This report contains nine (9) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 18/19 to date:

<table>
<thead>
<tr>
<th></th>
<th>YTD Expedited Approvals FY2018-2019</th>
<th>Total for FY2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of this Report</td>
<td>$74,470,000</td>
<td>$1,777,148,771</td>
</tr>
<tr>
<td></td>
<td>$293,182,006</td>
<td></td>
</tr>
</tbody>
</table>
Alexander Burns
Public Works
1155 Market ST., 4th Floor
San Francisco, CA 94102
(415) 554-6411

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

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

Jacquie Hale
Public Health
101 Grove Street Rom 307
San Francisco, CA 94102
(415) 554-2609
<table>
<thead>
<tr>
<th>Regular PSCs</th>
<th>Department</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>41426-18/19</td>
<td>Public Works</td>
<td>1</td>
</tr>
<tr>
<td>41492-18/19</td>
<td>Public Utilities Commission</td>
<td>11</td>
</tr>
<tr>
<td>45109-18/19</td>
<td>Public Utilities Commission</td>
<td>26</td>
</tr>
<tr>
<td>44333-18/19</td>
<td>Human Services</td>
<td>31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modification PSCs</th>
<th>Department</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4113-11/12</td>
<td>Public Health</td>
<td>56</td>
</tr>
<tr>
<td>4105-10/11</td>
<td>Public Health</td>
<td>76</td>
</tr>
<tr>
<td>4123-12/13</td>
<td>Public Health</td>
<td>95</td>
</tr>
<tr>
<td>42206-18/19</td>
<td>Public Health</td>
<td>105</td>
</tr>
<tr>
<td>47263-13/14</td>
<td>Public Health</td>
<td>119</td>
</tr>
</tbody>
</table>
POSTING FOR  
June 17, 2019

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<table>
<thead>
<tr>
<th>Commission Hearing Date</th>
<th>Description of Work</th>
<th>PSC No</th>
<th>Dept</th>
<th>PSC Amount</th>
<th>Estimated Start Date</th>
<th>Estimated End Date</th>
<th>Type of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-06-17</td>
<td>Consulting firms will perform highly specialized electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/QC peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants, pump stations, compressed natural gas (CNG) filling systems, emergency generator systems, and emergency services during power outages or rolling blackouts.</td>
<td>GENERAL SERVICES AGENCY - PUBLIC WORKS</td>
<td>41426 - 18/19</td>
<td>$4,200,000.00</td>
<td>May 6, 2019</td>
<td>June 30, 2025</td>
<td>REGULAR</td>
</tr>
<tr>
<td></td>
<td>The San Francisco Public Utilities Commission (SFPUC) Infrastructure Division, Engineering Management Bureau (EMB) is intending to enter into an agreement with multiple firms (minimum of 3) to provide as-needed engineering services. The primary role of the selected Proposer(s) will be to provide engineering design services for SFPUC Hetchy Capital Improvement Projects (HCIP) on an as-needed basis. The Proposer may perform work on a portion of a project, for an entire project, or work as part of a SFPUC project team to deliver the project. The scope of the work is divided into two categories: Category I, Engineering Design Services and Category II, Technical Staff Augmentation. The Engineering Design Services consist of providing detail design and analysis for multidiscipline work as described below. Technical Staff Augmentation consist of providing personnel for Project Coordinators and Staff Engineers to perform work that is highly technical in nature. Each task and schedule will be determined by the City's Project Manager and Project Engineer when engineering services are needed. Upon agreement with the Proposer on the scope of work, budget and schedule, a Task Order will be issued with a Notice to Proceed (NTP) date and end-of-Task-Order date. The budget and schedule for Task Orders are subject to the limits set forth in the San Francisco Administrative Code. The selected Proposers will work under the direction of the City's Contract Manager in the SFPUC Infrastructure Division, Engineering Management Bureau.</td>
<td></td>
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</tr>
<tr>
<td>PUBLIC UTILITIES COMMISSION</td>
<td>This contract entails the disposal of grit separated from wastewater influent at the City's wastewater treatment plants. The grit is separated from wastewater influent before the treatment process and must be disposed of in a landfill. Filter backwash cake is a byproduct of water treatment that must also be disposed of in a landfill. In the event of operational issues at the treatment plant which mean that biosolids cannot be reused, they must be disposed of in a landfill. These materials are hauled to landfill via a separate contract. This contract pays for the landfill disposal costs of these materials.</td>
<td>41492 - 18/19</td>
<td>$15,000,000.00</td>
<td>July 1, 2019</td>
<td>June 29, 2024</td>
<td>REGULAR</td>
<td></td>
</tr>
<tr>
<td>PUBLIC UTILITIES COMMISSION</td>
<td>The work is Social Security Administration benefits advocacy, screening, maintenance, administration and management assistance for children and youth involved with the San Francisco Foster Care system. The proposed</td>
<td>45109 - 18/19</td>
<td>$1,600,000.00</td>
<td>June 1, 2019</td>
<td>May 31, 2022</td>
<td>REGULAR</td>
<td></td>
</tr>
<tr>
<td>HUMAN SERVICES</td>
<td></td>
<td>44333 - 18/19</td>
<td>$820,000.00</td>
<td>July 1, 2019</td>
<td>June 30, 2023</td>
<td>REGULAR</td>
<td></td>
</tr>
<tr>
<td>PSC No</td>
<td>Dept Designation</td>
<td>PSC Amount</td>
<td>Description of Work</td>
<td>PSC Estimated Start Date</td>
<td>PSC Estimated End Date</td>
<td>Type of Approval</td>
<td></td>
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<td></td>
<td>work covers three main areas: Supplemental Security Income (SSI) advocacy, screening and eligibility, county and systems coordination, and information technology for children and youth. For SSI services, the tasks include: provide staff daily to review hard copy and electronic child welfare files to identify those that may be eligible to receive SSI benefits, create and maintain options for referrals, coordinate and implement screening on behalf of foster children, provide support options to facilitate the completion of the application, collect and copy information needed to support SSI application and re-assessments, process payee changes, maintain records on each child, provide direction for over and under payments, provide legal support, review all denied cases, provide advocacy and provide recommendations to the County and research and problem solve to ensure accurate benefits. For County and System coordination, the tasks include: assist county to design, implement, coordinate, prioritize and maintain application reviews, maintain and develop system to monitor all youth turning 18 and youth in care at 16.5 for screening, create and implement annual rescreening, provide clear accounting of benefits from SSI, ensure financial integration with County financial and social service programs, monitor all SSI accounts, monitor and research emerging Social Security benefit and related child welfare regulations, policies and procedures, conduct annual full system review to ensure optimal alignment, accuracy and efficiency. For Information Technology (IT) tasks, provide IT tools and data maintenance techniques and solutions to assist in the continual improvement in identifying, maintaining and monitoring benefits.</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

TOTAL AMOUNT $21,620,000
## Posting For June 17, 2019

Proposed Modifications to Personal Services Contracts

<table>
<thead>
<tr>
<th>PSC Number</th>
<th>Commission Hearing Date</th>
<th>Department</th>
<th>Additional Amount</th>
<th>Cumulative Total</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4113 11/12 MODIFICATIONS</td>
<td>June 17, 2019</td>
<td>PUBLIC HEALTH -- DPH</td>
<td>$30,000,000</td>
<td>$151,397,887</td>
<td>In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to &quot;coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants.&quot; (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (continued on attachment)</td>
</tr>
<tr>
<td>4105 10/11 MODIFICATIONS</td>
<td>June 17, 2019</td>
<td>PUBLIC HEALTH -- DPH</td>
<td>$15,000,000</td>
<td>$29,990,000</td>
<td>Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.</td>
</tr>
<tr>
<td>4123 12/13 MODIFICATIONS</td>
<td>June 17, 2019</td>
<td>PUBLIC HEALTH -- DPH</td>
<td>$350,000</td>
<td>$3,844,700</td>
<td>Contractor will provide nutrition education and support services, with the goal of transforming environments in order to make healthy eating and physical activity possible in a variety of settings including schools, community-based</td>
</tr>
</tbody>
</table>

**Scope Change:**

Adding: Specialized, as-needed consulting services in support of the Electronic Health Record (EHR) project, including consultant(s) with pertinent pharmacy and information systems expertise and experience to assist the Department in maintaining, enhancing, and further integrating current and new applications during the transition, implementation, and optimization phases of the project.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Approval Type</th>
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<tbody>
<tr>
<td>07/01/2019</td>
<td>06/30/2021</td>
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</tr>
<tr>
<td>07/01/2019</td>
<td>continuing</td>
<td>CONTINUED</td>
</tr>
<tr>
<td>10/01/2019</td>
<td>09/30/2022</td>
<td>REGULAR</td>
</tr>
<tr>
<td>PSC Number</td>
<td>Commission Hearing Date</td>
<td>Department</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>42206 - 18/19 - MODIFICATIONS</td>
<td>June 17, 2019</td>
<td>PUBLIC HEALTH -- DPH</td>
</tr>
<tr>
<td>47263 - 13/14 - MODIFICATIONS</td>
<td>June 17, 2019</td>
<td>PUBLIC HEALTH -- DPH</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT $52,850,000**
Regular/Continuing/Annual
Personal Services Contracts
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

Type of Request: ☑ Initial
☐ Modification of an existing PSC (PSC # ____________)

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

Type of Service: As-Needed Electrical Engineering Services

Funding Source: Departmental Work Orders
PSC Amount: $4,200,000
PSC Est. Start Date: 05/06/2019
PSC Est. End Date: 06/30/2025

1. Description of Work
A. Scope of Work/Services to be Contracted Out:
Consultants will perform highly specialized electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/QA/QC peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; emergency generator systems; and emergency services during power outages or rolling blackouts.

B. Explain why this service is necessary and the consequence of denial:
Services are needed to assist DPW on difficult or unique projects that require specialized electrical engineering expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs. DPW's responsiveness could also be negatively impacted for the mitigation of emergencies such as power outages, rolling blackouts, sewage flooding, water supply service, and fire prevention that affect public health and safety.

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 were provided through contracts for As-Needed Electrical Engineering Services under PSC#4129-08/09 approved on April 6, 2009, and PSC#4010-12/13 approved on July 16, 2012.

D. Will the contract(s) be renewed?
No. New RFQ's will be issued.

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 additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. All contracts will have 5 year term.

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:
This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.
3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise: Requires licensed electrical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices such as contract documents, field investigation, constructability analysis, peer reviews, reports and studies; and have the ability to provide service to the City on short notice.

   B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor would provide testing equipment for specific tasks.

4. **If applicable, what efforts has the department made to obtain these services through available resources within the City?**
   The City does not have resources available to perform all required work. The Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.

5. **Why Civil Service Employees Cannot Perform the Services to be Contracted Out**
   A. Explain why civil service classes are not applicable.
      Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.

   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 already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge.

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. Zero hours. None and Zero.

   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 04/19/2019, the Department notified the following employee organizations of this PSC/RFP request:
   - Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Alexander Burns    Phone: 415-554-6411    Email: alexander.burns@sfdpw.org

Address: 1155 Market Street San Francisco, CA 94103

-------------------------------------------------------------------------------------------
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41426 - 18/19
DHR Analysis/Recommendation:                  Civil Service Commission Action:
Commission Approval Required
DHR Approved for 06/17/2019
Receipt of Union Notification(s)
RECEIPT for Union Notification for PSC 41426 - 18/19 more than $100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 41426 - 18/19 for $4,200,000 for Initial Request services for the period 05/06/2019 – 06/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

http://apps.sfgov.org/dhrrupal/node/12732 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended
Additional Attachment(s)
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 4, 2009

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING _________ )

☐ EXPEDITED

☐ CONTINUING

☐ ANNUAL

TYPE OF REQUEST:

☑ INITIAL REQUEST

☐ MODIFICATION (PSC# _________ )

TYPE OF SERVICE: Electrical Engineering Services on an As-Needed Basis

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: $3,000,000.00

PSC DURATION: July 31, 2009 to October 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform highly specialized electrical engineering tasks that include constructability analysis, power system reliability studies, construction support, peer review validation, reports, and consultation for various types of public works projects. Additionally, consultants will provide services and recommendations during emergency events, such as power outages, rolling blackouts, etc. The Department of Public Works (DPW) intends to award three (3) as-needed contracts worth $1,000,000 each.

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

Services are needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs. DPW's responsiveness could also be negatively impacted during the mitigation of emergencies such as power outages and rolling blackouts.

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):

Services were provided through contracts for As-Needed Electrical Engineering Services under PSC# 4075-05/06, approved on February 6, 2006.

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

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

---

Local 21

Union Name

Signature of person mailing/faxing form

3/4/09

Date

---

Signature of person mailing/faxing form

Date

RFP sent to

Union Name, on

Date

Signature

**********************************************************************************************************************************************

PSC# 4-209-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
      
      Requires licensed electrical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide professional services to the City on short notice, such as during mitigation of power outage emergencies or rolling blackouts.
   
   B. Which, if any, civil service class normally performs this work?
      
      Engineering classifications which normally perform this work include: 5203 Assistant Engineer (Electrical); 5207 Associate Engineer (Electrical); 5241 Engineer (Electrical); and 5211 Senior Engineer (Electrical).
   
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      
      Yes. The Contractor would provide testing equipment for specific tasks.

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
      
      Some Civil Service classes are not able to do the more specialized work on difficult or unique projects that require expertise beyond the capabilities of existing staff. However, City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands, when the workload exceeds department resources, when projects require specialized expertise, or during the occurrence of emergency events.
   
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      
      No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as power outages and rolling blackouts.

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?  
      
      [Yes] [No]  
   
   B. Will the contractor train City and County employees?
      
      [Yes] [No]
      
      • 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?  
      
      [Yes] [No]
   
   D. Are there federal or state grant requirements regarding the use of contractual services?  
      
      [Yes] [No]
   
   E. Has a board or commission determined that contracting is the most effective way to provide this service?  
      
      [Yes] [No]
   
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  
      
      [Yes] [No]

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

______________________________

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy  

Print or Type Name

(415) 554-6230  

Telephone Number

875 Stevenson Street, Room 420  
San Francisco, CA 94103  

Address
CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
EDWIN M. LEE
MAYOR

July 18, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

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

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

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

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

CIVIL SERVICE COMMISSION

SANDRA ENG
Acting Executive Officer

Attachment

c: Parveen Boparai, Municipal Transportation Agency
   Jesaa Bushong, San Francisco Fire Department
   Micki Callahan, Human Resources Director
   Gordon Choy, Department of Public Works
   Marie de Vera, Department of Human Resources
   'Aleic DeGracian, Public Utilities Commission
   Thomas DiSanto, Planning Department
   Jani Fong, Office of Contract Administration
   Shamica Jackson, Public Utilities Commission
   LaWan Jones, Public Utilities Commission
   Rebekah Krell, Art Commission
   William Lee, Department of Emergency Management
   Brent Lewis, Department of Human Resources
   Ben Rosenfield, Controller
   Maria Ryan, Department of Human Resources
   Commission File
   Chron
**POSTING FOR**

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept No.</th>
<th>Dept Name</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of Work</th>
<th>Duration</th>
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<tbody>
<tr>
<td>4009-12/13</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$14,000,000</td>
<td>Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and field research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandums, specifications, permit amendments and revisions and other documents to support the PFCU permit compliance and watershed management activities.</td>
<td>9/1/2012 - 9/30/2012</td>
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<tr>
<td>4010-12/13</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$4,500,000</td>
<td>Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) fueling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed $1,500,000.</td>
<td>10/1/2012 - 12/31/2017</td>
</tr>
</tbody>
</table>

**Total Amount - Regular:** $24,748,719
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: Hetchy Capital Improvement Program, As-Needed Engineering Services [PRO.0085]

Funding Source: Hetchy 10-Year Capital Plan

PSC Duration: 5 years

PSC Amount: $15,000,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:
The San Francisco Public Utilities Commission (SFPUC) Infrastructure Division, Engineering Management Bureau (EMB) is intending to enter into an agreement with multiple firms (minimum of 3) to provide as-needed engineering services. The primary role of the selected Proposer(s) will be to provide engineering design services for SFPUC Hetchy Capital Improvement Projects (HCIP) on an as-needed basis. The Proposer may perform work on a portion of a project, for an entire project, or work as part of a SFPUC project team to deliver the project. The scope of the work is divided into two categories: Category I, Engineering Design Services and Category II, Technical Staff Augmentation. The Engineering Design Services consist of providing detail design and analysis for multidiscipline work as described below. Technical Staff Augmentation consist of providing personnel for Project Coordinators and Staff Engineers to perform work that is highly technical in nature. Each task and schedule will be determined by the City's Project Manager and Project Engineer when engineering services are needed. Upon agreement with the Proposer on the scope of work, budget and schedule, a Task Order will be issued with a Notice to Proceed (NTP) date and end-of-Task-Order date. The budget and schedule for Task Orders are subject to the limitations set forth in the San Francisco Administrative Code. The selected Proposers will work under the direction of the City's Contract Manager in the SFPUC Infrastructure Division, Engineering Management Bureau.

B. Explain why this service is necessary and the consequence of denial:
The SFPUC Infrastructure Division is responsible for providing internal resources for SFPUC capital projects. Organizational capacity and in-house capabilities continue to expand and increase. Past experience has shown that staff augmentation is required when the available staff is insufficient when the workload exceeds the existing resources. When the Infrastructure Division does not have the expertise, lack of staff due to remote location, or chooses to augment existing staff, supplemental staff needs to be hired. Infrastructure Division also do not retain engineers with work required specialized experience or extremely rare project such as design and rehabilitation of dams, penstocks, and substations. In addition, this Request For Proposal (RFP) will provide continuation for existing work that is being done under contract CS-296 which is expected to expire and will be at maximum capacity. Lack of staffing resources will lead to inability to produce designs that will address the aging infrastructure and complete existing design work that will address the aging infrastructure.

