



London Breed  
Mayor

Micki Callahan  
Human Resources Director

Date: May 31, 2019

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director *Kate H*

From: Alexander Burns, DPW  
Bill Irwin, PUC  
John Tsutakawa, HSA  
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

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:

Total of this Report	YTD Expedited Approvals FY2018-2019	Total for FY2018-2019
\$74,470,000	\$293,182,006	\$1,777,148,771

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Public Utilities Commission  
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Table of Contents  
PSC Submissions

<b>Regular PSCs</b>	<b>Department</b>	<b>Page</b>
41426-18/19	Public Works	1
41492-18/19	Public Utilities Commission	11
45109-18/19	Public Utilities Commission	26
44333-18/19	Human Services	31
<b>Modification PSCs</b>		
4113-11/12	Public Health	56
4105-10/11	Public Health	76
4123-12/13	Public Health	95
42206-18/19	Public Health	105
47263-13/14	Public Health	119

**POSTING FOR**

June 17, 2019

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

2019-06-17

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
41426 - 18/19	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$4,200,000.00	Consultants will perform highly specialized electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; emergency generator systems; and emergency services during power outages or rolling blackouts.	May 6, 2019	June 30, 2025	REGULAR
41492 - 18/19	PUBLIC UTILITIES COMMISSION	\$15,000,000.00	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.	July 1, 2019	June 29, 2024	REGULAR
45109 - 18/19	PUBLIC UTILITIES COMMISSION	\$1,600,000.00	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.	June 1, 2019	May 31, 2022	REGULAR
44333 - 18/19	HUMAN SERVICES	\$820,000.00	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	July 1, 2019	June 30, 2023	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>work covers three main areas: Supplemental Security Income (SSI) advocacy, screening and eligibility, county and systems coordination, and information technology for children and youth</p> <p>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.</p> <p>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.</p> <p>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.</p>			

**TOTAL AMOUNT \$21,620,000**



## Posting For June 17, 2019

### Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2019-06-17

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4113 11/12 - MODIFICATIONS	June 17, 2019	PUBLIC HEALTH -- DPH	\$30,000,000	\$151,397,887	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)	07/01/2019	06/30/2021	REGULAR
4105 10/11 - MODIFICATIONS	June 17, 2019	PUBLIC HEALTH -- DPH	\$15,000,000	\$29,990,000	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>Scope Change:</b> 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.	07/01/2019	continuing	CONTINUED
4123 12/13 - MODIFICATIONS	June 17, 2019	PUBLIC HEALTH -- DPH	\$350,000	\$3,844,700	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	10/01/2019	09/30/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					organizations, childcare settings, youth-serving environments and faith-based organizations.			
42206 - 18/19 - MODIFICATIONS	June 17, 2019	PUBLIC HEALTH -- DPH	\$6,000,000	\$7,500,000	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.	02/22/2019	12/31/2023	REGULAR
47263 - 13/14 - MODIFICATIONS	June 17, 2019	PUBLIC HEALTH -- DPH	\$1,500,000	\$2,445,000	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.	07/01/2019	06/30/2024	REGULAR

**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/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; 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)**

**Sy, Don (DPW)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org  
**Sent:** Friday, April 19, 2019 4:51 PM  
**To:** Burns, Alexander (DPW); amakayan@ifpte21.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41426 - 18/19

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/dhrdrupal/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)**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 4, 2009

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING \_\_\_\_\_)  
 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):

<u>Local 21</u>	<u>Mr. Carlos C. Carlos</u>	<u>3/04/09</u>
Union Name	Signature of person mailing/faxing form	Date

_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date

RFP sent to _____, on _____	_____
Union Name	Date
	Signature

\*\*\*\*\*

4129-09/09

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# \_\_\_\_\_  
STAFF ANALYSIS/RECOMMENDATION: \_\_\_\_\_

CIVIL SERVICE COMMISSION ACTION: \_\_\_\_\_

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*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
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- 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?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

