed at Laguna Honda Hospital require specialized experience in geriatric audiology care, are less than full time and intermittent.

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

Yes No

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

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 (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

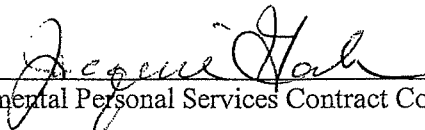
C. Are there legal mandates requiring the use of contractual services?

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?

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? No change in contractor.

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


Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102

Address