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 via PSC No. 4099-12/13 (CS-296A-D). The contract expired on June 30, 2018. This service was approved by the CSC on November 6, 2017 via PSC 49114-17/18. PSC 49114-17/18 has expired and this PSC 41492-18/19 replaces the expired PSC.
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):

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

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

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

   B. Explain the qualifying circumstances:
   The SFPUC Infrastructure Division intends to retain the services of multiple firms who will provide: transition and design services for existing contracts that will expire or have reached their capacity. - capital planning and design for dams, substations, penstocks, other assets that are highly complex. - provide as-needed staff augmentation to work at remote locations outside of San Francisco.

3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise: The Proposers have been an established business for 20 years or more and have successfully delivered at least three dams, penstocks, substations, and large diameter pipeline projects. Minimum personnel qualifications include: - Project Manager with 20 years of experience in delivering large infrastructure projects - Civil or Structural Engineer with 15 or more years of experience in dam and penstock retrofit and design - Mechanical Engineer with 15 or more years of experience in design of large diameter valves, pumps and hydropower generation - Electrical Engineer with 20 or more years of experience in design of power houses, transformers, and substations

   B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5601, Utility Analyst; 5602, Utility Specialist;

   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?**
   We have reviewed past and present projects and the areas of expertise of the existing engineering staff. We have also researched the availability of the staff working in remote locations or local staff that may have the desire to relocate to a remote office. So far there are no candidates who had desire to work in remote locations. Before we issue specific task orders, we will again request for available resources within the SFPUC Infrastructure Engineering Management Bureau prior using the consultants’ engineers. This type of request will occur for each and every new task.
5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
   A. Explain why civil service classes are not applicable.
      Design work on dams, penstocks and substation is extremely rare and may occur once in the life-cycle of an asset. Therefore the existing civil service classes do not perform specialized designs. The SFPUC intends to seek expertise on a nationwide level.

   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. For the typical and routine design work, it is already covered by the existing classifications. The RFP intends to augment the existing City staff only when there is a shortage of resources. For specialized work, the need is not consistent and work on dams will not be needed again for many decades in future. Therefore, it would not be practical to adopt a new civil service class to perform the specialized work.

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

   B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not. No. There will be technology transfer tasks where the Designer will provide demonstration of specialty tools such as dam analysis and transient analysis software. For each design deliverable, there will be a one full day of design workshop conducted to ensure the City staff is aware of new design concepts, information on latest code and practices, and understanding of the new facility and how it will operate. The types of City staff that will receive training includes: Civil Engineers, Structural Engineers, Electrical Engineers, and Mechanical Engineers.

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

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

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

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

7. Union Notification: On 05/16/2019, the Department notified the following employee organizations of this PSC/RFP request:
   Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Bill Irwin   Phone: 415-934-3975   Email: wirwin@sewater.org

Address: 525 Golden Gate Avenue San Francisco, CA 94102
PSC# 41492 - 18/19
DHR Analysis/Recommendation: Commission Approval Required
DHR Approved for 06/17/2019

Civil Service Commission Action:
Receipt of Union Notification(s)
Please see notice from L21 waiving the 30-day review period for PSC# 41492 - 18/19 Hetchy Capital Improvement Program, As Needed Engineering Services (PRO.0085).

Thank you,

Todd Kyger

Workforce & Economic Programs
Infrastructure Division
San Francisco Water, Power, Sewer
415-554-3412  tkkyger@sfwater.org

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From: Chung Park <cpark@lfpte21.org>
Sent: Tuesday, May 21, 2019 12:40 PM
To: Kyger, Todd <tkyger@sfwater.org>
Subject: PRO.0085 PSC No. 41492-1819

Hi Todd,

After conferring with our PE Chapter President Tedman Lee and running it by our chapter elected delegates; the IFFTE, Local 21 hereby waives the thirty (30) day review period for PSC# 41492 - 18/19 Hetchy Capital Improvement Program, As Needed Engineering Services (PRO.0085).
Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sflwater.org
Sent: Thursday, May 16, 2019 4:06 PM
To: Irwin, William; amakayan@ifpte21.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eeteach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Irwin, William; DHR-PSCCoordinator; DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 41492 - 18/19

RECEIPT for Union Notification for PSC 41492 - 18/19 more than $100k

The PUBLIC UTILITIES COMMISSION – PUC has submitted a request for a Personal Services Contract (PSC) 41492 - 18/19 for $15,000,000 for Initial Request services for the period 07/01/2019 – 06/30/2024. 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/13049 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended
Additional Attachment(s)
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

Type of Request: □ Initial  ✔ Modification of an existing PSC (PSC # 4099 - 12/13)

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

Type of Service: **HSIP Program Management Support Services (CS-296)**

Funding Source: **Water & Power Revenue bonds**

PSC Original Approved Amount: **$25,000,000**

PSC Original Approved Duration: **07/08/13 - 12/31/18 (5 years 25 weeks)**

PSC Mod#1 Amount: **$5,000,000**

PSC Mod#1 Duration: **no duration added**

PSC Cumulative Amount Proposed: **$30,000,000**

PSC Cumulative Duration Proposed: **5 years 25 weeks**

1. **Description of Work**
   A. Scope of Work/Services to be Contracted Out:
   Provide specialized expertise for the Hetchy System Improvement Program to assist in the areas of: facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, construction support from planning to commissioning, project & program management services.

   B. Explain why this service is necessary and the consequence of denial:
   The SFPUC is seeking to obtain the services of a firm that has completed multi-million dollar capital improvements on capital improvement construction programs. This City-led Program is located in a remote area of the system and the City needs the services of an experienced program management firm to provide resident technical and managerial expertise and staff augmentation at Moccasin, CA. If the contract is denied, critical improvements to the City’s water & power system will be delayed causing increased risk that the system will be out of regulatory compliance and suffer operations failure.

   C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
   This service is currently being provided via PSC No. 4099 - 12/13.

   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:
   These Hetchy System Improvement Program (HSIP) related services are needed for more than 5 years since the HSIP project will last more than 5 years.

2. **Reason(s) for the Request**
   A. Display all that apply
☑ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:
   The services are only needed for the duration of the capital project, which occurs about every 50 years.

B. Reason for the request for modification:
   To align the PSC amount with the value of the total contract value of the Agreements executed under this PSC.

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: Skills necessary to assist management of a $600-$700 Million water & power system capital improvement program implementation experience, programmatic scheduling and estimating, risk management, facilities needs integration within the program, systems integration, staff training, water & power design & construction management support.

   B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 6318, Construction inspector;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?
   Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
   A. Explain why civil service classes are not applicable.
      Civil Service Classifications are applicable. But the City does not routinely develop multi-million dollar capital improvement programs for the Hetchy water and power system. This work happens about every 50 years. Therefore we would only need these services during the capital projects program.

   B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This program will only require resources to provide support during the capital projects after the program concludes this staff will no longer be needed.

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

   B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Contractor will provide 500 hours of Technical training to five engineers.

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 of any such 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.

CH2M HILL (CS-296B), M W H AMERICAS (CS-296D)

7. **Union Notification:** On **07/28/16**, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 525 Golden Gate Ave, San Francisco, CA 94102

******************************************************************************

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4099 - 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/11/2016
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: Hetchy Capital Improvement Program, As-Needed Engineering Services (PRO.0085; PRO.0131)
Funding Source: Hetchy 10-Year Capital Plan
PSC Duration: 5 years 1 day
PSC Amount: $15,000,000

1. Description of Work
A. Scope of Work/Services to be Contracted Out:
The San Francisco Public Utilities Commission (SFPUC) Infrastructure Division, Engineering Management Bureau (EMB) is intending to enter into an agreement with multiple firms (minimum of 3) to provide as-needed engineering services. The primary role of the selected Proposer(s) will be to provide engineering design services for SFPUC Hetchy Capital Improvement Projects (HCIP) on an as-needed basis. The Proposer may perform work on a portion of a project, for an entire project, or work as part of a SFPUC project team to deliver the project. The scope of the work is divided into two categories: Category I, Engineering Design Services and Category II, Technical Staff Augmentation. The Engineering Design Services consist of providing detail design and analysis for multidiscipline work as described below. Technical Staff Augmentation consist of providing personnel for Project Coordinators and Staff Engineers to perform work that is highly technical in nature. Each task and schedule will be determined by the City's Project Manager and Project Engineer when engineering services are needed. Upon agreement with the Proposer on the scope of work, budget and schedule, a Task Order will be issued with a Notice to Proceed (NTP) date and end-of-Task-Order date. The budget and schedule for Task Orders are subject to the limitations set forth in the San Francisco Administrative Code. The selected Proposers will work under the direction of the City's Contract Manager in the SFPUC Infrastructure Division, Engineering Management Bureau.

B. Explain why this service is necessary and the consequence of denial:
The SFPUC Infrastructure Division is responsible for providing internal resources for SFPUC capital projects. Organizational capacity and in-house capabilities continue to expand and increase. Past experience has shown that staff augmentation is required when the available staff is insufficient when the workload exceeds the existing resources. When the Infrastructure Division does not have the expertise, lack of staff due to remote location, or chooses to augment existing staff, supplemental staff needs to be hired. Infrastructure Division also do not retain engineers with work required specialized experience or extremely rare project such as design and rehabilitation of dams, penstocks, and substations. In addition, this Request For Proposal (RFP) will provide continuation for existing work that is being done under contract CS-296 which is expected to expire and will be at maximum capacity. Lack of staffing resources will lead to inability to produce designs that will address the aging infrastructure and complete existing design work that will address the aging infrastructure.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
This service is currently being provided via PSC No. 4099-12/13 (CS-296A-D). The contract expires on June 30, 2018.

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. This is to support the Hetchy Capital Improvement Projects 10-year plan. The projects are spread over the 10 year period starting and ending at various time. Some projects may start as early as 2018 and as late as 2022. Typical project delivery from planning to complete construction could take 3 years for moderately complex project to 5 or more years for highly complex projects.

2. Reason(s) for the Request
   A. Indicate all that apply (be specific and attach any relevant supporting documents):
      ☑ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
      ☑ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
      ☑ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

   B. Explain the qualifying circumstances:
      The SFPUC Infrastructure Division intends to retain the services of multiple firms who will provide: - transition and design services for existing contracts that will expire or have reached their capacity. - capital planning and design for dams, substations, penstocks, other assets that are highly complex. - provide as-needed staff augmentation to work at remote locations outside of San Francisco.

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: The Proposers have been an established business for 20 years or more and have successfully delivered at least three dams, penstocks, substations, and large diameter pipeline projects. Minimum personnel qualifications include: - Project Manager with 20 years of experience in delivering large infrastructure projects - Civil or Structural Engineer with 15 or more years of experience in dam and penstock retrofit and design - Mechanical Engineer with 15 or more years of experience in design of large diameter valves, pumps and hydropower generation - Electrical Engineer with 20 or more years of experience in design of power houses, transformers, and substations

   B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5601, Utility Analyst; 5602, Utility Specialist;

   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?
   We have reviewed past and present projects and the areas of expertise of the existing engineering staff. We have also researched the availability of the staff working in remote locations or local staff that may have the desire to relocate to a remote office. So far there are no candidates who had desire to work in remote locations. Before we issue specific task orders, we will again request for available resources within the SFPUC Infrastructure Engineering Management Bureau prior using the consultants' engineers. This type of request will occur for each and every new task.
5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
   A. Explain why civil service classes are not applicable.
      Design work on dams, penstocks and substation is extremely rare and may occur once in the life-cycle of an asset. Therefore the existing civil service classes do not perform specialized designs. The SFPUC intends to seek expertise on a nationwide level.

   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. For the typical and routine design work, it is already covered by the existing classifications. The RFP intends to augment the existing City staff only when there is a shortage of resources. For specialized work, the need is not consistent and work on dams will not be needed again for many decades in future. Therefore, it would not be practical to adopt a new civil service class to perform the specialized work.

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

   B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Yes. There will be technology transfer tasks where the Designer will provide demonstration of specialty tools such as dam analysis and transient analysis software. For each design deliverable, there will be a one full day of design workshop conducted to ensure the City staff is aware of new design concepts, information on latest code and practices, and understanding of the new facility and how it will operate. The types of City staff that will receive training includes: Civil Engineers, Structural Engineers, Electrical Engineers, and Mechanical Engineers. The types of City staff that will receive training includes: Civil Engineers, Structural Engineers, Electrical Enginers, and Mechanical Enginers.

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

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

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

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

7. Union Notification: On 08/31/2017, the Department notified the following employee organizations of this PSC/RFP request:
   Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

☑ 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@sewater.org
Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49114 - 17/18
DHR Analysis/Recommendation: action date: 11/06/2017
Commission Approval Required Approved by Civil Service Commission
11/06/2017 DHR Approved for 11/06/2017
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:  Landfill Disposal Services for Grit, Residuals and Dewatered Filter Backwash Cake 68383

Funding Source:  Wastewater Enterprise Operations Budget  PSC Duration:  3 years

PSC Amount:  $1,600,000

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
   This contract entails the disposal of grit separated from wastewater influent at the City’s wastewater treatment plants. These treatment plants produce approximately 3,000 wet tons of grit per year which equates to approximately 12 semi-truck loads per month although more service is needed in the winter months. The grit is mainly separated from the wastewater influent before the treatment process and must be disposed of in a landfill. Filter backwash cake is a byproduct of water treatment that must also be disposed of in a landfill. In the event of operational issues at the treatment plant which mean that biosolids cannot be reused, they must be disposed of in a landfill. These materials are hauled to landfill via a separate contract. This contract pays for the landfill disposal costs of these materials.

   B. Explain why this service is necessary and the consequence of denial:
   This service is critical for the proper functioning of the City’s wastewater treatment plants. The treatment plants do not have onsite storage grit or biosolids. Grit separated out from the influent must be removed from the plant and sent to a disposal location. Filter backwash cake must be disposed of. Biosolids which do not meet reuse requirements must be disposed of. Denial of this service would be disrupting a vital operation that occurs on a weekly basis.

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

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

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

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

   ☑ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
B. Explain the qualifying circumstances:
   This contract is necessary for the landfill disposal of materials generated by the City's wastewater treatment plants. The City does not possess a permitted landfill and therefore these services must be obtained through a contract.

3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise: The use of landfills for disposal requires a contract with a landfill or landfill broker.

   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: Yes, the contractor provides a permitted landfill.

4. **If applicable, what efforts has the department made to obtain these services through available resources within the City?**
   The City does not possess a permitted landfill and therefore these services must be contracted out. No effort has been made to obtain these services with City owned resources.

5. **Why Civil Service Employees Cannot Perform the Services to be Contracted Out**
   A. Explain why civil service classes are not applicable. The scope cannot be performed by civil service staff because Wastewater Enterprise does not have the requisite facility.

   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 feasible as landfill disposal is not a service staff can perform without the requisite landfill facility.

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

   B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. No. There is no plan for training employees to perform this work as it is not envisioned the City will come into possession of a landfill capable of providing these services.

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

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

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

   F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain. No.
7. **Union Notification:** On 05/15/2019, 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: Bill Irwin  Phone: 415-934-3975  Email: wirwin@sfwater.org

Address: 525 Golden Gate Avenue San Francisco, CA 94102

=================================================================================

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45109 - 18/19
DHR Analysis/Recommendation:  Commission Approval Required
DHR Approved for 06/17/2019

Civil Service Commission Action:
Receipt of Union Notification(s)
RECEIPT for Union Notification for PSC 45109 - 18/19 more than $100k

The PUBLIC UTILITIES COMMISSION – PUC has submitted a request for a Personal Services Contract (PSC) 45109 - 18/19 for $1,600,000 for Initial Request services for the period 06/01/2019 – 05/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

http://apps.sfgov.org/dhhrdrupal/node/13040 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: HUMAN SERVICES -- DSS
Dept. Code: DSS

Type of Request: ☑ Initial  ☐ Modification of an existing PSC (PSC # ____________)

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

Type of Service: Professional

Funding Source: City, State and Federal
PSC Amount: $820,000  PSC Est. Start Date: 07/01/2019  PSC Est. End Date: 06/30/2023

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
      The work is Social Security Administration benefits advocacy, screening, maintenance, administration and management assistance for children and youth involved with the San Francisco Foster Care system. The proposed work covers three main areas: Supplemental Security Income (SSI) advocacy, screening and eligibility, county and systems coordination, and information technology for children and youth.

      For SSI services, the tasks include: provide staff daily to review hard copy and electronic child welfare files to identify those that may be eligible to receive SSI benefits, create and maintain options for referrals, coordinate and implement screening on behalf of foster children, provide support options to facilitate the completion of the application, collect and copy information needed to support SSI application and re-assessments, process payee changes, maintain records on each child, provide direction for over and under payments, provide legal support, review all denied cases, provide advocacy and provide recommendations to the County and research and problem solve to ensure accurate benefits.

      For County and System coordination, the tasks include: assist county to design, implement, coordinate, prioritize and maintain application reviews, maintain and develop system to monitor all youth turning 18 and youth in care at 16.5 for screening, create and implement annual rescreening, provide clear accounting of benefits from SSI, ensure financial integration with County financial and social service programs, monitor all SSI accounts, monitor and research emerging Social Security benefit and related child welfare regulations, policies and procedures, conduct annual full system review to ensure optimal alignment, accuracy and efficiency.