*Gordon Choy*  
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 8-





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

July 18, 2012

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

KATE FAVETTI  
PRESIDENT

SCOTT R. HELDFOND  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

E. DENNIS NORMANDY  
COMMISSIONER

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

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

### The Commission:

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

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

CIVIL SERVICE COMMISSION

SANDRA ENG  
Acting Executive Officer

### Attachment

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

RECEIVED  
12 JUL 19 PM 1:15  
COMMUNITY DEVELOPMENT STRATEGISTS

POSTING FOR  
7/16/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4009-12/13	40	Public Utilities Commission	Regular	\$14,000,000	Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFPUC permit compliance and watershed management activities.	9/1/2012 - 8/31/2016
4010-12/13	90	Public Works	Regular	\$4,500,000	Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.	10/1/2012 - 12/31/2017

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

RECEIVED  
12 JUL 19 PM 1:15  
CONTRACT ADMINISTRATION

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType 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 PlanPSC Duration: 5 yearsPSC 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@sfgwater.org

Address: 525 Golden Gate Avenue San Francisco, CA 94102

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

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)**

**Irwin, William**

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**From:** Kyger, Todd  
**Sent:** Tuesday, May 21, 2019 1:40 PM  
**To:** Irwin, William  
**Cc:** Fine, Ivy  
**Subject:** RE: PRO.0085 PSC No. 41492-1819

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 | tkyger@sfwater.org

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**From:** Chung Park <cpark@ifpte21.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 IFPTE, 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**

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**From:** dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.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; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 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/dhrrupal/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 COMMISSIONDept. Code: PUCType 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 bondsPSC Original Approved Amount: \$25,000,000PSC Original Approved Duration: 07/08/13 - 12/31/18 (5 years 25 weeks)PSC Mod#1 Amount: \$5,000,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$30,000,000PSC 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 vial 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 contact? 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 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.  
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@sfwater.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 contact? 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 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 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@sfgwater.org



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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49114 - 17/18

DHR Analysis/Recommendation:

Commission Approval Required

11/06/2017 DHR Approved for 11/06/2017

action date: 11/06/2017

Approved by Civil Service Commission

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 contact? 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:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/17/2019

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

**Irwin, William**

**From:** dhr-psccoordinator@sfgov.org on behalf of wirwin@sfwater.org  
Wednesday, May 15, 2019 4:45 PM  
**Sent:** Irwin, William; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschurmacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.topez@sfgov.org; Basconillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobe.com; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rritchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LIUNA.local261@gmail.com; local200twu@sbcglobe.com; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45109 - 18/19

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/dhrdrupal/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 it's 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), Supplemental Nutritional 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 to 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 employees? If so, please include an explanation.  
No.

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

**From:** XiuMin Li  
**To:** Gendelman, Johanna (HSA); David Canham  
**Subject:** RE: Request for Union Waiver of 60 Notification: Urgent for PSC #44333-18/19..typo found-Time sensitive request  
**Date:** Tuesday, May 28, 2019 11:18:33 AM  
**Attachments:** image001.png

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

Hi Johanna,

Yes the union is okay with ~~waiving 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

Find out more about our 2019 Contract Campaign at <http://bit.ly/SEIUSFFight>

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!***

***<http://bit.ly/SFMembershipForm>***

---

**From:** Gendelman, Johanna (HSA) [mailto:johanna.gendelman@sfgov.org]  
**Sent:** Tuesday, May 28, 2019 8:08 AM  
**To:** David Canham; XiuMin Li  
**Subject:** FW: Request for Union Waiver of 60 Notification: Urgent for PSC #44333-18/19..typo found-Time sensitive request  
**Importance:** High

Hi David and Xiumin-  
Hoping very much to hear from you today regarding this request.

---

**From:** Gendelman, Johanna (HSA)  
**Sent:** Thursday, May 23, 2019 12:21 PM  
**To:** david.canham@seiu1021.org; xiumin.l@seiu1021.org  
**Subject:** Request for Union Waiver of 60 Notification: Urgent for PSC #44333-18/19..typo found-Time sensitive request  
**Importance:** High

Hi David and Xiumin-

We are working to schedule this pending PCS for Civil Service Commission approval on June 17<sup>th</sup>. 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 27<sup>th</sup> (Tuesday) but hopefully we can move before then.

Johanna Gendelman  
Contract Manager  
415-557-5507

---

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



Connecting People with Purpose

**Suzanne Choi, Citywide PSC Coordinator**  
Department of Human Resources  
One South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Phone: (415) 557-4886  
Website: [www.sfdhr.org](http://www.sfdhr.org)

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to [DHR-PSCCoordinator@sfgov.org](mailto: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

**From:** [Tsutakawa, John \(HSA\)](#)  
**To:** [Gendelman, Johanna \(HSA\)](#)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 44333 - 18/19  
**Date:** Tuesday, March 19, 2019 9:02:02 AM

---

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

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> On Behalf Of [john.tsutakawa@sfgov.org](mailto:john.tsutakawa@sfgov.org)  
Sent: Tuesday, March 19, 2019 8:59 AM  
To: Tsutakawa, John (HSA) <[John.Tsutakawa@sfgov.org](mailto:John.Tsutakawa@sfgov.org)>; [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org);  
[thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); Basconcillo, Katherine (PUC)  
<[kbasconcillo@sfgwater.org](mailto:kbasconcillo@sfgwater.org)>; [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net);  
[Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net);  
[leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); Poon, Sin  
Yee (HSA) <[sin.yee.poon@sfgov.org](mailto:sin.yee.poon@sfgov.org)>; [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); Gendelman, Johanna  
(HSA) <[johanna.gendelman@sfgov.org](mailto:johanna.gendelman@sfgov.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@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)**



# California

## LEGISLATIVE INFORMATION

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### AB-1331 Foster youth: federal benefits. (2007-2008)

#### **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 timed 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**



pg 1-8

Date issued:

February 5, 2019

Pre-proposal conference:

February 12, 2:30 pm

1650 Mission Street, 3<sup>rd</sup> floor

Mission Conference Rm, SF

Proposal due:

5:00 p.m., March 5, 2019

TABLE OF CONTENTS

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

## 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 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 subcontracting opportunities through this RFP.

**B. Schedule**

The anticipated schedule for this procurement is:

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

**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:

Foster Care Children by Supervising Agency	DHS	Probation	Total
0 - 5 years	193	0	193
6 - 10 years	103	0	103
11 - 15 years	117	11	128
16 - 17 years	104	36	140
18+ years	215	57	272
All Children	732	104	836

### 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 suspense 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.

### Meeting Information

Archive Center >> Civil Service Commission >> 2009

back to Civil Service Commission home page

2009 2008 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998 1997 METAMETALINKLINK

### AMENDED

### MINUTES

Regular Meeting  
September 21, 2009

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

### CALL TO ORDER

2:09 p.m.

### ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Not Present (Notified Absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrone 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

Action: Approved. (Vote of 4 to 0)  
 0267-09-8 Review of request for approval of proposed personal services contracts.  
 (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-09/10	GSA-Fleet Management	\$500,000	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.	Regular	08/23/12

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 1414 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 2 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)

0295-09-8 Review of request for approval of proposed personal services contracts.  
 (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works - Bureau of Architecture	\$4,000,000	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.	Regular	04/28/15
4031-09/10	Public Works	\$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	\$306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	\$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SFPUC.	Regular	03/01/12
4034-09/10	Public Utilities Commission	\$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	\$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	\$217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	\$4,200,000	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).	Regular	12/31/16
4038-09/10	Controller's Office	\$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/16/14
4112-06/07	Human Resources	Increase Amount \$125,000 New Amount \$1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modification	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount \$1,300,000 New Amount \$1,900,000	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 replaced fixture, and some leak and audit activities.	Modification	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount \$26,752,554 New Amount \$56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTA's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modification	08/31/16

**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 (Job Code 3602), 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 Boatwright dissents.) 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 17, 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 Pitocchi, 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 (Job Code 7340), 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

**Action:** Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)

**0027-07-6 Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)**

**August 20, 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-Gorroneo 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:** Jesusa Bushong, San Francisco Fire Department  
Micki 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)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	\$7,500,000	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.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	\$230,000,000	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.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$75,750,000	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.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	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.	Continuing	06/30/14

**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 PSC #2000-08/09; 2001-08/09; 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 2819 and 2822 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 Pitocchi, 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 Loon, 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 16.170 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:** Janie 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 Boatwright *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)