      For Information Technology (IT) tasks, provide IT tools and data maintenance techniques and solutions to assist in the continual improvement in identifying, maintaining and monitoring benefits.

   B. Explain why this service is necessary and the consequence of denial:
      In November of 2007, California Assembly Bill (AB) 1331 was signed into law that mandates that counties provide screening, application and reassessments to all children in foster care aged 16.5 and older. San Francisco Family and Children’s Services Division is committed to ensuring that all foster children and youth in its custody are screened for and receive all Federal or State benefits that they are entitled to, including: Supplemental Security Income (SSI), Social Security Administration/Retirement, Survivor, & Disability Insurance (RSDI), and Veterans Benefits. Counties are mandated to be the representative payee and to create and manage maintenance and dedicated accounts when SSA and SSI benefits are awarded/received. A screening is considered to be an administrative review of child welfare and health records, identifying gaps in information and obtaining necessary documentation for SSI applications. It is mandated by the state that all youth who are not currently receiving SSI (aged 16.5 through 18 years old) be screened annually for Title XVI disability benefits. In addition, mandates require the assurance that SSI benefits are maintained until youth leave the system, which can be up to age 21. To address the needs of the non-minor dependent (NMD) population of youth between ages 18 and 21, it’s necessary to apply adult SSI rules/requirements in the
maintenance and retention of benefits. It’s the intent of FCS to ensure that all mandates are fully documented in agency policy, supported through practice, outcomes measured, and the system continuously reviewed for improvements and accountability. Without this service, San Francisco would be out of compliance with State laws. Children would not be screened for federal benefits, and this would have a significant impact on the San Francisco General Fund. Outcomes for foster child and youth would be negatively impacted, as stable income and resources directly effects permanency outcomes.

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 services has been provided by Contractors since it’s inception with the State law in 2006.

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

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

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

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

B. Explain the qualifying circumstances:
   The City lacks the skill set required for the detailed, nuanced and current knowledge of the Federal Supplemental Security Income, including the legal landscape, regulatory requirements and fiscal realities. The City has no such subject matter experts.

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: The skill set needed for this work requires detailed, nuanced and current knowledge of the Federal Supplemental Security Income, including the legal landscape, regulatory requirements and fiscal realities facing public agencies for both children and adults. Subject experts in the field are needed to assure children and youth receive all legally required screenings, assessments, applications, appeals and re-assessments. Significant expertise is required to successfully navigate the public sector programs of SSI and Child Welfare. Best practices and law change frequently. Additionally, unique and specific operation analysis, informational technology skills, business processes, systems planning and quality insurance are all required to ensure successful delivery of SSI advocacy and screening and benefits managements. Deep knowledge of multiple public sector program such as SSI, Child Welfare, Medicaid, Children’s Health Insurance Program (CHIP), Supplimental Nutritritional Assistance Program (SNAP), Temporary Aid for Needy Families (TANF) is required.

   B. Which, if any, civil service class(es) normally perform(s) this work? 2903, Eligibility Worker;

   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, these services are highly specific and cross both child and adult programs
5. **Why Civil Service Employees Cannot Perform the Services to be Contracted Out**
   A. Explain why civil service classes are not applicable.
      The specific public sector knowledge and expertise required for this service go beyond the job specifications of an eligibility worker. Deep, nuanced and constantly updated knowledge is needed in the area of Supplemental Security Income (SSI) for both children and adults. There are no current civil service classes that encompass all the required knowledge, skills and abilities and ages associated with this project. There are no specific classes dedicated to the required dual expertise in both child welfare and SSI programs.
   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, due the constantly shifting nature of the laws, regulations, policies and procedures, it would not be efficient or cost effective to create a class specific to this detailed scope of work.

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

7. **Union Notification**: On 03/19/2019, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021

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

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

Address: 1650 Mission Street, Suite 300 San Francisco, CA, 94102

******************************************************************************
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44333 - 18/19
DHR Analysis/Recommendation: Civil Service Commission Action:
Commission Approval Required
DHR Approved for 06/17/2019
Receipt of Union Notification(s)
Hi Johanna,

Yes the union is okay with waiving the 60 day notice for correcting the typo on this PSC. We reserve the right to protest and meet regarding this PSC though anytime and for future modifications.

Best,

XiuMin Li
Field Supervisor


Member Resource Center (MRC): 1-877-687-1021
Direct: 415-848-3686
SF Office Fax: 415-431-6241

**Sign up to become a Union Member! Together We Rise Up!**


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Hi David and Xiumin-

Hoping very much to hear from you today regarding this request.

---

Hi David and Xiumin-

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We are working to schedule this pending PCS for Civil Service Commission approval on June 17th. As we were preparing the documents, we noticed a typo on the end date for the union notification, (attached). The end date was INCORRECTLY listed as 6/30/19 and the CORRECT end date is 6/30/23. Nothing else has changed on the PCS and the correct end date is listed in the actual PCS website.

These services are urgent for the department, as they involve screening foster kids for SSI benefits.

I will be following up with calls to you both but I need back:

1. This email, stating clearly that SEIU1021 waives the 60 day notification for this PSC, referencing this exact PCS number.

Thank you and I apologize for the typo and the need for more emails.

I have a deadline if we are going to make the June Commission of 5 PM May 27th (Tuesday) but hopefully we can move before then.

Johanna Gendelman
Contract Manager
415-557-5507

From: Choi, Suzanne (HRD) <Suzanne.Choi@sfgov.org>
Sent: Thursday, May 23, 2019 12:08 PM
To: Gendelman, Johanna (HSA) <johanna.gendelman@sfgov.org>
Subject: Union Notification

Suzanne Choi, Citywide PSC Coordinator
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4886
Website: www.sfsxhr.org

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to DHR-PSCCoordinator@sfgov.org for record keeping and review processing. Please do not send them to my email address because it may be overlooked. Thank you

CCSF-HSA - All outbound HSA email is automatically scanned for PII and PHI by Zix Email Encryption
-----Original Message-----
From: dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org> On Behalf Of john.tsutakawa@sfgov.org
Sent: Tuesday, March 19, 2019 8:59 AM
To: Tsutakawa, John (HSA) <John.Tsutakawa@sfgov.org>; surah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfwwater.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidnkristen@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; Gendelman, Johanna (HSA) <johanna.gendelman@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over $100K PSC # 44333 - 18/19

RECEIPT for Union Notification for PSC 44333 - 18/19 more than $100k

The Dept Title – Dept has submitted a request for a Personal Services Contract (PSC) 44333 - 18/19 for $820,000 for Initial Request services for the period 07/01/2019 – 06/30/2019. 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/12733 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)
SECTION 1. The Legislature finds and declares all of the following:

(a) When compared to youth without disabilities, foster youth with disabilities are more likely to be institutionalized, to lack sufficient education, and to have higher incidences of homelessness and mental health problems following discharge from foster care.

(b) Key to transition planning for disabled foster youth is ensuring that qualified youth are approved for all benefits, most importantly federal Supplemental Security Income (SSI) benefits, and that they are able to accumulate some level of savings to aid in their transition to independent living.

(c) Foster youth with disabilities gain significant advantages at the time of emancipation if their eligibility for SSI benefits has been established prior to their emancipation.

(d) Unfortunately, federal law and regulations prohibit a child who receives a federally funded AFDC-FC benefit in excess of the federal SSI benefits from applying for SSI until the month prior to the federal AFDC-FC benefits ending. In order to apply for SSI benefits, a child may not be receiving federally funded AFDC-FC benefits in the month of application or, depending on the timing of the application, the month after the application is filed. After the application for SSI benefits is accepted by the Social Security Administration, federal rules indicate that the child may receive federally funded AFDC-FC benefits during the remainder of the application process. Upon approval for SSI benefits, these benefits may be suspended for up to 12 months, during which time a child may receive federally funded AFDC-FC benefits without losing eligibility for SSI benefits. Using this flexibility will allow for applications to be made on behalf of federally eligible youth who are nearing emancipation from foster care.

SEC. 2. Section 13757 is added to the Welfare and Institutions Code, to read:

13757. (a) (1) Subject to paragraph (2), every youth who is in foster care and nearing emancipation shall be screened by the county for potential eligibility for the federal Supplemental Security Income (SSI) program utilizing the best practice guidelines developed pursuant to Section 13752.

(2) The screening required in paragraph (1) shall only occur when the foster youth is at least 16 years and six months of age and not older than 17 years and six months of age. An application shall be submitted to the federal Social Security Administration on behalf of a youth who is screened as being likely to be eligible for federal Supplemental Security Income benefits. To the extent possible, the application shall be timely to allow for a determination of eligibility by the Social Security Administration prior to the youth's emancipation from care including, if appropriate, the suspension of Supplemental Security Income benefits for no more than 12 months.

(b) In carrying out the requirements of subdivision (a) for a youth receiving federally funded AFDC-FC benefits, the county shall, if necessary, forego federally funded AFDC-FC and instead use state AFDC-FC resources to fund the placement in the month of application or in the month after making an application, and to subsequently reclaim federally funded AFDC-FC, in order to ensure that the youth meets all of the SSI eligibility requirements in a single month while the application is pending, as provided by federal law and regulation. Notwithstanding subdivision (a) of Section 11402, this section shall apply to a foster youth regardless of his or her federal AFDC-FC eligibility.

(c) Prior to the implementation of subdivision (b), the State Department of Social Services shall obtain clarification from the Social Security Administration and the United States Department of Health and Human Services by January 1, 2008, that the funding mechanism described in subdivision (b) is consistent with federal law and regulation.

SEC. 3. No appropriation pursuant to Section 15200 of the Welfare and Institutions Code shall be made for the purposes of funding this act.
SEC. 4. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.
City and County of San Francisco

Request for Proposals #825 for

SOCIAL SECURITY ADMINISTRATION BENEFITS SCREENING, MAINTENANCE, ADMINISTRATION AND MANAGEMENT ASSISTANCE

Date issued: February 5, 2019
Pre-proposal conference: February 12, 2:30 pm
Proposal due: 1650 Mission Street, 3rd floor
5:00 p.m., March 5, 2019
Mission Conference Rm, SF

-41-
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Introduction and Schedule</td>
<td>2</td>
</tr>
<tr>
<td>II. Scope of Work</td>
<td>4</td>
</tr>
<tr>
<td>III. Submission Requirements</td>
<td>8</td>
</tr>
<tr>
<td>IV. Evaluation and Selection Criteria</td>
<td>10</td>
</tr>
<tr>
<td>V. Pre-proposal conference and Contract award</td>
<td>11</td>
</tr>
<tr>
<td>VI. Terms and Conditions for Receipt of Proposals</td>
<td>12</td>
</tr>
<tr>
<td>VII. Contract Requirements</td>
<td>15</td>
</tr>
<tr>
<td>VIII. Protest Procedures</td>
<td>17</td>
</tr>
<tr>
<td>IX. Standard Forms</td>
<td>19</td>
</tr>
<tr>
<td>X. San Francisco Human Services Agency RFP Cover Page</td>
<td>21</td>
</tr>
<tr>
<td>XI. San Francisco Human Services Agency Page Number Form</td>
<td>22</td>
</tr>
</tbody>
</table>
I. Introduction and Schedule

A. General

The San Francisco Human Services Agency (HSA) and its Family and Children’s Services (FCS) division announce their intent to seek proposals from agencies or organizations to provide professional services in the area of SSA Benefits, primarily Title II and Title XVI that includes Screening, Benefits Application Assistance, Benefit Maintenance/Retention, and Data Management Assistance.

Successful respondents will provide screening, assistance with the completion and processing of applications, application tracking, training, leadership with SSA collaboration and policy/ regulatory coordination, data management solutions, reporting, support for maintenance and re-screening, emerging SSA practices consultation, and support to retain linkage to SSI eligibility and SSA benefit administration.

FCS oversees the county child protective service functions including the child abuse hotline and investigations, family maintenance and reunification, and permanent placement. The mission of FCS is to protect children, maintain and reunify families, and obtain safe and permanent care for children, youth, or non-minors dependents that cannot be reunified with their families. Financial stability is a key factor to ensure families have the resources necessary to maintain stability or reunify and provide safe placement. A child or youth may enter foster care, a substitute care environment, if deemed necessary due to abuse and/or neglect.

The Foster Care Eligibility (FCE) units within FCS are responsible for the issuance of all benefits to substitute care providers (SCP) on behalf of children, youth, and non-minor dependents in foster care. Foster Care Eligibility is committed to ensuring that all children, youth, and non-minor dependents—both juvenile dependents under the jurisdiction of the Juvenile Dependency Court and probation wards under the jurisdiction of the Juvenile Probation Court—are screened for and receive all Federal or State benefits that they are entitled to. Furthermore, it's the Agency’s intent to maintain a linkage to SSI eligibility post court dismissal and transition management of the SSI case to the family, along with any SSA benefits the child, for which the child may be eligible.

Since 2006, California has required county child welfare agencies to screen and apply for SSI benefits of behalf of dependents and wards in foster care. Counties are mandated to be the representative payee and to create and manage maintenance and dedicated accounts when SSA and SSI benefits are awarded/received. A screening is considered to be an administrative review of child welfare and health records, identifying gaps in information and obtaining necessary documentation for SSI applications. It is mandated by the state that all youth who are not currently receiving SSI (aged 16.5 through 18 years old) be screened annually for Title XVI disability benefits. In addition, mandates require the assurance that SSI benefits are maintained until youth leave the system, which can be up to age 21. To address the needs of the non-minor dependent (NMD) population of youth between ages 18 and 21, it's necessary to apply adult SSI rules/requirements in the maintenance and retention of benefits. It's the
intent of FCS to ensure that all mandates are fully documented in agency policy, supported through practice, outcomes measured, and the system continuously reviewed for improvements and accountability.

This contract shall have an original term of three years tentatively effective from July 1, 2019 to June 30, 2022. In addition, the City shall have two (2) options to extend the term for a period of one year each, which the City may exercise in its sole, absolute discretion. These services will be supported through funding from the City and County of San Francisco and Federal grants, and is estimated to be $157,755 annually. HSA expects that the work accomplished through this RFP will be done by the respondent, and does not intend to create any subcontacting opportunities through this RFP.

B. Schedule

The anticipated schedule for this procurement is:

<table>
<thead>
<tr>
<th>Proposal Phase</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP is issued by the City</td>
<td>February 5, 2019</td>
</tr>
<tr>
<td>Pre-proposal conference</td>
<td>February 12, 2019, 2:30 PM 1650 Mission Street 3rd floor, Contracts Room San Francisco</td>
</tr>
<tr>
<td>Deadline for submission of written questions or requests for clarification</td>
<td>February 15, 2019, 2:00PM</td>
</tr>
<tr>
<td>Proposals due</td>
<td>March 5, 2019, 5:00PM</td>
</tr>
<tr>
<td>Services to begin</td>
<td>July 1, 2019</td>
</tr>
</tbody>
</table>

Dates and times subject to change

C. Definitions

CAAP  County Adult Assistance Program
CWS/CMS California Statewide Child Welfare database
FC Foster Care
FCE Family and Children’s Services Foster Care Eligibility Unit
FCS Family and Children’s services, division of HSA
HSA Human Services Agency of the City and County of San Francisco
NMD Non-Minor Dependents
PSW  Protective Service Worker
SSI  Supplemental Security Income
SSA  Social Security Administration
RSDI  Retirement and Survivors Disability Insurance
IT  Information Technology
SCP  Substitute Care Provider

II. Scope of Work

A. Target Population

There are approximately 836 children, youth, and non-minor dependents in foster care in the City/County of San Francisco. Non-minor dependents are at least 18 years old and may remain in care up to the age of 21. The chosen contractor will be working with a combination of child welfare dependents, Non Minor Dependents (NMD) and probation wards. The ages of current dependents and wards is illustrated in the table below:

<table>
<thead>
<tr>
<th>Foster Care Children by Supervising Agency</th>
<th>DHS</th>
<th>Probation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 5 years</td>
<td>193</td>
<td>0</td>
<td>193</td>
</tr>
<tr>
<td>6 - 10 years</td>
<td>103</td>
<td>0</td>
<td>103</td>
</tr>
<tr>
<td>11 - 15 years</td>
<td>117</td>
<td>11</td>
<td>128</td>
</tr>
<tr>
<td>16 - 17 years</td>
<td>104</td>
<td>36</td>
<td>140</td>
</tr>
<tr>
<td>18+ years</td>
<td>216</td>
<td>57</td>
<td>272</td>
</tr>
<tr>
<td>All Children</td>
<td>732</td>
<td>104</td>
<td>836</td>
</tr>
</tbody>
</table>

B. Scope of work

SSI screening and eligibility tasks

1. Provide on-site staff daily, Monday through Friday, during regular business hours, to review and children, youth, and non-minor dependents or wards hard copy and electronic files and reports, drawn from their child welfare or juvenile probation case files, to identify those that may be eligible to receive SSA/SSI benefits.

2. Create and maintain several options for referrals, including internet-based, with the capacity to provide reports and tracking of applications, approvals, appeals, denials, and reassessments for eligibility.

3. Coordinate and complete the application process on behalf of children, youth, and non-minor dependents and wards deemed potentially eligible based upon the screening process for SSA/SSI benefits.

4. Provide support options to facilitate completion of SSA/SSI applications with input from the care provider, FCS personnel, or NMD in instances where the substitute
care provider or NMD is unable to complete forms or portions of the applications
him or herself. Assistance shall include in-person, electronic, and telephone
assistance options.

5. Collect and copy information and documentation needed to support SSA/SSI
applications and reassessments. Coordinate data collection with care providers,
Protective Services Workers, Probation Officers, and/or other staff, including
outside providers as necessary.