6:05 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 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 03/22/19, 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)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)  
**To:** [PSC RECEIPT of Modification notification sent to Unions and DHR](mailto:Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; brenda_mendieta@sfdph.org; DHR-PSCCoordinator, DHR (HRD)</a><br/><b>Subject:</b> Receipt of Modification Request to PSC # 4113 11/12 - MODIFICATIONS<br/><b>Date:</b> Friday, March 22, 2019 4:40:49 PM</p><hr/></div><div data-bbox=)

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/dhrdrupal/node/4349>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[pkim@ifpte21.org](mailto:pkim@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.org](mailto:ecassidy@ifpte21.org) [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org) [jtanner940@aol.com](mailto:jtanner940@aol.com)  
[david.canham@seiu1021.org](mailto:david.canham@seiu1021.org) [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org) [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org)  
[ablood@cirseiu.org](mailto:ablood@cirseiu.org) [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com) [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net)  
[pscreview@seiu1021.org](mailto:pscreview@seiu1021.org) [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org)  
[pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net) [Kbasconcillo@sfgwater.org](mailto:Kbasconcillo@sfgwater.org)  
[Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org)  
[leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org) [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me) [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org)  
[sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org)

## **Additional Attachment(s)**

BOS Reso 237-05 Joint Powers Agreement with the San Francisco Health Authority

1 [Joint Powers Agreement with the San Francisco Health Authority.]

2

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

6

7 WHEREAS, In 1994, the Legislature authorized the San Francisco Board of  
8 Supervisors to establish a health authority as a separate legal entity to operate programs  
9 involving health care services, including the authority to contract with the State of California to  
10 serve as a health plan for Medi-Cal beneficiaries (Welfare and Institutions Code Section  
11 14087.36); and

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

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

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

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

24

25



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

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

6           WHEREAS, The State has passed legislation instituting a 6% tax on all of the operating  
7 revenue of Medi-Cal plans, such as those operated by the San Francisco Health Authority,  
8 which tax is called the Quality Improvement Fee (QIF) (Welfare and Institutions Code Section  
9 14464.5); and

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

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

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

21           WHEREAS, The proposed "Joint Powers Agreement Creating the San Francisco  
22 Community Health Joint Powers Authority" (hereafter, "Agreement"), on file with the Clerk of  
23 the Board of Supervisors in File No. \_\_\_\_\_, which is hereby declared to be a part of  
24 this resolution as if set forth fully herein, would create a joint exercise of powers authority  
25

1 ("Joint Powers Authority"), a separate legal entity that would operate the non-Medi-Cal  
2 programs currently operated by the San Francisco Health Authority, including the Healthy  
3 Families, Healthy Workers, and Healthy Kids and Young Adults programs, as well as any new  
4 programs or lines of business that the Joint Powers Authority may develop; and .

5 WHEREAS, The San Francisco Health Authority approved the Agreement on March 2,  
6 2005 in Resolution No. 2005-1; and

7 WHEREAS, The proposed Agreement further provides that:

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

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

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

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

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

22 (vi) The Agreement may be terminated by the adoption of a resolution by either the  
23 City or the San Francisco Health Authority; now, therefore, be it

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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.



City and County of San Francisco

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

Tails  
Resolution

File Number: 050514

Date Passed:

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

File No. 050514

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.

Gloria L. Young  
Clerk of the Board

04.01.05

Date Approved

Mayor Gavin Newsom

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType 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 CareFunding Source: General FundPSC Original Approved Amount: \$50,000,000PSC Original Approved Duration: 07/01/12 - 06/30/14 (1 year 52 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/14-06/30/15 (1 year)PSC Mod#2 Amount: \$41,397,887PSC Mod#2 Duration: 02/01/17-06/30/17 (2 years 1 day)PSC Mod#3 Amount: \$30,000,000PSC 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 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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4113 11/12

DHR Analysis/Recommendation:  
Commission Approval Not Required  
Approved by DHR on 05/31/2017

Civil Service Commission Action:

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. 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 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 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 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 contact? 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

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4113 11/12

DHR Analysis/Recommendation:

Commission Approval Required

02/06/2017 DHR Approved for 02/06/2017

02/06/2017

Approved by Civil Service Commission

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 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: Jacque Hale Phone: (415) 554-2609 Email: jacque.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:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/17/2019