6. Track medical appointments related to the SSA/SSI application: call and mail/e-
mail clients and care providers, PSWs to remind them of appointments and ensure
attendance. If necessary, the Contractor will assist the care provider, PSWs and
NMD to help ensure that appointments are rescheduled timely and within SSA
regulations.

7. Ensure that all youth maintain SSI eligibility and are not discontinued, as deemed
appropriate in conjunction with county review.

8. Process all payee changes in a timely manner.

9. Maintain records on each child, youth, and non-minor dependent referred relative to
the application, benefit maintenance, and/or appeals process for SSA/SSI benefits
and make these files fully available to County staff upon request. Contractor shall
not have any proprietary interest in the records maintained and, upon County’s
request; all records maintained by the Contractor shall be turned over to the County
upon completion or termination of services. Contractor must maintain strict
confidentiality of client-level information in accordance with applicable Health
Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security
rules and Child Welfare Services (CWS) regulations.

10. Provide direction and pursue appropriate appeals and submit necessary
documentation on all SSA benefits overpayments and underpayments.

11. Provide appropriate legal support at any stage of an application process and or
benefit administration, i.e. addressing policies, denials, reconsiderations, hearings,
overpayments, underpayments, and etc.

12. Contractor will gather all additional medical or other information requested by the
Social Security Administration Payment of exams and testing shall go through the
appropriate payees, including State DDS for evaluations and Medi-Cal and retains
final spending authority for each case by providing approval of exams if necessary.

13. Review all denied cases, in conjunction with the County, and pursue all
appropriate appeals, including preparing and filing required information and
presenting materials to Social Security. Provide to the Social Security
Administration information and documentation for all reconsideration meetings and
attend all reconsideration meetings and hearings, whether formal or informal.

14. Provide recommendations to County on all cases requiring additional examination
and testing.

15. Research and problem-solve, including through direct contact with Social Security,
to resolve underpayment or overpayments of SSA benefits. Coordinate with Foster
Care Eligibility and HSA Accounting in recommending appropriate actions to
ensure accurate benefits.

**County and Systems Coordination**

1. Work with the County to design, implement, train, coordinate, prioritize and
maintain a system of application reviews.
2. Maintain and further develop a system in conjunction with the County to monitor youth turning 18 who will be entering SSA's adult system or non-minor dependents already over the age of 18. Contractor will screen for SSA adult benefit eligibility, process, and complete applications on behalf of this population.

3. Maintain and further develop a system in conjunction with the County to screen all youth in care at age 16.5 for SSA/SSI eligibility per state mandates under assembly bill 1331. Contractor will process and complete applications on behalf of this population.

4. Create and maintain a system in conjunction with the County to annually rescreen eligibility for SSI.

5. Maintain and further develop a system in conjunction with the County to manage eligibility to SSI benefits during periods of SSA suspend until court dismissal.

6. Document processes and assist with the development and maintenance of written guidelines and HSA policies/procedures.

7. Based on information received during reviews and screening, evaluate foster care cases for financial implications to the county related to foster care funding and SSA rules. Provide County with Social Security funding documentation on a case by case basis. Create regular reports detailing Social Security funding and coordinate with the County financial implications of applying for all potential Social Security benefits.

8. With the assistance of the Department, provide a clear accounting of net benefits of SSA administered awards and applications. This includes providing a financial impact report based on availability of SSA and foster care funding on a monthly basis and by case.

9. In conjunction with the County, ensure its activities integrate with County financial and social services programs. This includes orientation and/or training of staff to identify potential recipients and availability to consult and problem-solve with agency staff on Social Security related matters. This may include site visits and collaborative meetings with Social Security. Consult and problem-solving may include RSDI and SSI benefits and/or any other benefits administered by the Social Security Administration.

10. Provide limited consultation to San Francisco County's CAAP (County Adult Assistance Program) and CalWORKs programs on SSI advocacy, as requested.

11. In conjunction with the County, ensure its activities and county policies/practices align and enhance fiscal processes and policies related to the tracking and maintenance of interest-bearing dedicated accounts, interest-bearing maintenance accounts, and/or personal needs allowance (P&I) accounts based upon SSA rules.

12. Monitor SSA dedicated and maintenance accounts for all children, youth, and NMD receiving SSA administered benefits or in suspense and assist the County, care providers, and NMD with tracking and notifications to identify eligible SSA items to expend funds on ensuring that balances remain below SSA requirements.

13. Monitor and research emerging Social Security benefit and related Child Welfare regulations, policies, and procedures, best practices and advising County of any change that impact the current caseload. Contractor shall be available to consult with County on cases and activities related to the Social Security Administration regional or district offices, or on general Social Security issues.

14. Facilitate and attend (as required) regular meetings with the County to validate progress, communication, reconcile SSA/SSI application filings and approvals,
discuss and plan for emerging SSA/SSI changes and County needs. Coordinate, facilitate and take minutes for project meetings as needed a minimum of twice per year. This includes creation and distribution of agenda for meetings.

15. Coordinate monthly submission meetings with SSA and FCE Program Manager. Provide a detailed list of applicants and SSA forms requiring a wet signature from an FCE dedicated agency representative.

16. Design, coordinate, and deliver training to FCS staff. Produce training and informational materials including brochures, flyers, handouts, articles, and others deemed appropriate on as needed basis a minimum of twice a year.

17. Conduct a full system review once per year to ensure optimal alignment, accuracy, and efficiency and provide a written report and analysis detailing strengths and weaknesses and making recommendations for improvements. In addition, periodically perform ad hoc system reviews to ensure the County is maintaining high quality standards and make procedural or policy recommendations to enhance outcomes.

**Information Technology**

1. Provide IT tools and/or data maintenance techniques and solutions to assist in the continual improvement in identifying, maintaining and monitoring SSA/SSI benefits.

2. Enter Disability and application data directly into CWS/CMS.

**C. Service Objectives**

On an annual basis, contractor will meet or exceed the following service objectives:

1. 100% of FCE cases will be screened for potential eligibility within 30 days of referral.

2. 75% of potentially eligible cases will have applications completed and submitted to SSA within 90 days of the referral date. The remaining 25% of potentially eligible cases will have applications completed and submitted to SSA within 120 days of the referral date.

3. A minimum of four (4) trainings to Agency Staff will be designed and delivered each contract year.

4. 100% of care providers or non-minor dependents requesting assistance in completing an application will receive that assistance no later than 14 business days from date of request.

5. 100% of SSI CWS/CMS fields, as deemed necessary by the County, will be entered by the Contractor within calendar 14 days of actions or acquiring relevant information. Contractor, in conjunction with the County, will complete a minimum of 4 data matches each year of the contract.

6. 100% of all currently open cases previously reviewed and deemed ineligible through the screening process will be re-screened for potential SSI eligibility within 12 months of the last review date.

7. 100% of all youth age 16.5 to older to be screened annually for Title XVI disability benefits per Federal Mandate AB 1331 and ACL 08-12
Outcome Objectives

1. Using an FCE provided training survey questions, 90% of participants in training provided by the Contractor will rate the training as effective or useful.
2. An FCE Personnel will monitor the Contractor to achieve a 90% data match between CWS/CMS and Contractor data collection systems.
3. Based on an annual audit to be conducted by HSA, the Contractor will maintain an approval rating of no less than 75% of all initial applications and appeals submitted to the SSA for consideration.
4. 100% cases eligible to SSI but have those benefits in suspense will have their SSI eligibility maintained until court dismissal.
5. 100% of youth 17 or older who are receiving SSI will have no lapse in SSI eligibility when adult SSI is available.
6. Contractor will maintain a staff approval rating of no less than 7 in a scale of 1-10; 10 being the highest/best rating possible from an annual survey of HSA staff conducted by the Department regarding contractor performance.

III. Submission Requirements

A. Time and Place for Submission of Proposals
Proposals must be received by 5:00 p.m., on March 5, 2019.

Proposers shall submit one (1) electronic pdf copy of the proposal to: Johanna.Gendelman@sfgov.org and HSARFP@sfgov.org. The proposal must be received prior to the deadline to be considered a timely submission. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

B. Format
Text should be unjustified (i.e., with a ragged-right margin) using a double-spaced, 12 point serif font (e.g., Times Roman, and not Arial), and page margins should be at least 1” on all sides (excluding headers and footers).

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

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

MINUTES

Regular Meeting
September 21, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

ROLL CALL

President Morgan R. Guzmic
Vice President E. Dennis Normandy
Commissioner Joy Y. Boarwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung.

Present:  Present
Not Present: (Notified Absence)

President Morgan R. Guzmic presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Virginia Morgan, appellant in Item #9 expressed her desire to reach a resolution on her appeal.

APPROVAL OF MINUTES

Regular Meeting of August 17, 2009

0207-09-8 Review of request for approval of proposed personal services contracts. 
(Item No. 5)

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Amount</th>
<th>Type of Service</th>
<th>Type of Approval</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4028-09-10</td>
<td>GSA-Fleet Management</td>
<td>$500,000</td>
<td>Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.</td>
<td>Regular</td>
<td>08/13/12</td>
</tr>
</tbody>
</table>

August 17, 2009: Adopt the Human Resources Director's report on PSC #4028-09-10 on the condition that the General Services Administration meet and/or share the data gleaned from the experiment with TWU Local 250A and Auto Machinists Local 1444 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 1; Commissioner Gorrone dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

Speakers: None.

Action: Approve the request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0235-09-8 Review of request for approval of proposed personal services contracts. 
(Item No. 6)
<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Amount</th>
<th>Type of Service</th>
<th>Type of Approval</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4030-09-10</td>
<td>Public Works - Bureau of Architecture</td>
<td>$4,000,000</td>
<td>Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.</td>
<td>Regular</td>
<td>04/28/15</td>
</tr>
<tr>
<td>4031-09-10</td>
<td>Public Works</td>
<td>$5,000,000</td>
<td>Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&amp;E) for the San Francisco General Hospital Rehab Project.</td>
<td>Regular</td>
<td>12/31/16</td>
</tr>
<tr>
<td>4032-09-10</td>
<td>Arts Commission</td>
<td>$200,000</td>
<td>Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Articles-in-Brief will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.</td>
<td>Regular</td>
<td>05/30/10</td>
</tr>
<tr>
<td>4033-09-10</td>
<td>Public Utilities Commission</td>
<td>$6,500,000</td>
<td>Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnyvale Sewer Auxiliary Tunnel, on behalf of the SEWUC.</td>
<td>Regular</td>
<td>03/01/12</td>
</tr>
<tr>
<td>4034-09-10</td>
<td>Public Utilities Commission</td>
<td>$400,000</td>
<td>Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be conducted by the respective parcel’s designated representative.</td>
<td>Regular</td>
<td>10/01/17</td>
</tr>
<tr>
<td>4035-09-10</td>
<td>Treasurer and Tax Collector’s Office</td>
<td>$400,000</td>
<td>Will provide new payment processing system, licensing fees and annual software maintenance costs and professional services in customer programming, installation and training.</td>
<td>Regular</td>
<td>12/31/14</td>
</tr>
<tr>
<td>4036-09-10</td>
<td>Municipal Transportation Agency</td>
<td>$277,004</td>
<td>Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SPMTA’s fleet of 131 vehicles.</td>
<td>Regular</td>
<td>11/01/10</td>
</tr>
<tr>
<td>4037-09-10</td>
<td>Building Inspection</td>
<td>$4,200,000</td>
<td>Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).</td>
<td>Regular</td>
<td>12/31/16</td>
</tr>
<tr>
<td>4038-09-10</td>
<td>Controller’s Office</td>
<td>$1,500,000</td>
<td>Will provide municipal financing advisory services to Office of Finance, Controller’s Office, and other City departments to the following areas: general obligation bonds, certificates of participation and lease revenue bonds.</td>
<td>Regular</td>
<td>10/10/14</td>
</tr>
<tr>
<td>4112-06-07</td>
<td>Human Resources</td>
<td>Increase Amount $125,000; New Amount $1,625,000</td>
<td>Will provide computer software, licensing, and software support for proprietary workers’ compensation claims management system. Modifications for implementation of upgraded web-based system.</td>
<td>Modification</td>
<td>06/30/11</td>
</tr>
<tr>
<td>4123-07-08</td>
<td>Public Utilities Commission</td>
<td>Increase Amount $1,300,000; New Amount $2,500,000</td>
<td>Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replacement fixture, and some leak and leak-related activities.</td>
<td>Modification</td>
<td>06/30/12</td>
</tr>
<tr>
<td>4081-09-10</td>
<td>Municipal Transportation Agency</td>
<td>Increase Amount $846,752,554; New Amount $867,752,554</td>
<td>Will perform a rehabilitation of key operating systems of the SP Municipal Transportation Agency’s (SPMTA’s) Light Rail Vehicle (LRV) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.</td>
<td>Modification</td>
<td>08/31/16</td>
</tr>
</tbody>
</table>

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

**0065-09-7**

Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Pub Code 25602), San Francisco Public Library. (Item No. 7)

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Swartlow dissent.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)

July 6, 2009: Continue to the meeting of August 15, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vandiver, San Francisco Public Library
          Steve Princhi, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

**0727-07-7**

Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Pub Code 73440), with the Municipal Transportation Agency. (Item No. 8)

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
          David Chan, Appellant
0227-07-6  
**Appeal by Virginia Morgan of the Human Resources Director’s decision to dismiss her charge of discrimination.** (Item No. 9)

- **August 29, 2007:** Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.
- **October 1, 2007:** Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

**Note:** Commissioners Morgan Gorordo and Yu-Yee Wu addressed their concerns regarding the City Attorney’s Opinion on remedies available to the Commission on discrimination complaints.

- **November 19, 2007:** Postpone to the meeting of January 7, 2008 pending the City Attorney’s Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.
- **August 17, 2009:** Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.

**Speakers:** None.

**Action:** Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)

0296-09-1  
**Annual Report on the Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Police and Fire.** (Item No. 10)

**Speakers:** Jesus Buhason, San Francisco Fire Department  
Mollie Callahan, Human Resources Director

**Action:** Accept and file the report. (Vote of 4 to 0)

0284-09-3  
**Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco.** (Item No. 11)

**Speakers:** None.

**Action:** Adopt the report; Forward to Board of Supervisors. (Vote of 4 to 0)

0024-09-8  
**Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08-09; 2001-08-09; 2004-08-09 and 2007-08-09 through 2009-08-09.** (Item No. 12)

<table>
<thead>
<tr>
<th>PSC#</th>
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<th>Type of Service</th>
<th>Type of Approval</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000-08-09</td>
<td>Human Services Agency</td>
<td>$7,600,000</td>
<td>Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.</td>
<td>Continuing</td>
<td>06/30/14</td>
</tr>
<tr>
<td>2001-08-09</td>
<td>Human Services Agency</td>
<td>$65,000,000</td>
<td>Will provide training, respite care, counseling, crisis intervention, childcare and reintegration efforts to help maintain foster children in their communities.</td>
<td>Continuing</td>
<td>06/30/14</td>
</tr>
<tr>
<td>2004-08-09</td>
<td>Human Services Agency</td>
<td>$230,000,000</td>
<td>Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.</td>
<td>Continuing</td>
<td>06/30/14</td>
</tr>
<tr>
<td>2007-08-09</td>
<td>Human Services Agency</td>
<td>$327,750,000</td>
<td>Will provide a central registry, entitlement in a comprehensive health benefits system, advocacy and support services for 16,000 homeless workers. Provides the contract mode HHS as mandated.</td>
<td>Continuing</td>
<td>06/30/14</td>
</tr>
<tr>
<td>2008-08-09</td>
<td>Human Services Agency</td>
<td>$75,750,000</td>
<td>Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.</td>
<td>Continuing</td>
<td>06/30/14</td>
</tr>
<tr>
<td>2009-08-09</td>
<td>Human Services Agency</td>
<td>$14,970,000</td>
<td>Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.</td>
<td>Continuing</td>
<td>06/30/14</td>
</tr>
</tbody>
</table>

*February 2, 2009: Postpone PSC #2000-08-09 through 2009-08-09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.*
March 2, 2009: Adopt the Human Resources Director's report on PBC #2009-08/09, 2004-08/09, 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2009 and 2002 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

Speakers: Dave Curto, Human Services Agency
Steve Piacelli, SEIU Local 1021

Action: Accept the oral report. (Vote of 4 to 0)

0555-08-3 Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)

July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.

Speakers: Sharon Van Loan, Municipal Transportation Agency
Nora Hanson, Appellant

Action: Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009. (Vote of 4 to 0)

Grant the appeal by Nora Hanson and award battery pay as authorized by Section 18.270 of the Administrative Code. (Vote of 4 to 0)

0332-08-6 Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)

August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.

Speakers: None.

Action: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)

0650-06-6 Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)

Speakers: Juni White, Department of Human Resources
Micki Jones, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Beattress dissents.)

0263-09-2 Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)

Speakers: None.

Action: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)

0297-09-1 Department of Human Resources' Report on the Position-Based Testing Program. (Item No. 17)

Speakers: Laura Dancer, Department of Human Resources

Action: Accept and file the report. (Vote of 4 to 0)

0298-09-1 Department of Human Resources Report on Provisional Appointments. (Item No. 18)

Speakers: Laura Dancer, Department of Human Resources

Action: Accept and file the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)
Kevin Hughes, IBEW Local 6, requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)
None.