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [jacque.hale@sfdph.org](mailto:jacque.hale@sfdph.org)  
**To:** [Hale, Jacquie \(DPH\)](mailto:Hale,Jacquie(DPH)); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconcello, Katherine \(PUC\)](mailto:Basconcello,Katherine(PUC)); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Poon, Sin Yee \(HSA\)](mailto:Poon,Sin Yee(HSA)); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [Girma, Mahlet \(DPH\)](mailto:Girma,Mahlet(DPH)); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR(HRD))  
**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/dhrdrupal/node/1088>

Email sent to the following addresses: [jtanner940@aol.com](mailto:jtanner940@aol.com)  
[david.canham@seiu1021.org](mailto:david.canham@seiu1021.org) [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org) [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org)  
[ablood@cirseiu.org](mailto:ablood@cirseiu.org) [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com) [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net)  
[pscreview@seiu1021.org](mailto:pscreview@seiu1021.org) [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org)  
[pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net) [Kbasconcello@sfgov.org](mailto:Kbasconcello@sfgov.org)  
[Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org)  
[leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org) [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me) [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org)  
[sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org)



**From:** XiuMin Li  
**To:** Girma, Mahlet (DPH); Hogan, Freneau (DPH)  
**Cc:** Hale, Jacquie (DPH); David, Aldrich (DPH)  
**Subject:** RE: Pharmacy work for PSC# 4105 and 47263  
**Date:** Monday, May 13, 2019 2:51:01 PM

---

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

Find out more about our 2019 Contract Campaign at <http://bit.ly/SEIUSFFight>

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

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***<http://bit.ly/SFMembershipForm>***

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**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

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:** 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.Corral@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

Find out more about our 2019 Contract Campaign at <http://bit.ly/SEIUSFFight>

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Direct: 415-848-3686  
SF Office Fax: 415-431-6241

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---

**From:** Girma, Mahlet (DPH) [<mailto:mahlet.girma@sfdph.org>]  
**Sent:** Monday, May 06, 2019 10:53 AM  
**To:** Hale, Jacquie (DPH); XiuMin Li  
**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,

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

---

**From:** Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
**Sent:** Monday, May 06, 2019 9:48 AM  
**To:** 'XiuMin Li' <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Cc:** DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>; Jessica Inouye <[Jessica.Inouye@seiu1021.org](mailto:Jessica.Inouye@seiu1021.org)>; Gustavo Corral <[Gustavo.Corral@seiu1021.org](mailto:Gustavo.Corral@seiu1021.org)>; Simmons, Rhonda (DPH) <[rhonda.simmons@sfdph.org](mailto:rhonda.simmons@sfdph.org)>; David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>; Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>

**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](mailto:Jacquie.Hale@SFDPH.org)  
(415) 255-3508

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---

**From:** Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>  
**Sent:** Monday, May 06, 2019 9:12 AM  
**To:** 'XiuMin Li' <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>; David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>  
**Cc:** DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>; Jessica Inouye <[Jessica.Inouye@seiu1021.org](mailto:Jessica.Inouye@seiu1021.org)>; Gustavo Corral <[Gustavo.Corral@seiu1021.org](mailto:Gustavo.Corral@seiu1021.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>; Simmons, Rhonda (DPH) <[rhonda.simmons@sfdph.org](mailto:rhonda.simmons@sfdph.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](mailto:XiuMin.Li@seiu1021.org)>  
**Sent:** Friday, May 03, 2019 3:05 PM  
**To:** David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>  
**Cc:** DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>; Jessica

Inouye <[Jessica.Inouye@seiu1021.org](mailto:Jessica.Inouye@seiu1021.org)>; Gustavo Corral <[Gustavo.Corral@seiu1021.org](mailto:Gustavo.Corral@seiu1021.org)>; Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>; Simmons, Rhonda (DPH) <[rhonda.simmons@sfdph.org](mailto: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

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Direct: 415-848-3686

SF Office Fax: 415-431-6241

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---

**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

**From:** Girma, Mahlet (DPH) [<mailto:mahlet.girma@sfdph.org>]  
**Sent:** Tuesday, April 30, 2019 12:20 PM  
**To:** XiuMin Li; Hale, Jacquie (DPH)  
**Cc:** DHR Info; Daniel Becker; Jessica Inouye; Gustavo Corral  
**Subject:** RE: Pharmacy work for PSC# 4105 and 47263