ADJOURNMENT (Item No. 21)
6:09 p.m.
Modification

Personal Services Contracts
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH
Dept. Code: DPH

Type of Request: 
- □ Initial
- ☑ Modification of an existing PSC (PSC # 4113 11/12)

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

Type of Service: Third party vendor administrative and other services for Healthy San Francisco (SF Health Care)

Funding Source: General Fund

PSC Original Approved Amount: $50,000,000
PSC Original Approved Duration: 07/01/12 - 06/30/14 (1 year 52 weeks)

PSC Mod#1 Amount: no amount added
PSC Mod#1 Duration: 07/01/14-06/30/15 (1 year)

PSC Mod#2 Amount: $41,397,887
PSC Mod#2 Duration: 02/01/17-06/30/17 (2 years 1 day)

PSC Mod#3 Amount: $30,000,000
PSC Mod#3 Duration: 07/01/17-06/30/19 (2 years)

PSC Mod#4 Amount: $30,000,000
PSC Mod#4 Duration: 07/01/19-06/30/21 (2 years 1 day)

PSC Cumulative Amount Proposed: $151,397,887
PSC Cumulative Duration Proposed: 9 years 1 day

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
      In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to “coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants.” (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (continued on attachment)

   B. Explain why this service is necessary and the consequence of denial:
      Healthy San Francisco (HSF) provides comprehensive, affordable health care to uninsured adults irrespective of employment status, immigration status or pre-existing medical conditions. SF PATH provides affordable health care to low-income adults under a new federally-supported program. If denied, continued successful operation of HSF and SF PATH will be jeopardized, resulting in reduced access to care to over 55,000 uninsured adult San Francisco residents currently participating in these two 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.
      Yes.
D. Will the contract(s) be renewed?
Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The Department expects the need for these services to continue and does not expect it will be able to provide the operational services needed to fulfill its responsibilities to provide provide access to health care for low and moderate income San Francisco residents through the Healthy San Francisco program without contracting with the San Francisco Community Health Authority (San Francisco Health Plan).

2. **Reason(s) for the Request**
   A. Display all that apply

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

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

   Explain the qualifying circumstances:
The operation of Healthy San Francisco requires a Third Party Administrator (TPA) function. DPH fulfills this requirement contractually, using the same TPA infrastructure already in place with the San Francisco Health Plan (SFHP), because DPH does not operate as a TPA, and therefore does not possess the necessary administrative structure to provide the oversight, staffing to perform the functions, or the electronic database and software capacity to fulfill the claiming and reporting obligations.

   B. Reason for the request for modification:
   Extend contract by two years, with commensurate increase in amount

3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise: Experience in providing health plan operations, such as a call center, quality improvement protocols, member services, provider network development and management, data and utilization analysis, enrollment, eligibility, experience in the development and implementation of a billing systems tied to employer participation, establishment and maintenance of medical reimbursement accounts, and experience in related outreach and communications. (Continued on attachment)

   B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 2903, Eligibility Worker; 2908, Hospital Eligibility Worker;

   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.
      SFHP is uniquely qualified to provide these services, as it was established as a special entity to
      provide these functions and has many years experience, expertise, and systems already established
      to provide services for the Healthy Families, Healthy Kids and Healthy Workers programs. Its
      information systems have been adapted to provide an employer interface for the City Option (HSF
      or medical reimbursement account). (Continued on attachment)
   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:
      Not at this time.

6. Additional Information
   A. Will the contractor directly supervise City and County employee? If so, please include an
      explanation.
      No.
   B. Will the contractor train City and County employees and/or is there a transfer of knowledge
      component that will be included in the contract? If so, please explain what that will entail; if not,
      explain why not.
      Though some knowledge transfer may occur, the primary purpose of these services is not training.
   C. Are there legal mandates requiring the use of contractual services?
      Please see attached Board of Supervisors resolution.
   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.
      Please see attachment BOS Reso 237-05.
   F. Will the proposed work be completed by a contractor that has a current PSC contract with your
      department? If so, please explain.
      San Francisco Community Health Authority

7. Union Notification: On 03/22/19, 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; 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 Street Room 307, San Francisco, CA 94102

-----------------------------------------------------------------------------------
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4113 11/12
DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 06/17/2019

Civil Service Commission Action:
Receipt of Union Notification(s)
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 $30,000,000 for services for the period July 1, 2019 – June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

http://apps.sfgov.org/dhhrDrupal/node/4349

Email sent to the following addresses:

L21PSCReview@ifpte21.org
pkim@ifpte21.org
ted.zarzecki@seiu1021.net
leah.berlanga@seiu1021.org

Sandeep.lal@seiu1021.me
Sandeep.lal@seiu1021.org

Ricardo.lopez@sfgov.org
leah.berlanga@seiu1021.org
Sandeep.lal@seiu1021.me
Additional Attachment(s)
BOS Reso 237-05 Joint Powers Agreement with the San Francisco Health Authority
[Joint Powers Agreement with the San Francisco Health Authority.]

Resolution approving Joint Powers Agreement with the San Francisco Health Authority to create a Joint Powers Authority to operate the Non-Medi-Cal health plans currently operated by the San Francisco Health Authority.

WHEREAS, In 1994, the Legislature authorized the San Francisco Board of Supervisors to establish a health authority as a separate legal entity to operate programs involving health care services, including the authority to contract with the State of California to serve as a health plan for Medi-Cal beneficiaries (Welfare and Institutions Code Section 14087.36); and

WHEREAS, In 1994, the Board of Supervisors established the San Francisco Health Authority pursuant to the State statute in order to provide access to comprehensive health care services for Medi-Cal beneficiaries and such other persons as the Health Authority deems appropriate (San Francisco Administrative Code Section 69.1 et seq); and

WHEREAS, The governing body of the San Francisco Health Authority consists of 19 persons, 14 of whom are appointed by the Board of Supervisors; and

WHEREAS, the governing body of the San Francisco Health Authority includes, among other members, the Director of Public Health, the Director of Mental Health, and appointees of the Mayor and the San Francisco Health Commission; and

WHEREAS, The San Francisco Health Authority serves as a Knox-Keene licensed HMO providing high quality health insurance to nearly 50,000 San Francisco residents and workers through Medi-Cal and other programs; and

Supervisor Ammiano, Daly, Mirkarimi, Elsbernd, McGoldrick, Dufty, Ma

BOARD OF SUPERVISORS
WHEREAS, The San Francisco Health Authority insures nearly one-quarter of all San Francisco children, in part through the City-funded Healthy Kids and Young Adults program; and

WHEREAS, The San Francisco Health Authority insures over 6,000 San Francisco In-Home Supportive Services workers using City funding; and

WHEREAS, The State has passed legislation instituting a 6% tax on all of the operating revenue of Medi-Cal plans, such as those operated by the San Francisco Health Authority, which tax is called the Quality Improvement Fee (QIF) (Welfare and Institutions Code Section 14464.5); and

WHEREAS, If the QIF is applied to the San Francisco Health Authority, the result will be a transfer to the State of over $500,000 in mainly City funds in the next fiscal year and even more in subsequent years, threatening the viability of the City-funded insurance programs; and

WHEREAS, The negative effects of the QIF can be mitigated if a separate legal entity is established to operate the San Francisco Health Authority's non-Medi-Cal programs such as the Healthy Kids and Young Adults and Healthy Workers programs; and

WHEREAS, The San Francisco Health Authority and the City and City and County of San Francisco may establish a separate Joint Powers Authority to operate the San Francisco Health Authority's non-Medi-Cal programs through the execution of a Joint Powers Agreement, pursuant to Government Code Section 6500 et seq.; and

WHEREAS, The proposed "Joint Powers Agreement Creating the San Francisco Community Health Joint Powers Authority" (hereafter, "Agreement"), on file with the Clerk of the Board of Supervisors in File No. , which is hereby declared to be a part of this resolution as if set forth fully herein, would create a joint exercise of powers authority
("Joint Powers Authority"), a separate legal entity that would operate the non-Medi-Cal programs currently operated by the San Francisco Health Authority, including the Healthy Families, Healthy Workers, and Healthy Kids and Young Adults programs, as well as any new programs or lines of business that the Joint Powers Authority may develop; and

WHEREAS, The San Francisco Health Authority approved the Agreement on March 2, 2005 in Resolution No. 2005-1; and

WHEREAS, The proposed Agreement further provides that:

(i) The San Francisco Health Authority is designated as the party who will serve as administrator to execute the provisions of the Agreement;

(ii) The City shall not provide any capital funds for the Joint Powers Authority, nor be responsible for any operational or administrative costs incurred in fulfilling its purposes under the Agreement;

(iii) The debts, liabilities, and obligations of the Joint Powers Authority do not constitute the debts, liabilities, or obligations of any part to the Agreement, although the members may separately contract for or assume such responsibility; and

(iv) The members of the governing body established to govern the San Francisco Health Authority serve ex officio as the members of the governing body established to govern the Joint Powers Authority; and

(v) The Joint Powers Authority is required to acquire such insurance protection as the City's Risk Manager deems necessary to protect the interests of the members to the Agreement; and

(vi) The Agreement may be terminated by the adoption of a resolution by either the City or the San Francisco Health Authority; now, therefore, be it
RESOLVED, That the Board of Supervisors hereby approves the Joint Powers Agreement with the San Francisco Health Authority to create a Joint Powers Authority to operate the Non-Medi-Cal health plans currently operated by the San Francisco Health Authority.
Resolution approving Joint Powers Agreement with the San Francisco Health Authority to create a Joint Powers Authority to operate the Non-Medi-Cal health plans currently operated by the San Francisco Health Authority.

March 29, 2005 Board of Supervisors — ADOPTED
Ayes: 9 - Alioto-Pier, Ammiano, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin
Excused: 2 - Daly, Sandoval

I hereby certify that the foregoing Resolution was ADOPTED on March 29, 2005 by the Board of Supervisors of the City and County of San Francisco.

File No. 050514

Gloria L. Young
Clerk of the Board

04.01.05
Date Approved

Mayor Gavin Newsom
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH  Dept. Code: DPH

Type of Request: [☐] Initial  [✓] Modification of an existing PSC (PSC # 4113 11/12)

Type of Approval: [☐] Expedited  [✓] Regular  [☐] Annual  [☐] Continuing  [☐] (Omit Posting)

Type of Service: Third party vendor administrative and other services for Healthy San Francisco (SF Health Care)

Funding Source: General Fund

PSC Original Approved Amount: $50,000,000  PSC Original Approved Duration: 07/01/12 - 06/30/14 (1 year 52 weeks)

PSC Mod#1 Amount: no amount added  PSC Mod#1 Duration: 07/01/14-06/30/15 (1 year)

PSC Mod#2 Amount: $41,397,887  PSC Mod#2 Duration: 02/01/17-06/30/17 (2 years 1 day)

PSC Mod#3 Amount: $30,000,000  PSC Mod#3 Duration: 07/01/17-06/30/19 (2 years)

PSC Cumulative Amount Proposed: $121,397,887  PSC Cumulative Duration Proposed: 7 years

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
      In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to “coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants.” (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (continued on attachment)

   B. Explain why this service is necessary and the consequence of denial:
      Healthy San Francisco (HSF) provides comprehensive, affordable health care to uninsured adults irrespective of employment status, immigration status or pre-existing medical conditions. SF PATH provides affordable health care to low-income adults under a new federally-supported program. If denied, continued successful operation of HSF and SF PATH will be jeopardized, resulting in reduced access to care to over 55,000 uninsured adult San Francisco residents currently participating in these two 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.
      4113-11/12

   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: The Department expects the need for these services to continue and does not expect it will be able to provide the operational services needed to fulfill its responsibilities to provide access to health care for low and moderate income San Francisco residents through the Healthy San Francisco program without contracting with the San Francisco Community Health Authority (San Francisco Health Plan).

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

   Explain the qualifying circumstances:
   The operation of Healthy San Francisco requires a Third Party Administrator (TPA) function. DPH fulfills this requirement contractually, using the same TPA infrastructure already in place with the San Francisco Health Plan (SFHP), because DPH does not operate as a TPA, and therefore does not possess the necessary administrative structure to provide the oversight, staffing to perform the functions, or the electronic database and software capacity to fulfill the claiming and reporting obligations.

   B. Reason for the request for modification:  
      add funding for FY17-18

3. **Description of Required Skills/Expertise**  
   A. Specify required skills and/or expertise: Experience in providing health plan operations, such as a call center, quality improvement protocols, member services, provider network development and management, data and utilization analysis, enrollment, eligibility, experience in the development and implementation of a billing systems tied to employer participation, establishment and maintenance of medical reimbursement accounts, and experience in related outreach and communications. (Continued on attachment)

   B. Which, if any, civil service class(es) normally perform(s) this work?  
      1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 2903, Eligibility Worker; 2908, Hospital Eligibility Worker;

   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.
SFHP is uniquely qualified to provide these services, as it was established as a special entity to provide these functions and has many years experience, expertise, and systems already established to provide services for the Healthy Families, Healthy Kids and Healthy Workers programs. Its information systems have been adapted to provide an employer interface for the City Option (HSF or medical reimbursement account). (Continued on attachment)

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: Not at this time.

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

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

C. Are there legal mandates requiring the use of contractual services?
   Please see attached Board of Supervisors resolution.

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.
   Please see attachment BOS Reso 237-05.

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

7. Union Notification: On 03/25/17, 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; 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 Street Room 307, San Francisco, CA 94102

*************************************************************************************************************
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4113 11/12
DHR Analysis/Recommendation: Civil Service Commission Action:
Commission Approval Not Required
Approved by DHR on 05/31/2017

5/31/2017
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH
Dept. Code: DPH

Type of Request: ☑ Modification of an existing PSC (PSC # 4113 11/12)
☐ Initial

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

Type of Service: Third party vendor administrative and other services for Healthy San Francisco (SF Health Care)
Funding Source: General Fund

PSC Original Approved Amount: $50,000,000
PSC Original Approved Duration: 07/01/12 - 06/30/14 (1 year 52 weeks)

PSC Mod#1 Amount: no amount added
PSC Mod#1 Duration: 07/01/14-06/30/15 (1 year)

PSC Mod#2 Amount: $41,397,887
PSC Mod#2 Duration: 02/01/17-06/30/17 (2 years 1 day)

PSC Cumulative Amount Proposed: $91,397,887
PSC Cumulative Duration Proposed: 5 years

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
      In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance required DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (continued on attachment)

      B. Explain why this service is necessary and the consequence of denial:
      Healthy San Francisco (HSF) provides comprehensive, affordable health care to uninsured adults irrespective of employment status, immigration status or pre-existing medical conditions. SF PATH provides affordable health care to low-income adults under a new federally-supported program. If denied, continued successful operation of HSF and SF PATH will be jeopardized, resulting in reduced access to care to over 55,000 uninsured adult San Francisco residents currently participating in these two 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.
         Yes

      D. Will the contract(s) be renewed?
         Yes.
E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The Department expects the need for these services to continue and does not expect it will be able to provide the operational services needed to fulfill its responsibilities to provide access to health care for low and moderate income San Francisco residents through the Healthy San Francisco program without contracting with the San Francisco Community Health Authority (San Francisco Health Plan).

2. **Reason(s) for the Request**
   A. Display all that apply

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

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

   Explain the qualifying circumstances:
   The operation of Healthy San Francisco requires a Third Party Administrator (TPA) function. DPH fulfills this requirement contractually, using the same TPA infrastructure already in place with the San Francisco Health Plan (SFHP), because DPH does not operate as a TPA, and therefore does not possess the necessary administrative structure to provide the oversight, staffing to perform the functions, or the electronic database and software capacity to fulfill the claiming and reporting obligations.

   B. Reason for the request for modification:
to extend the term and increase amount of PSC

3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise: Experience in providing health plan operations, such as a call center, quality improvement protocols, member services, provider network development and management, data and utilization analysis, enrollment, eligibility, experience in the development and implementation of a billing systems tied to employer participation, establishment and maintenance of medical reimbursement accounts, and experience in related outreach and communications. (Continued on attachment)

   B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 2903, Eligibility Worker; 2908, Hospital Eligibility Worker;

   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.
SFHP is uniquely qualified to provide these services, as it was established as a special entity to provide these functions and has many years experience, expertise, and systems already established to provide services for the Healthy Families, Healthy Kids and Healthy Workers programs. Its information systems have been adapted to provide an employer interface for the City Option (HSF or medical reimbursement account). (Continued on attachment)

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: Not at this time.

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No direct training will be provided under this contract, other than routine training required to provide any information needed to the San Francisco Health Plan (vendor) so that they may provide services described above.

C. Are there legal mandates requiring the use of contractual services?
Please see attached Board of Supervisors resolution.

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

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

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

7. Union Notification: On 11/11/16, 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; 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 Street Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4113 11/12
DHR Analysis/Recommendation: 02/06/2017
Commission Approval Required Approved by Civil Service Commission
02/06/2017 DHR Approved for 02/06/2017
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH
Dept. Code: DPH

Type of Request: ☑ Modification of an existing PSC (PSC # 4105 10/11)
Type of Approval: ☑ Continuing

Type of Service: Pharmacist and Pharmacy Technician Registry Services

Funding Source: General Fund

PSC Original Approved Amount: $6,200,000
PSC Original Approved Duration: 01/01/2011 - continuous

PSC Mod#1 Amount: $3,790,000
PSC Mod#1 Duration: 01/01/14 - continuous

PSC Mod#2 Amount: $5,000,000
PSC Mod#2 Duration: 01/01/19 - continuous

PSC Mod#3 Amount: $15,000,000
PSC Mod#3 Duration: 07/01/19 - continuous

PSC Cumulative Amount Proposed: $29,990,000
PSC Cumulative Duration Proposed: 01/01/2011 - continuous

1. Description of Work
A. Scope of Work/Services to be Contracted Out:
   Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.