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

---

**From:** XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Sent:** Tuesday, April 30, 2019 12:18 PM  
**To:** Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
**Cc:** DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>; Jessica Inouye <[Jessica.Inouye@seiu1021.org](mailto:Jessica.Inouye@seiu1021.org)>; Gustavo Corral <[Gustavo.Corral@seiu1021.org](mailto:Gustavo.Corral@seiu1021.org)>  
**Subject:** RE: Pharmacy work for PSC# 4105 and 47263

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

---

**From:** Girma, Mahlet (DPH) [<mailto:mahlet.girma@sfdph.org>]  
**Sent:** Tuesday, April 30, 2019 12:00 PM  
**To:** Hale, Jacquie (DPH); XiuMin Li  
**Cc:** DHR Info; Daniel Becker; Jessica Inouye; Gustavo Corral  
**Subject:** RE: Pharmacy work for PSC# 4105 and 47263

Hi Xiu Min,

Per your request, we would like to meet with you on **Monday May 6<sup>th</sup> at 11am, at 1380 Howard, 4<sup>th</sup> Floor, Room 424.** I will send a calendar invite.

Also attached are the documents you requested for the 2 PSCs.

PSC 47263-13/14 ==> Carekinesis, 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](mailto:jacquie.hale@sfdph.org)>  
**Sent:** Friday, April 26, 2019 3:03 PM  
**To:** XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Cc:** DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>; Jessica Inouye <[Jessica.Inouye@seiu1021.org](mailto:Jessica.Inouye@seiu1021.org)>; Gustavo Corral <[Gustavo.Corral@seiu1021.org](mailto:Gustavo.Corral@seiu1021.org)>; Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto: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](mailto:Jacquie.Hale@SFDPH.org)  
(415) 255-3508

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**From:** XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Sent:** Friday, April 26, 2019 2:51 PM  
**To:** Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
**Cc:** DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>; Jessica Inouye <[Jessica.Inouye@seiu1021.org](mailto:Jessica.Inouye@seiu1021.org)>; Gustavo Corral <[Gustavo.Corral@seiu1021.org](mailto:Gustavo.Corral@seiu1021.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

Find out more about our 2019 Contract Campaign at <http://bit.ly/SEIUSFFight>

Member Resource Center (MRC): 1-877-687-1021

Direct: 415-848-3686

SF Office Fax: 415-431-6241

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## **Additional Attachment(s)**



City and County of San Francisco  
London Breed, Mayor

**San Francisco Department of Public Health**

Dr. Grant Colfax  
Director of Health

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

Suzanne Choi, DHR PSC Coordinator  
May 22, 2019  
Page 2 of 2

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 HEALTHDept. Code: DPHType 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 ServicesFunding Source: General FundPSC Original Approved Amount: \$6,200,000PSC Original Approved Duration: 01/01/2011 - continuousPSC Mod#1 Amount: \$3,790,000PSC Mod#1 Duration: 01/01/14 - continuousPSC Mod#2 Amount: \$5,000,000PSC Mod#2 Duration: 01/01/19 - continuousPSC Cumulative Amount Proposed: \$14,990,000PSC 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 contract? 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:  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 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 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:  
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 populations 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 contract? 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, SFUnifiedSchoolD

**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

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**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)**

**From:** DHR-PSCCoordinator, DHR (HRD) on behalf of Hale, Jacquie (DPH)  
**To:** Hale, Jacquie (DPH); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; brenda\_mendieta@sfdph.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 4123 12/13 - MODIFICATIONS  
**Date:** Friday, May 10, 2019 1:18:01 PM

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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 HEALTHDept. Code: DPHType 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 OrganizationsFunding Source: State GrantsPSC Original Approved Amount: \$1,220,000PSC Original Approved Duration: 10/01/13 - 09/30/16 (3 years)PSC Mod#1 Amount: \$406,667PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$282,033PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$1,586,000PSC 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 populations 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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4123 12/13

DHR Analysis/Recommendation:

08/01/2016

Commission Approval Required

Approved by Civil Service Commission

08/01/2016 DHR Approved for 08/01/2016



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. 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?**

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.

N/A

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)**

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@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.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; Christina@sfmea.com; staff@sfmea.com; Wanless, Annie (HRD); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; 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@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.org annie.wanless@sfgov.org staff@sfmea.com Christina@sfmea.com amakayan@ifpte21.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfwater.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

**From:** [Raquel Silva](#)  
**To:** [Hale, Jacquie \(DPH\)](#)  
**Cc:** [Longhitano, Robert \(DPH\)](#); [christina@sfmea.com](mailto:christina@sfmea.com)  
**Subject:** Re: PSC 46530-18/19 AND PSC#42206 - 18/19 mODIFICATIONS  
**Date:** Friday, May 24, 2019 11:47:13 AM

---

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, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.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 #421B / San Francisco, CA 94103 / [Jacquie.Hale@SFDPH.org](mailto: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 disclosure to civil or criminal penalties under state and federal privacy laws.

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**From:** Hale, Jacquie (DPH)  
**Sent:** Friday, May 24, 2019 9:14 AM  
**To:** Raquel Silva <[raquel@sfmea.com](mailto:raquel@sfmea.com)>

**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
- Jacque 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 -- DPHDept. Code: DPHType 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 ServicesFunding Source: General Fund, Federal and State fundsPSC Duration: 5 yearsPSC 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 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?

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 contract? 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:  Initial  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 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

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**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)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)  
**To:** [Hale, Jacquie \(DPH\); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine \(PUC\); pcamarillo\\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee \(HSA\); david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Hale_Jacquie_(DPH);_sarah.wilson@seiu1021.org;_thomas.vitale@seiu1021.org;_Sandeep.lal@seiu1021.me;_leah.berlanga@seiu1021.org;_Ricardo.lopez@sfgov.org;_Basconcillo_Katherine_(PUC);_pcamarillo_seiu@sbcglobal.net;_Wendy.Frigillana@seiu1021.org;_pscreview@seiu1021.org;_ted.zarzecki@seiu1021.net;_davidmkersten@gmail.com;_ablood@cirseiu.org;_xiumin.li@seiu1021.org;_Poon_Sin_Yee_(HSA);_david.canham@seiu1021.org;_jtanner940@aol.com;_DHR-PSCCoordinator,_DHR_(HRD)@seiu1021.org)  
**Subject:** Receipt of Modification Request to PSC # 47263 - 13/14 - MODIFICATIONS  
**Date:** Friday, February 08, 2019 5:07:28 PM

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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/dhrdrupal/node/6577>

Email sent to the following addresses: [jtanner940@aol.com](mailto:jtanner940@aol.com)  
[david.canham@seiu1021.org](mailto:david.canham@seiu1021.org) [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org) [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org)  
[ablood@cirseiu.org](mailto:ablood@cirseiu.org) [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com) [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net)  
[pscreview@seiu1021.org](mailto:pscreview@seiu1021.org) [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org)  
[pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net) [Kbasconcillo@sfgwater.org](mailto:Kbasconcillo@sfgwater.org)  
[Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org)  
[leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org) [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me) [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org)  
[sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org)

## **Additional Attachment(s)**



City and County of San Francisco  
London Breed, Mayor

**San Francisco Department of Public Health**

Dr. Grant Colfax  
Director of Health

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

Suzanne Choi, DHR PSC Coordinator  
May 22, 2019  
Page 2 of 2

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.

FY14/15	\$150,000	FY19/20	\$250,000
FY15/16	\$175,000	FY20/21	\$250,000
FY16/17	\$200,000	FY21/22	\$250,000
FY17/18	\$200,000	FY22/23	\$250,000
FY18/19	\$200,000	FY23/24	\$250,000
	<u>\$930,000</u>		<u>\$1,500,000</u>

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

Dept. Code: DPH

Type of Request:  Initial  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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47263 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/11/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH Dept. Code: DPH

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

Type of Approval: [ ] Expedited [X] 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

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?  YES  NO
- B. Will the contractor train City and County employee?  
No Training. Training is not a part of the as-needed, outpatient pharmacy s  YES  NO
- C. Are there legal mandates requiring the use of contractual services?  YES  NO
- D. Are there federal or state grant requirements regarding the use of contractual services?  YES  NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service?  YES  NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?  YES  NO

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) 554-2609 Email: jacquie.hale@sfdph.org

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