Scope Change
Adding: Specialized, as-needed consulting services in support of the Electronic Health Record (EHR) project, including consultant(s) with pertinent pharmacy and information systems expertise and experience to assist the Department in maintaining, enhancing, and further integrating current and new applications during the transition, implementation, and optimization phases of the project.

B. Explain why this service is necessary and the consequence of denial:
These services are necessary to provide an adequate level of pharmacy staff for San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), and Jail Health Services, in order to maintain quality levels of care and meet licensing and regulatory requirements. Failure to have access to these registry services when Civil Service staff are temporarily unavailable will compromise patient care and jeopardize facility licenses and related funding.

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; approved by CSC

D. Will the contract(s) be renewed?
   Yes, if funding is available and the need persists.
E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The Department expects the need for ongoing registry services to continue, and recently made awards from an RFP. Services related to the EHR project will be phased out when no longer needed.

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).

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

Explain the qualifying circumstances:
Services are needed intermittently to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

B. Reason for the request for modification:
This modification is to (A) extend the term—with a corresponding increase in the amount—to implement awards from a recent RFP; and (B) add to the scope of services to include specialized, as-needed consulting services in support of the Electronic Health Record (EHR) project, including consultant(s) with pertinent pharmacy and information systems expertise and experience to assist the Department in maintaining, enhancing, and further integrating current and new applications during the transition, implementation, and optimization phases of the project.

3. Description of Required Skills/Expertise
A. Specify required skills and/or expertise: Contractors must have valid, current California State Board of Pharmacy licenses, and a minimum of two years' experience which includes the use of a current inpatient/outpatient pharmacy computer system(s).

B. Which, if any, civil service class(es) normally perform(s) this work? 2409, Pharmacy Technician; 2450, Pharmacist;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?
Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
A. Explain why civil service classes are not applicable.
The requested services are supplemental, as-needed services only. The registry services are only utilized to maintain staffing levels during unusually high patient activity workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.

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 classifications
already exist. It would be impractical to establish new classes, as the required services are on an as-needed, intermittent basis. These registry services are necessary because of workload peaks and/or unscheduled Civil Service absences (see attachment).

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

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

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

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

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

   F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
      Asereth; NorCal, current ctrs.; RX Relief; MGA Hlthcare new ctrs.

7. **Union Notification**: On 02/08/19, the Department notified the following employee organizations of this PSC/RFP request:
   SEIU Local 1021; 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: **Jacquie Hale**  Phone: **(415) 554-2609**  Email: **jacquie.hale@sfdph.org**

Address: **1380 Howard Street, Rm. 421b, San Francisco, CA 94103**

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4105 10/11
DHR Analysis/Recommendation: Civil Service Commission Action:
Commission Approval Required
DHR Approved for 06/17/2019
Receipt of Union Notification(s)
From: dhr-psccoordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
To: Haie, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Rasconcillo, Katherine (PHC); 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 (SEA); david.caham@seiu1021.org; jtanner940@aol.com; Girma, Mahlet (DPH); DHR-PSGCoordinator, DHR (HRO)
Subject: Receipt of Modification Request to PSC # 4105 10/11 - MODIFICATIONS
Date: Friday, February 08, 2019 2:40:21 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for $15,000,000 for services for the period July 1, 2019
   – no date entered, contact dept coordinator. 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/dhrdnupal/node/1088
Email sent to the following addresses: jtanner940@aol.com
david.caham@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@sfwater.org
Ricardo.lopez@sfgov.org
leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org
sarah.wilson@seiu1021.org
It's almost 3pm and I still have not received confirmation about my members' release. We might have to reschedule again...

XiuMin Li
Field Supervisor


Member Resource Center (MRC): 1-877-687-1021
Direct: 415-848-3686
SF Office Fax: 415-431-6241

Sign up to become a Union Member! Together We Rise Up!

Copying Freneau Hogan, per Rich's instruction.

Hi Freneau,

Please see email below from the union.

Mahlet Girma, MPH
Office of Contract Management & Compliance
San Francisco Department of Public Health
1380 Howard, #421, San Francisco CA 94103
415.255.3504

From: Girma, Mahlet (DPH) [mailto:mahlet.girma@sfdph.org]
Sent: Friday, May 10, 2019 3:58 PM
To: Hogan, Freneau (DPH); XiuMin Li
Cc: Hale, Jacquie (DPH); David, Aldrich (DPH)
Subject: FW: Pharmacy work for PSC# 4105 and 47263

From: XiuMin Li <XiuMin.Li@seiu1021.org>
Sent: Friday, May 10, 2019 3:25 PM
To: Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; David, Aldrich (DPH) <aldrich.david@sfdph.org>
Cc: DHR Info <SF-DHR-Info@seiu1021.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Jessica Inouye <Jessica.Inouye@seiu1021.org>; Gustavo Corral <Gustavo.Corral@seiu1021.org>; Simmons,
Rhonda (DPH) <rhonda.simmons@sfdph.org>

Subject: Re: Pharmacy work for PSC# 4105 and 47263

The Union requests the following members to be released for this meeting. Please confirm the approval of release by Monday at 5pm so we can prepare to move forward meeting on Wednesday.

- John Wadsworth
- Cristy Chiang
- Rob Thomas

Thank you,
Xiu

From: Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>
Sent: Tuesday, May 7, 2019 5:57:19 PM
To: XiuMin Li; Hale, Jacquie (DPH)
Cc: DHR Info; Daniel Becker; Jessica Inouye; Gustavo Corral; Simmons, Rhonda (DPH); David, Aldrich (DPH)
Subject: RE: Pharmacy work for PSC# 4105 and 47263

Hi XiuMin,

Will send a meeting invite for next week Wednesday 5/15 from 10am-11am with DPH. I will confirm the location in the invite.

Thank you,

Mahlet Girma, MPH
Office of Contract Management & Compliance
San Francisco Department of Public Health
1380 Howard, #421, San Francisco CA 94103
415.255.3504

From: XiuMin Li <XiuMin Li@seiu1021.org>
Sent: Monday, May 06, 2019 11:44 AM
To: Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>
Cc: DHR Info <SF-DHR-Info@seiu1021.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Jessica Inouye <Jessica.Inouye@seiu1021.org>; Gustavo Corral <Gustavo.Corra1@seiu1021.org>; Simmons, Rhonda (DPH) <rhonda.simmons@sfdph.org>; David, Aldrich (DPH) <aldrich.david@sfdph.org>
Subject: RE: Pharmacy work for PSC# 4105 and 47263

Hello, I can meet on Wednesday at 3pm caucus 4pm meeting provided that I receive confirmation
that my members are released no later than the end of the day today. That’s the only time I have this week. Or next week. I am relatively open on or after Tuesday.

Cheers,

XiuMin Li
Field Supervisor


Member Resource Center (MRC): 1-877-687-1021
Direct: 415-848-3686
SF Office Fax: 415-431-6241

Sign up to become a Union Member! Together We Rise Up!

Hi XiuMin,

Can we try to meet sometime this week? I will send you a couple of dates/time slots once I confirm with the program staff.

Thank you,

Mahlet Girma, MPH
Office of Contract Management & Compliance
San Francisco Department of Public Health
1380 Howard, #421, San Francisco CA 94103
415.255.3504.
Subject: RE: Pharmacy work for PSC# 4105 and 47263

XiuMin,

We’re trying to determine if our staff need to be at this meeting or not, too. If you could please let Mahlet know either way – if the meeting is on, or not – we would appreciate it.

Thanks,

Jacquie Hale
Manager, Office of Contracts Management and Compliance, DPH Business Office
1380 Howard Street #421B / San Francisco, CA 94103 / Jacquie.Hale@SFDPH.org
(415) 255-3508

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From: Girma, Mahlet (DPH) <mahlet.girma@sfdpdh.org>
Sent: Monday, May 06, 2019 9:12 AM
To: 'XiuMin Li' <XiuMin.Li@seiu1021.org>; David, Aldrich (DPH) <aldrich.david@sfdpdh.org>
Cc: DHR Info <SF-DHR-Info@seiu1021.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Jessica Inouye <jessica.inouye@seiu1021.org>; Gustavo Corral <Gustavo.Corral@seiu1021.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdpdh.org>; Simmons, Rhonda (DPH) <rhonda.simmons@sfdpdh.org>
Subject: RE: Pharmacy work for PSC# 4105 and 47263

Hi XiuMin,

Can we still have our meeting? HR has said they are releasing the members you requested for the meeting.

Thank you,

Mahlet Girma, MPH
Office of Contract Management & Compliance
San Francisco Department of Public Health
1380 Howard, #421, San Francisco CA 94103
415.255.3504

From: XiuMin Li <XiuMin.Li@seiu1021.org>
Sent: Friday, May 03, 2019 3:05 PM
To: David, Aldrich (DPH) <aldrich.david@sfdpdh.org>
Cc: DHR Info <SF-DHR-Info@seiu1021.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Jessica
Inouye <Jessica.Inouye@seiu1021.org>; Gustavo Corral <Gustavo.Corral@seiu1021.org>; Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; Simmons, Rhonda (DPH) <rhonda.simmons@sfdph.org>

Subject: RE: Pharmacy work for PSC# 4105 and 47263
Importance: High

Hello David and Jacquie,

I never received any response to my request for release for the members below to attend the meeting. Without my subject matter experts and steward present we can not have a productive discussion. It is also too late for me to inform affected parties to attend.

Please send me alternate dates and times to meet on these two PSCs.

Cheers,

XiuMin Li
Field Supervisor


Member Resource Center (MRC): 1-877-687-1021
Direct: 415-848-3686
SF Office Fax: 415-431-6241

Sign up to become a Union Member! Together We Rise Up!


From: XiuMin Li
Sent: Wednesday, May 01, 2019 12:49 PM
To: David, Aldrich (DPH)
Cc: DHR Info; Daniel Becker; Jessica Inouye; Gustavo Corral; Girma, Mahlet (DPH); Hale, Jacquie (DPH)
Subject: RE: Pharmacy work for PSC# 4105 and 47263

Hello David,

Pursuant to the MOU, MMBA and relevant civil service rules, please release the following members for a meeting to discuss PSC#4105 and 47263 related to Pharmacy operation on May 6 at 10am for caucus, 11am meeting with DPH Contracts.

- Cristy Chiang
- Rob Thomas

Cheers,

Xiu
Yes please. We do not have authority to release employees.

Thank you,

Mahlet Girma, MPH
Office of Contract Management & Compliance
San Francisco Department of Public Health
1380 Howard, #421, San Francisco CA 94103
415.255.3504

I have a few members who will need release for this. Should I send my request to David Aldrich?

Hi Xiu Min,

Per your request, we would like to meet with you on Monday May 6th at 11am, at 1380 Howard, 4th Floor, Room 424. I will send a calendar invite.
Also attached are the documents you requested for the 2 PSCs.

PSC 47263-13/14 => Carekiness, Inc. (No Contract yet - Service Description and Rate sheet are attached)
PSC 4105-10/11 => Nor-Cal (Certified contract attached)
The services and rate sheet will be identical for the other 3 vendors: Asereth, Soliant and Rx Relief.

Thank you,

Mahlet Girma, MPH
Office of Contract Management & Compliance
San Francisco Department of Public Health
1380 Howard, #421, San Francisco CA 94103
415.255.3504

From: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>
Sent: Friday, April 26, 2019 3:03 PM
To: XiMin Li <XiuMin.Li@seiul021.org>
Cc: DHR Info <SF-DHR-Info@seiul021.org>; Daniel Becker <Daniel.Becker@seiul021.org>; Jessica Inouye <Jessica.Inouye@seiul021.org>; Gustavo Corral <Gustavo.Corral@seiul021.org>; Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>
Subject: RE: Pharmacy work for PSC# 4105 and 47263

XiMin,

Our apologies, we read “The contracts associated with this or previous PSC associated with these services,” as meaning you wanted to know who the contractors were that had the services. We will send copies of the contracts associated with both PSCs within the week, or sooner, if we can.

Thank you,

Jacquie Hale
Manager, Office of Contracts Management and Compliance, DPH Business Office
1380 Howard Street #421B / San Francisco, CA 94103 / jacquie.hale@sfdph.org
(415) 255-3508

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From: XiMin Li <XiuMin.Li@seiul021.org>
Sent: Friday, April 26, 2019 2:51 PM
To: Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>
Cc: DHR Info <SF-DHR-Info@seiul021.org>; Daniel Becker <Daniel.Becker@seiul021.org>; Jessica Inouye <Jessica.Inouye@seiul021.org>; Gustavo Corral <Gustavo.Corral@seiul021.org>
Subject: Pharmacy work for PSC# 4105 and 47263
Importance: High

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

Hello,
Thanks for these info. I still need a copy of the contract(s) associated with these two PSCs.

We would also like a meeting with you to discuss our concerns and the potential for bringing the
work back. Please provide your availability for a meeting for the week of May 6.

Thanks,

XiuMin Li
Field Supervisor


Member Resource Center (MRC): 1-877-687-1021
Direct: 415-848-3686
SF Office Fax: 415-431-6241

Sign up to become a Union Member! Together We Rise Up!
Additional Attachment(s)
DATE: May 22, 2019

TO: Suzanne Choi, DHR PSC Coordinator

FROM: Jacque Hale, Director, DPH Office of Contract Management and Compliance, DPH Business Office

RE: PSC 4105-1011 Pharmacy Registry and Pharmacy Technician Registry Services

PSC 47263-13/14 Outpatient Pharmacy Services at Special Program for Youth (SPY) Clinic at Youth Guidance Ctr.

This is to request that the two Personal Services Contracts above be calendared for the June 3, 2019, meeting of the Civil Service Commission.

SEIU Local 1021 has asked for information and to meet about these PSCs. The Department of Public Health (DPH) has responded to SEIU’s questions, and has worked with SEIU to schedule a meeting, however, we have not yet been able to arrive at a mutually agreeable date and time when employees are available and releases of employees to attend meetings are received by SEIU within the notification windows they have stated are needed to notify employees.

DPH continues to be willing to meet and to release employees for a meeting, but needs these services, as they are critical to the operations of the San Francisco General Hospital pharmacy and to the dispensing of medications to youth at the Youth Guidance Center.

February 8, 2019

DPH notified unions

March 11, 2019

SEIU sent questions to DPH, and requested copies of contracts associated with this PSC

April 30, 2019

DPH responded to SEIU’s questions (see attached) and sent copies of contracts associated with PSC

DPH proposed meeting on May 6, 2019; SEIU asked if they should ask DPH Human Resources’ Labor team for approval of release of employees to attend meeting; DPH Contracts let SEIU know that all requests for employee releases should still be addressed to DPH Human Resources’ Labor team

May 1, 2019

SEIU sent request for release of employees to Labor team
SEIU informed DPH Contracts meeting would need to be re-scheduled as releases had not been received and it was too late to inform the affected parties to attend, that employees were subject matter experts and necessary to meeting

May 6, 2019
SEIU informed DPH Contracts they could meet on May 8, 2019, if confirmation was received that employees were released by the end of the day of May 6, 2019; DPH Contracts let SEIU know they could meet on May 15, 2019;

May 10, 2019
SEIU sent request for release of employees to Labor team

May 13, 2019
SEIU let DPH Contracts know that SEIU had not received notice of release of employees, and may have to reschedule meeting; DPH Labor let DPH Contracts know that one person was not available and not currently at work, another was approved to attend; confirmation of release was unfortunately too late to confirm meeting with SEIU

Please let me know if you need further information.

Thank you.
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH  Dept. Code: DPH

Type of Request: □ Initial  ☑ Modification of an existing PSC (PSC # 4105 10/11)
Type of Approval: □ Expedited  □ Regular  □ Annual  ☑ Continuing  □ (Omit Posting)
Type of Service: Pharmacist and Pharmacy Technician Registry Services

Funding Source: General Fund

PSC Original Approved Amount: $6,200,000  PSC Original Approved Duration: 01/01/2011 - continuous
PSC Mod#1 Amount: $3,790,000  PSC Mod#1 Duration: 01/01/14 - continuous
PSC Mod#2 Amount: $5,000,000  PSC Mod#2 Duration: 01/01/19 - continuous
PSC Cumulative Amount Proposed: $14,990,000  PSC Cumulative Duration Proposed: 01/01/2011 - continuous

1. Description of Work
A. Scope of Work/Services to be Contracted Out:
   Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.

B. Explain why this service is necessary and the consequence of denial:
   These services are necessary to provide an adequate level of pharmacy staff for San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), and Jail Health Services, in order to maintain quality levels of care and meet licensing and regulatory requirements. Failure to have access to these registry services when Civil Service staff are temporarily unavailable will compromise patient care and jeopardize facility licenses and related funding.

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

D. Will the contract(s) be renewed?
   Yes, if funding is available and the need persists.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
   The Department expects the need for these intermittent services to continue, to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

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).

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

Explain the qualifying circumstances:
Services are needed intermittently to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

B. Reason for the request for modification:
To extend the PSC duration and corresponding amount due to new RFP for these services.

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: Contractors must have valid, current California State Board of Pharmacy licenses, and a minimum of two years' experience which includes the use of a current inpatient/outpatient pharmacy computer system(s).
   
   B. Which, if any, civil service class(es) normally perform(s) this work? 2409, Pharmacy Technician; 2450, Pharmacist;
   
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?
   Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
   A. Explain why civil service classes are not applicable.
   The requested services are supplemental, as-needed services only. The registry services are only utilized to maintain staffing levels during unusually high patient activity workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.
   
   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 classifications already exist. It would be impractical to establish new classes, as the required services are on an as-needed, intermittent basis. These registry services are necessary because of workload peaks and/or unscheduled Civil Service absences (see attachment).

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

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

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

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

7. **Union Notification**: On 05/23/18, the Department notified the following employee organizations of this PSC/RFP request:
   SEIU Local 1021; 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: Jacquie Hale   Phone: (415) 554-2609   Email: jacquie.hale@sfdph.org

Address: 1380 Howard Street, Rm. 421b, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4105 10/11
DHR Analysis/Recommendation: 08/20/2018
Commission Approval Required Approved by Civil Service Commission
08/20/2018 DHR Approved for 08/20/2018
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH
Dept. Code: DPH

Type of Request: ☑ Modification of an existing PSC (PSC # 4123 12/13)
☐ Initial
☐ Expedited
☐ Regular
☐ Annual
☐ Continuing
☐ (Omit Posting)

Type of Approval: ☑ Regular
☐ Annual
☐ Continuing
☐ (Omit Posting)

Type of Service: Nutrition Education Services to Schools and Community Based Organizations

Funding Source: State Grants

PSC Original Approved Amount: $1,220,000
PSC Original Approved Duration: 10/01/13 - 09/30/16 (3 years)

PSC Mod#1 Amount: $406,667
PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: $282,033
PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: $1,586,000
PSC Mod#3 Duration: 10/01/16-09/30/19 (3 years)

PSC Mod#4 Amount: $350,000
PSC Mod#4 Duration: 10/01/19-09/30/22 (3 years 1 day)

PSC Cumulative Amount Proposed: $3,844,700
PSC Cumulative Duration Proposed: 9 years 1 day

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
      Contractor will provide nutrition education and support services, with the goal of transforming environments in order to make healthy eating and physical activity possible in a variety of settings including schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations.

   B. Explain why this service is necessary and the consequence of denial:
      DPH is in receipt of a grant from the State Department of Public Health, Nutrition Education and Obesity Prevention Brtanch to act as a lead agency in funding local nutrition education services. The grant award requires Local Health Departments (LHD's) acting as lead agencies to contract portions of the State approved scope of work to community partners, including schools, non-profits and faith-based organizations. The consequences of denial would be an inability to comply with the terms of the grant award, resulting in loss of funding and the inability to provide these services which provide important local, community-based initiatives to promote healthy eating and physical activity in a variety of settings to targeted populations.

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

   D. Will the contract(s) be renewed?
      Only if funding is available.
E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The Department expects the need for these services to continue.

2. **Reason(s) for the Request**
   A. Display all that apply

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

   Explain the qualifying circumstances:
   DPH is in receipt of a grant from the State Department of Public Health, Nutrition Education and Obesity Prevention Branch to act as a lead agency in funding local nutrition education services. The grant award requires lead agencies to contract out with community partners, including schools, non-profits and faith-based organizations. This contracting authority will allow compliance with the requirements of the grant.

   B. Reason for the request for modification:
      Services to continue under new solicitation.

3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise: The State grant funding these services requires that contractors have the ability to provide nutrition education to community partners and their clients, as well as the ability to provide technical assistance and training to community partners in order to ensure they are able to carry out the activities in the mandated scope of work.

   B. Which, if any, civil service class(es) normally perform(s) this work? 2819, Assistant Health Educator; 2846, Nutritionist;

   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 will be working in support of this grant, however, under the terms of the grant, the Local Health Department (LHD) must (sub)contract up to 50% of the awarded budget to schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations. The selected contract agencies must have access to and pre-existing partnerships with organizations that are not readily available to City organizations.

   B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the funding for the proposed contract is for a limited term and decreases over the term of the grant.

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
   No, contractor will not train City employees. Training will be provided to community partners and clients.

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.
   18 Reasons, Children's Coun, SF Public Hlth Fdn, SUnifiedSchoolD

7. **Union Notification:** On 05/10/19, the Department notified the following employee organizations of this PSC/RFP request:
   Professional & Tech Engrs, Local 21;

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

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

Address:  101 Grovet St. rm. 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4123 12/13
DHR Analysis/Recommendation: Civil Service Commission Action:
Commission Approval Required
DHR Approved for 06/17/2019
Receipt of Union Notification(s)
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 $350,000 for services for the period October 1, 2019 – September 30, 2022. For all Modification requests, there is a 7-Day noticed
to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

http://apps.sfgov.org/dhrdrupal/node/3808
Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com
WendyWong26@yahoo.com ecassidy@ifpte21.org
Additional Attachment(s)
Attachment to 4123-12/13

Explanation of 5 plus years

These core health care services in nutrition education are expected to be ongoing in order to meet a continued and recurring need.
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH  Dept. Code: DPH
Type of Request: □ Initial  □ Modification of an existing PSC (PSC # 4123 12/13)
Type of Approval: □ Expedited  □ Regular  □ Annual  □ Continuing  □ (Omit Posting)
Type of Service: Nutrition Education Services to Schools and Community Based Organizations

Funding Source: State Grants

PSC Original Approved Amount: $1,220,000  PSC Original Approved Duration: 10/01/13 - 09/30/16 (3 years)
PSC Mod#1 Amount: $406,667  PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: $282,033  PSC Mod#2 Duration: no duration added
PSC Mod#3 Amount: $1,586,000  PSC Mod#3 Duration: 10/01/16-09/30/19 (3 years)
PSC Cumulative Amount Proposed: $3,494,700  PSC Cumulative Duration Proposed: 6 years

1. Description of Work

A. Scope of Work/Services to be Contracted Out:
Contractor will provide nutrition education and support services, with the goal of transforming environments in order to make healthy eating and physical activity possible in a variety of settings including schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations.

B. Explain why this service is necessary and the consequence of denial:
DPH is in receipt of a grant from the State Department of Public Health, Nutrition Education and Obesity Prevention Branch to act as a lead agency in funding local nutrition education services. The grant award requires Local Health Departments (LHD's) acting as lead agencies to contract portions of the State approved scope of work to community partners, including schools, non-profits and faith-based organizations. The consequences of denial would be an inability to comply with the terms of the grant award, resulting in loss of funding and the inability to provide these services which provide important local, community-based initiatives to promote healthy eating and physical activity in a variety of settings to targeted populations.

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

D. Will the contract(s) be renewed?
   Only if funding is available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
2. **Reason(s) for the Request**
   A. Display all that apply

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

   Explain the qualifying circumstances:
   
   DPH is in receipt of a grant from the State Department of Public Health, Nutrition Education and Obesity Prevention Branch to act as a lead agency in funding local nutrition education services. The grant award requires lead agencies to contract out with community partners, including schools, non-profits and faith-based organizations. This contracting authority will allow compliance with the requirements of the grant.

   B. Reason for the request for modification:
   
   Received additional grant award for the new contract period

3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise: The State grant funding these services requires that contractors have the ability to provide nutrition education to community partners and their clients, as well as the ability to provide technical assistance and training to community partners in order to ensure they are able to carry out the activities in the mandated scope of work.

   B. Which, if any, civil service class(es) normally perform(s) this work? 2819, Assistant Health Educator; 2846, Nutritionist;

   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 will be working in support of this grant, however, under the terms of the grant, the Local Health Department (LHD) must (sub)contract up to 50% of the awarded budget to schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations. The selected contract agencies must have access to and pre-existing partnerships with operations that are not readily available to City organizations.

   B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the funding for the proposed contract is for a limited term and decreases over the term of the grant.

6. **Additional Information**
   A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
   
   No.
B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
   No, contractor will not train City employees. These services, nutrition education, require specialized knowledge and expertise, and is for a limited grant-funded duration only.

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.
   See attached file: 4123-1213 Nutrition Project WIC SNAP.p

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.
   18 Reasons, Children’s Coun, SF Public Hlth Fdn, SFUnifiedSchoolD

7. **Union Notification:** On 06/20/16, the Department notified the following employee organizations of this PSC/RFP request:
   Professional & Tech Engrs, Local 21;

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

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

Address: 101 Grovet St. rm. 307, San Francisco, CA 94102

***************************************************************
FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4123 12/13
DHR Analysis/Recommendation: 08/01/2016
Commission Approval Required
08/01/2016 DHR Approved for 08/01/2016
Approved by Civil Service Commission

-104-
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH
Dept. Code: DPH

Type of Request: □ Initial ✓ Modification of an existing PSC (PSC # 42206 - 18/19)

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

Type of Service: Accounts Receivable Wind-Down Services

Funding Source: General Fund, Federal and State funds

PSC Original Approved Amount: $1,500,000 PSC Original Approved Duration: 01/01/19 - 12/31/23 (5 years)

PSC Mod#1 Amount: $6,000,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: $7,500,000 PSC Cumulative Duration Proposed: 5 years

1. Description of Work

A. Scope of Work/Services to be Contracted Out:
As part of the conversion to a new Electronic Health Record system, the selected contractor will manage the billing and collection of the legacy Cerner INVISION active accounts receivable (AR) utilizing a contractor hosted system to store the AR data. Use of an outside contractor will allow current City employees the ability to transition their billing expertise to the new Electronic Health Record system.

The contractor will provide all required resources and subject matter experts to resolve all assigned AR for maximum collections, in compliance with all government regulatory billing requirements from Medicare, Medi-Cal and the Medi-Cal FQHC(Federally Qualified Health Centers) program and in accordance with SFDPH policies within the Transition Period. The vendor will host the assigned active AR from the legacy system until closure of the accounts at the termination of the Transition Period, upon which time contractor will return all AR documentation to the City.

Payment for the primary services will be based on a percentage of the revenue collected by the contractor. An accurate estimate will not be possible until the Department has selected a vendor through a competitive process and knows what the percentage will be.

B. Explain why this service is necessary and the consequence of denial:
The services are necessary in order to ensure a smooth flow of revenue and to maintain the day-to-day operations of the patient financial unit during the implementation, and through the go-live period of the Electronic Health Record project.
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 42206 - 18/19

D. Will the contract(s) be renewed? Only if there is a continued need and the legacy AR has not been completely adjudicated.

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: It is expected that wind-down services may extend for a period of time after go-live of the new system until all legacy claims are fully adjudicated and any outstanding revenue is collected.

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.

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

      Explain the qualifying circumstances:
      The Department is transitioning to a new Electronic Health record application. As part of the transition, the financial systems that handle all billing will be transitioned to the new platform as well. In order to keep revenue coming into the Department the Department will need to contract with a provider to handle account receivable (AR) wind down for accounts in the Legacy Electronic Health Record system. Current billing staff will continue to bill in the new platform and once the legacy AR is adjudicated and the data exchanged the contract will not be needed.

   B. Reason for the request for modification:
   This modification is to increase the initially requested PSC amount because the Department now has a contract rate that can be applied against the projected revenues that are anticipated to be processed by the selected vendor. In having this rate, the Department can now forecast a more accurate estimate of the projected costs. It is anticipated that the initial 2 phases of the project will be covered by the initial amount requested of this PSC. As Phase 3 of the project will include both outpatient and inpatient billings, it is the largest of the phases and is also the most difficult to forecast as legacy revenue will continue to be generated through phase 3, and due to the fact that we anticipate the legacy patient billings will decrease for several factors, including accounts aging out, or accounts that were adjudicated at a faster rate in the prior phases. The Department will monitor in real time the rates of account adjudications and will adjust its forecasts as needed.

3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise: Five years of experience in transitioning Accounts Receivable data into legacy data archival solutions. Three years of project management skills with at least 3 integrated delivery systems with similar complexity to SFDPH, along with front-end and back-end revenue cycle workflows. Subject matter expert resources in government billing for MedicaFive years of experience in transitioning Accounts Receivable data into legacy data archival solutions. Three years of project management skills with at least 3 integrated delivery systems with similar complexity to SFDPH, along with front-end and back-end revenue cycle workflows.
workflows. Subject matter expert resources in government billing for Medicare, Medi-Cal, and Medi-Cal FQHC. Experience in managing large amounts of date in a healthcare setting including hosting off-site staff who frequently access the legacy data. Expertise in Accounts Receivable transitions in a healthcare revenue cycle environment. re, Medi-Cal, and Medi-Cal FQHC. Experience in managing large amounts of date in a healthcare setting including hosting off-site staff who frequently access the legacy data. Expertise in Accounts Receivable transitions in a healthcare revenue cycle environment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1636, Health Care Billing Clerk 2; 1637, Patient Accounts Clerk; 1663, Patient Accounts Supervisor; 2119, Health Care Analyst; 0922, Manager I; 0923, Manager II; 0931, Manager III;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes the contractor will provide a software platform that will host all legacy AR claims during the course of the engagement.

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 engagement will only last until all legacy AR is adjudicated by the contractor. While the contractor is handling all legacy AR, current civil service staff will be transitioning to the new Electronic Health Record platform and will perform their job duties in the new 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, positions are short term and will not be needed by the department once the transition of the new electronic health record application is completed and all of the outstanding AR have been adjudicated.

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 contractor will not train City employees directly, however, contracting for the wind-down of these legacy services will enable City employees to learn and transition to the new Electronic Health Record 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.
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.
PCS 42206-18/19 was previously approved

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 02/22/19, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; 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: Jacquie Hale    Phone: (415) 554-2609    Email: jacquie.hale@sfdph.org

Address: 1380 Howard Street #421B, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42206 - 18/19
DHR Analysis/Recommendation: Civil Service Commission Action:
Commission Approval Required
DHR Approved for 06/17/2019
Receipt of Union Notification(s)
From: dhr-psccoordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, February 22, 2019 8:24 AM
To: Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlange@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@ifp21.org; Christina@sfmea.com; staff@sfmea.com; Wanless, Annie (HRD); ecassidy@ifp21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifp21.org; kschumacher@ifp21.org; kpage@ifp21.org; eerbach@ifp21.org; pkim@ifp21.org; L21PSCReview@ifp21.org; Rivas, Cindy (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 42206 - 18/19 - 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 $6,000,000 for services for the period February 22, 2019 — December 31, 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/12623
Email sent to the following addresses: L21PSCReview@ifp21.org pkim@ifp21.org eerbach@ifp21.org kpage@ifp21.org kschumacher@ifp21.org tmathews@ifp21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifp21.org annie.wanless@sfgov.org staff@sfmea.com Christina@sfmea.com amakayan@ifp21.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@sfwater.org Ricardo.lopez@sfgov.org leah.berlange@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org
Jacquie:

This is to confirm that MEA has no objection to PSCs 46530-18/19 and 42206-18/19 with the proviso that the work will be done by civil service staff once the contact work is completed.

Take care

Raquel
415-989-7244

Sent from my iPhone

On May 24, 2019, at 10:15 AM, Hale, Jacque (DPH) <jacquie.hale@sfdpd.org> wrote:

Raquel,

My apologies, since our meeting covered both PSC 46530-18/19 and PSC 42206-18/19, I should have asked you for your confirmation that you are OK with PSC 42206-18/19, too.

If it's possible to provide that in response to this email so that we have a thread, we would appreciate it.

I'm attaching the request for approval of this PSC for your reference. (The notes from our meeting are on page 8 of the PDF.)

Thank you again,

Jacquie Hale
Manager, Office of Contracts Management and Compliance, DPH Business Office
1380 Howard Street #4218 / San Francisco, CA 94103 / Jacquie.Hale@SFDPH.org
(415) 255-3508

This e-mail is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to discler to civil or criminal penalties under state and federal privacy laws.
Subject: RE: PSC 46530-18/19 AND PSC#42206 - 18/19 mODIFICATIONS

Thank you. I appreciate you taking the time to do this. Have a great weekend!

From: Raquel Silva <raquel@sfmea.com>
Sent: Thursday, May 23, 2019 3:41 PM
To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>
Subject: Re: PSC 46530-18/19 AND PSC#42206 - 18/19 mODIFICATIONS

Jacquie:

I have reviewed the notes re our conversation about this PSC and the issues I had with the work being outsourced. Once the reasoning behind the PSC was explained I indicated that I wanted confirmation that when the contracted work was completed, civil service staff would take on the ongoing work. Upon agreement from yourself and Mindolovich, I indicated that MEA has no objection to the PSC being approved.

Regards,

Raquel Silva
Executive Director, MEA
870 Market Street, Suite 840
San Francisco, CA 94102
1-415-989-7244 (office)
1-415-989-7077 (fax)

On Thu, May 23, 2019 at 3:06 PM Hale, Jacquie (DPH) <jacquie.hale@sfdph.org> wrote:

Raquel,

Hi. I’m trying to get this PSC calendared for the next Civil Service Commission meeting, and HR would like me to get an email from you that confirms that, per the notes send to you earlier in this email thread (and re-attached to this one), you have no problems with this PSC. If it’s possible to do that so that I can make today’s deadline, that would be great.

Thank you!

Jacquie

(415) 255-3508
Union Information and Questions Conference Call Meeting: February 27, 2019

Item: PSC 42206-1819 Mod 1 Accounts Receivable Wind-Down Services

Attendance:

- Raquel Silva, Executive Director, San Francisco Municipal Executives Association
- Winona Mindolovich, Acting Chief Information Officer, Epic Project Team, DPH
- Jacquie Hale, PSC Coordinator, Manager, DPH Contracts Office

Notes:

- Ms. Silva asked why the Department was modifying the PSC soon, since it had just been approved.

Ms. Hale explained that at the time the initial request for a PSC was developed and notification sent to union(s), details on the projected cost of the contract were not yet known. The modification update the initial request to reflect those details.

Additional information provided after this meeting:

We are requesting a modification so soon after approval of the initial request for this PSC because the vendor charges a fee based on a percentage of revenue, and at the time of the original PSC we did not know what the revenue was likely to be. Since notification of the initial request, the Department has conducted an RFP, and determined that the percentage upon which the vendor’s fee is based will be 4% of revenues collected, based on current forecasts, which is projected to be approximately $7.5 million for Phase 3.

- Ms. Silva asked for confirmation that once the contracted work was done, the previously discussed civil service staff positions would take over the ongoing work.

Ms. Mindolovich explained that the purpose of this contract is for DPH to take all of its legacy Accounts Receivable system information that currently is in the Cerner Invision system to a vendor who will use their staff to do billing work while civil service staff who usually do this billing learn and begin to use the new Epic EHR system. When accounts have been settled, this vendor’s services will not be needed.

Additional information provided after this meeting:

The vendor will also be needed to help in clearing a current $835 million in Accounts Receivable while DPH staff are trained in the new system. The new system is being implemented in phases so that staff who are not attending Epic EHR classes/trainings may continue working on the existing high-value Accounts Receivable billings. The vendor will help concurrently on specific assignments to help clear the current workload.

While the vendor is not expected to be needed to do billing work after the current workload is cleared, DPH may need to continue to have access to the data which was used by the vendor to generate bills, which we expect to be stored in the vendor’s system.

Ultimately, the goal is to migrate all of our existing staff to Epic on the August 2019 go-live date so that they may start work in the new system immediately, to avoid having staff working in two systems.
Additional Attachment(s)
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH
Dept. Code: DPH

Type of Request: ☑ Initial ☐ Modification of an existing PSC (PSC # _________)

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

Type of Service: Accounts Receivable Wind-Down Services

Funding Source: General Fund, Federal and State funds PSC Duration: 5 years

PSC Amount: $1,500,000

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
      As part of the conversion to a new Electronic Health Record system, the selected contractor will manage
      the billing and collection of the legacy Cerner INVISION active accounts receivable (AR) utilizing a contractor
      hosted system to store the AR data. Use of an outside contractor will allow current City employees the
      ability to transition their billing expertise to the new Electronic Health Record system.

      The contractor will provide all required resources and subject matter experts to resolve all assigned AR for
      maximum collections, in compliance with all government regulatory billing requirements from Medicare,
      Medi-Cal and the Medi-Cal FQHC (Federally Qualified Health Centers) program and in accordance with
      SFDPH policies within the Transition Period. The vendor will host the assigned active AR from the legacy
      system until closure of the accounts at the termination of the Transition Period, upon which time
      contractor will return all AR documentation to the City.

      Payment for the primary services will be based on a percentage of the revenue collected by the contractor.
      An accurate estimate will not be possible until the Department has selected a vendor through a
      competitive process and knows what the percentage will be.

   B. Explain why this service is necessary and the consequence of denial:
      The services are necessary in order to ensure a smooth flow of revenue and to maintain the day-to-day
      operations of the patient financial unit during the implementation, and through the go-live period of the
      Electronic Health Record project.

   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?
      Only if there is a continued need and the legacy AR has not been completely adjudicated.
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.
   It is expected that wind-down services may extend for a period of time after go-live of the new system until all legacy claims are fully adjudicated and any outstanding revenue is collected.

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

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

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

B. Explain the qualifying circumstances:
   The Department is transitioning to a new Electronic Health record application. As part of the transition, the financial systems that handle all billing will be transitioned to the new platform as well. In order to keep revenue coming into the Department the Department will need to contract with a provider to handle account receivable (AR) wind down for accounts in the Legacy Electronic Health Record system. Current billing staff will continue to bill in the new platform and once the legacy AR is adjudicated and the data exchanged the contract will not be needed.

3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise: Five years of experience in transitioning Accounts Receivable data into legacy data archival solutions. Three years of project management skills with at least 3 integrated delivery systems with similar complexity to SFDPH, along with front-end and back-end revenue cycle workflows. Subject matter expert resources in government billing for MedicaFive years of experience in transitioning Accounts Receivable data into legacy data archival solutions. Three years of project management skills with at least 3 integrated delivery systems with similar complexity to SFDPH, along with front-end and back-end revenue cycle workflows. Subject matter expert resources in government billing for Medicare, Medi-Cal, and Medi-Cal FQHC. Experience in managing large amounts of data in a healthcare setting including hosting off-site staff who frequently access the legacy data. Expertise in Accounts Receivable transitions in a healthcare revenue cycle environment. re Medi-Cal, and Medi-Cal FQHC. Experience in managing large amounts of data in a healthcare setting including hosting off-site staff who frequently access the legacy data. Expertise in Accounts Receivable transitions in a healthcare revenue cycle environment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1636, Health Care Billing Clerk 2; 1637, Patient Accounts Clerk; 1663, Patient Accounts Supervisor; 2119, Health Care Analyst; 0922, Manager I; 0923, Manager II; 0931, Manager III;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes the contractor will provide a software platform that will host all legacy AR claims during the course of the engagement.

4. **If applicable, what efforts has the department made to obtain these services through available resources within the City?**
   The proposed engagement will only last until all legacy AR is adjudicated by the contractor. While the contractor is handling all legacy AR, current civil service staff will be transitioning to the new Electronic Health Record platform and will perform their job duties in the new system.
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 engagement will only last until all legacy AR is adjudicated by the contractor. While the contractor is handling all legacy AR, current civil service staff will be transitioning to the new Electronic Health Record platform and will perform their job duties in the new 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, positions are short term and will not be needed by the department once the transition of the new electronic health record application is completed and all of the outstanding AR have been adjudicated.

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. The primary role of this contract is to work existing legacy AR while the current employees transition to the new Electronic Health Record system. Hence, the contractor will not train current employees in this area. Current employees will receive training in the new Electronic Health Record platform through other contracts.

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

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

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

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

7. **Union Notification:** On 11/09/2018, the Department notified the following employee organizations of this PSC/RFP request:
   Architect & Engineers, Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP; SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

Address: 1380 Howard Street #421B San Francisco, CA 94103

****************************************************************************************************
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42206 - 18/19
DHR Analysis/Recommendation: action date: 02/04/2019
Commission Approval Required Approved by Civil Service Commission
02/04/2019 DHR Approved for 02/04/2019
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH  Dept. Code: DPH

Type of Request: ☑ Modification of an existing PSC (PSC # 47263 - 13/14)

Type of Approval: ☑ Regular  ☐ Annual  ☐ Continuing  ☐ (Omit Posting)

Type of Service: Outpatient Pharmacy Services at Special Program for Youth (SPY) Clinic at Youth Guidance Ctr.

Funding Source: General Fund, State and Federal

PSC Original Approved Amount: $700,000  PSC Original Approved Duration: 07/01/14 - 06/30/19 (5 years)

PSC Mod#1 Amount: $245,000  PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: $1,500,000  PSC Mod#2 Duration: 07/01/19-06/30/24 (5 years 2 days)

PSC Cumulative Amount Proposed: $2,445,000  PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
      Outpatient pharmacy services to patients of Special Programs for Youth (SPY) Clinics of the San Francisco Health Network (SFHN) who require prescription and over-the-counter medication as part of their treatment. Contractor will provide medication consulting and dispensing functions, as well as medication re-packaging services to Special Programs for Youth programs.

   B. Explain why this service is necessary and the consequence of denial:
      Denial of services would result in illness, crisis and decreased quality of life. Failure to treat clients adequately may also expose the City to lawsuits and disallowance of funds by the State for failing to expand funds within State legislative guidelines.

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

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

   E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
      The Department anticipates the continued need for these services, which provide on-call, 24/7 services as needed by youth at the Youth Guidance Center.

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:
   The Department is responsible for providing outpatient pharmacy services to patients of Special Programs for Youth (SPY) Clinics of the San Francisco Health Network (SFHN) who require prescription and over-the-counter medication as part of their treatment, on a 24/7, on-call, as-needed basis.

B. Reason for the request for modification:
   To extend contract term with corresponding increase in amount.

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: Contractor must have licensed staff to capable of providing the described services on-call 24/7, in accordance with State and Federal Laws.

   B. Which, if any, civil service class(es) normally perform(s) this work? 2409, Pharmacy Technician; 2450, Pharmacist;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?
   Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
   A. Explain why civil service classes are not applicable.
      Services are needed intermittently, on-call 24/7, as needed by youth at the Youth Guidance Center, and are less than a Full Time Equivalent position.

   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 are already classifications performing this work at other locations on a full time basis (e.g., San Francisco General Hospital).

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.
      Training of civil service staff is not part of the services under this PSC.

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

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

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

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

7. **Union Notification:** On 02/08/19, the Department notified the following employee organizations of this PSC/RFP request:

   SEIU Local 1021; 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: Jacquie Hale   Phone: (415) 554-2609   Email: jacquie.hale@sfdph.org

Address: 1380 Howard Street, Room 421b, San Francisco, CA 94103

******************************************************************************

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47263 - 13/14
DHR Analysis/Recommendation:   Civil Service Commission Action:
Commission Approval Required DHR Approved for 06/17/2019
Receipt of Union Notification(s)
PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for $1,500,000 for services for the period July 1, 2019 – June 30, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

http://apps.sfgov.org/dhdrupal/node/6577

Email sent to the following addresses: j Tanner940@aol.com
david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org
ablood@clrsieu.org davidmkersten@gmail.com ted.zarzechki@seiu1021.net
psreview@seiu1021.org Wendy.Frigillana@seiu1021.org
pcamarillo_seiu@sbcglobal.net KBasconcillo@sewater.org
Ricardo.lopez@sfgov.org
leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org
sarah.wilson@seiu1021.org
Additional Attachment(s)
DATE: May 22, 2019

TO: Suzanne Choi, DHR PSC Coordinator

FROM: Jacquie Hale, Director, DPH Office of Contract Management and Compliance, DPH Business Office

RE: PSC 4105-1011 Pharmacy Registry and Pharmacy Technician Registry Services

PSC 47263-13/14 Outpatient Pharmacy Services at Special Program for Youth (SPY) Clinic at Youth Guidance Ctr.

This is to request that the two Personal Services Contracts above be calendared for the June 3, 2019, meeting of the Civil Service Commission.

SEIU Local 1021 has asked for information and to meet about these PSCs. The Department of Public Health (DPH) has responded to SEIU’s questions, and has worked with SEIU to schedule a meeting, however, we have not yet been able to arrive at a mutually agreeable date and time when employees are available and releases of employees to attend meetings are received by SEIU within the notification windows they have stated are needed to notify employees.

DPH continues to be willing to meet and to release employees for a meeting, but needs these services, as they are critical to the operations of the San Francisco General Hospital pharmacy and to the dispensing of medications to youth at the Youth Guidance Center.

February 8, 2019  DPH notified unions
March 11, 2019   SEIU sent questions to DPH, and requested copies of contracts associated with this PSC
April 30, 2019   DPH responded to SEIU’s questions (see attached) and sent copies of contracts associated with PSC

  DPH proposed meeting on May 6, 2019; SEIU asked if they should ask DPH Human Resources’ Labor team for approval of release of employees to attend meeting; DPH Contracts let SEIU know that all requests for employee releases should still be addressed to DPH Human Resources’ Labor team

May 1, 2019      SEIU sent request for release of employees to Labor team
SEIU informed DPH Contracts meeting would need to be re-scheduled as releases had not been received and it was too late to inform the affected parties to attend, that employees were subject matter experts and necessary to meeting

May 6, 2019

SEIU informed DPH Contracts they could meet on May 8, 2019, if confirmation was received that employees were released by the end of the day of May 6, 2019; DPH Contracts let SEIU know they could meet on May 15, 2019;

May 10, 2019

SEIU sent request for release of employees to Labor team

May 13, 2019

SEIU let DPH Contracts know that SEIU had not received notice of release of employees, and may have to reschedule meeting; DPH Labor let DPH Contracts know that one person was not available and not currently at work, another was approved to attend; confirmation of release was unfortunately too late to confirm meeting with SEIU

Please let me know if you need further information.

Thank you.
San Francisco Department of Public Health

Questions from SEIU Local 1021

Re: PSC 47263-13/14 Outpatient Pharmacy Services at Special Program for Youth (SPY) Clinic at Youth Guidance Ctr.

- The contracts associated with this or previous PSC associated with this service.
  CareKinesis, Inc. (which acquired the original contractor, St. Mary’s Prescription Pharmacy)

- Please breakdown the PSC by annual budget.

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$930,000 $1,500,000

DPH has increased the annual amount in order to provide for future increases in drugs costs.

- Annual registry use by classification and by hospital or facility for Classifications 2409 and 2450 for the last 5 years.

This is not a registry contract. The contractor provides medications on an as-needed basis 24 hours a day/7 days a week to staff of the SPY Clinic at the Juvenile Justice Center and Log Cabin Ranch, for clients (detained youth) who need prescription medications, regardless of the time of day that they are brought to the Center.

The contractor – formerly known as St. Mary’s Pharmacy Prescription Services and now doing business as CareKinesis, Inc. – provides individual, custom-packaged medications for clients/detainees to SPY Clinic staff on an as-needed basis and provides assistance to Clinic staff with fiscal management of drug expenditures.

The classifications listed in the PSC were shown to indicate which classifications would be needed if the services were to be performed by civil service staff. As these services are needed intermittently and are provided on an as-needed basis, it would be impractical to hire full-time civil service staff to provide these services.
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Type of Request: ☑ Modification of an existing PSC (PSC # 47263 - 13/14)

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

Type of Service: Outpatient Pharmacy Services at the Special Program for Youth (SPY) Clinic at the Youth Guidan

Funding Source: General Fund, State and Federal

PSC Original Approved Amount: $700,000
PSC Original Approved Duration: 07/01/14 - 06/30/19 (5 years)

PSC Mod#1 Amount: $245,000
PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: $945,000
PSC Cumulative Duration Proposed: 5 years

1. Description of Work

A. Scope of Work/Services to be Contracted Out:
Outpatient pharmacy services to patients of Special Programs for Youth (SPY) Clinics of the San Francisco Health Network (SFHN) who require prescription and over-the-counter medication as part of their treatment. Contractor will provide medication consulting and dispensing functions, as well as medication re-packaging services to Special Programs for Youth programs.

B. Explain why this service is necessary and the consequence of denial:
Denial of services would result in illness, crisis and decreased quality of life. Failure to treat clients adequately may also expose the City to lawsuits and disallowance of funds by the State for failing to expand funds within State legislative guidelines.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Services have been provided in the past through earlier PSC request. See 47263 - 13/14

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
no duration added.

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).

☑ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).
Explain the qualifying circumstances:
Not Applicable

B. Reason for the request for modification:
   To increase the amount from $700,000 to $945,000.

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: Contractor must have licensed staff to capable of providing the described services on-call 24/7, in accordance with State and Federal Laws.

   B. Which, if any, civil service class(es) normally perform(s) this work? 2409, Pharmacy Technician; 2450, Pharmacist;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?
   Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
   A. Explain why civil service classes are not applicable.
      Services are needed intermittently, on-call 24/7, as needed by youth at the Youth Guidance Center, and are less than a Full Time Equivalent position.

   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 are already classifications performing this work at other locations on a full time basis (e.g., San Francisco General Hospital).

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

   B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
      No Training. Training is not a part of the as-needed, outpatient pharmacy services provided to the youth at the Youth Guidance Center.

   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 04/15/16, the Department notified the following employee organizations of this PSC/RFP request:
   SEIU Local 1021;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47263 - 13/14
DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 07/11/2016
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH
Dept. Code: DPH

Type of Request:
☑ Initial
☐ Modification of an existing PSC (PSC # _________)

Type of Approval:
☐ Expedited
☑ Regular
☐ Omit Posting

Type of Service: Outpatient Pharmacy Services at Special Program for Youth (SPY) Clinic at Youth Guidance Ctr.

Funding Source: General Fund, State and Federal
PSC Duration: 5 years
PSC Amount: $700,000
PSC Est. Start Date: 07/01/2014
PSC Est. End Date: 06/30/2019

1. Description of Work
   A. Scope of Work:
   Outpatient pharmacy services to patients of Special Programs for Youth (SPY) Clinics of the San Francisco Health Network (SFHN) who require prescription and over-the-counter medication as part of their treatment. Contractor will provide medication consulting and dispensing functions, as well as medication re-packaging services to Special Programs for Youth programs.

   B. Explain why this service is necessary and the consequence of denial:
   Denial of services would result in illness, crisis and decreased quality of life. Failure to treat clients adequately may also expose the City to lawsuits and disallowance of funds by the State for failing to expand funds within State legislative guidelines.

   C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
   2010-08/09

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

2. Union Notification: On 03/22/2014, the Department notified the following employee organizations of this PSC/RFP request:
   SEIU 1021 Miscellaneous; SEIU Local 1021

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47263 - 13/14
DHR Analysis/Recommendation: 08/18/2014
Commission Approval Required
DHR Approved for 08/18/2014

Approved by Civil Service Commission

July 2013
3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise:
      Contractor must have licensed staff to capable of providing the described services on-call 24/7, in accordance with State and Federal Laws.

   B. Which, if any, civil service class(es) normally perform(s) this work? 2409, 2450;

   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:
      Services are needed intermittently, on-call 24/7, as needed by youth at the Youth Guidance Center, and are less than a Full Time Equivalent position.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, there are already classifications performing this work at other locations on a full time basis (e.g., San Francisco General Hospital).

5. **Additional Information (if “yes”, attach explanation)**
   YES  NO
   A. Will the contractor directly supervise City and County employee?
      ☑

   B. Will the contractor train City and County employee?
      ☑
      No Training. Training is not a part of the as-needed, outpatient pharmacy services.

   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 PSC contract with your department?
      ☑

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/21/2014 BY:

Name: Jacquie Hale Phone: (415) 554-2809 Email: jacquie.hale@sfdph.org

Address: 1380 Howard Street, Room 421b San Francisco, CA 94103

July 2013