



Mark Farrell  
Mayor

Micki Callahan  
Human Resources Director

Date: June 1, 2018

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director *Micki Callahan*

From: Cynthia Avakian, AIR  
Monique Colon, HOM  
Shamica Jackson/Bill Irwin, PUC  
Taraneh Moayed, PUC  
Sean McFadden, REC  
Joan Lubamersky, ASR  
Jacquie Hale, DPH  
William Lee, ECD

Subject: **Personal Services Contracts Approval Request**

This report contains twelve (12) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

Total of this Report	YTD Expedited Approvals FY2017-2018	Total for FY2017-2018
\$21,843,492	\$840,780,800	\$3,583,022,198

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**POSTING FOR**

June 18, 2018

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

2018-06-18

**APPLY**

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
48369 - 17/18	AIRPORT COMMISSION	\$2,000,000.00	The proposed work is an overnight bus service to and from the San Francisco International Airport (SFO) between Millbrae BART and Caltrain stations, and all local bus stops on Route 292 between downtown San Francisco and south to Palo Alto. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m. Additionally, SamTrans will provide emergency replacement bus service when Airtrain is shut down due to unforeseen circumstances.	July 1, 2018	June 30, 2023	REGULAR
40244 - 17/18	AIRPORT COMMISSION	\$1,200,000.00	Contractor will provide ongoing representation of the San Francisco International Airport (Airport) before the California State Legislature and Executive Administration in Sacramento, CA, to identify and advocate for or against legislation and regulatory matters that may impact the Airport. This work requires a dedicated presence in Sacramento, CA, and requires the Contractor maintains good relationships with state legislators and their staff.	July 1, 2018	December 31, 2027	REGULAR
46663 - 17/18	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING	\$778,492.00	Technical assistance to the Department of Homelessness and Supportive Housing (HSH) to support the implementation of HSH's Five-Year Strategic Framework, and the Department's work to drive systems transformation and culture change. Includes assessment to Department's approach to addressing homelessness in San Francisco, as well as specific strategies in the following areas: adult homelessness, family homelessness, youth homelessness, street homelessness, coordinated entry systems for all populations, problem solving strategies, data and performance measurement.	July 1, 2018	June 30, 2022	REGULAR
40815 - 17/18	PUBLIC UTILITIES COMMISSION	\$150,000.00	Itron Inc. ("Itron") specializes in time-series data analysis, statistical modeling, forecasting process consulting, and forecasting system implementation. The San Francisco Public Utilities Commission ("SFPUC") will retain Itron's services under on an as-needed basis, pursuant to a task order process. For each task order, Itron will propose a scope of work which will include, but not be limited to: a staffing plan, project schedule, deliverables and costs. Technical services will vary depending on business requirements throughout the contract term. However, the following services will be performed beginning in 2019: 1. Short Term Model Review. SFPUD currently runs three (3) short-term forecasting models once a week for power scheduling. Itron proposes to review the models and recommend improvements. 2. Short Term Model Development. SFPUD obtains a short-term forecast for the Clean Power San Francisco (CPSF) customers for use in power scheduling. Itron will develop a forecast model for the CPSF load consistent with the current SFPUD models reviewed in item 1 above. 3. Long Term Model Development. SFPUD requires a long-term forecasting framework designed to forecast 5 years ahead. Itron will develop the forecasting framework with template models that may be expanded by SFPUD staff. Itron will develop the framework and the	March 30, 2019	September 30, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>forecast template models and support SFPUD staff through their model development.</p> <p>Other tasks over the term of the contract will include: (1) Reviewing model accuracy and suggesting model improvements; (2) Providing training to new MetrixND/LT users; (3) Assisting with development of new models for new customer classes; and (4) Modeling long-term load changes due to changes in energy usage patterns.</p> <p>Contract Amount: Upon execution of Amendment 2, the contract not to exceed amount will be \$401,830. Of this, \$150,000 has been allocated to as-needed technical services. The remaining amount has been allocated for annual software support.</p>			
45698 - 17/18	PUBLIC UTILITIES COMMISSION	\$1,000,000.00	<p>The proposed work are tunnel and geotechnical engineering design, and engineering support during construction for SFPUC's Kansas and Marin Streets Sewer Improvements Project. This project is proposing a 8-foot diameter tunnel (starting from the intersection of Kansas and Marin Streets, and running approximately 900-feet west towards Lot 31, which is within City Property), launching and receiving shafts, junction structures, and all related site investigation work (i.e. geotechnical and hazardous material).The primary purpose of the project is to increase hydraulic conveyance to alleviate flooding for a susceptible portion of the City.</p>	December 28, 2018	December 31, 2021	REGULAR
49961 - 17/18	RECREATION AND PARK COMMISSION	\$1,800,000.00	<p>RPD wishes to select a pool of three to four consultants to perform Historic Resource Evaluation (HRE) and Archeological Review (AR) services on an as-needed basis for various projects. Each contract will be limited to \$600,000, and funds would not be encumbered until a specific project has been assigned to a consultant.</p> <p>Examples of the types of analyses to be performed by consultants include:</p> <ul style="list-style-type: none"> <li>• Conditions assessment and building use analysis</li> <li>• Recommendations for treatment of known historic resources</li> <li>• Preparation of HRE 1 &amp; 2 reports consistent with the requirements of the SF Planning Department</li> <li>• Feasibility of reuse scenarios analysis for historic buildings and structures</li> <li>• Order-of-magnitude cost estimates for renovation of historic buildings and structures</li> <li>• Analysis by a qualified engineer of structures and systems in historic properties to inform renovation scope</li> <li>• Architectural drawings for repairs to original elements of historic buildings and structures</li> <li>• Architectural drawings of historic buildings and structures to document existing conditions</li> </ul>	May 1, 2018	April 25, 2023	REGULAR
45222 - 17/18	AIRPORT COMMISSION	\$600,000.00	<p>Veterinary care services for approximately 15-20 canine members of the K9 Unit of the San Francisco Police Department Airport Bureau, at the San Francisco International Airport (Airport). Care will include examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary for various conditions and illnesses.</p>	July 1, 2018	June 30, 2023	REGULAR

**TOTAL AMOUNT \$7,528,492**

03/1

## Posting For June 18, 2018

### Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2018-06-18

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
47331 - 17/18 - MODIFICATIONS	June 18, 2018	ASSESSOR / RECORDER -- ASR	\$0	\$20,000,000	<p>The project is a multi-phase, joint endeavor between the Office of the Assessor-Recorder (ASR), the Treasurer &amp; Tax Collector (TTX), and Office of the Controller (CON) to secure and modernize the City's property tax functions by replacing legacy systems that enable the assessment and collection of approximately \$2.5 billion in annual property tax revenues. The departments currently maintain two separate legacy IT systems to perform these functions. The ASR plans to procure the following professional service(s): 1. Implementation services 2. Data conversion services 3. Independent Verification and Validation Services. The replacement of the City's property assessment &amp; tax system is one of the three major IT projects identified by the Information &amp; Communication Technology (ICT) Plan for FY18-22. Anticipated Outcomes are: 1. Increase Efficiency and Quality: Re-engineer assessment and tax business processes based on best practices and eliminate manual processes and workarounds. 2. Improve Revenue Collection: Increase turnaround time for assessments and provide timely tax billing, revenue collection and certification to reduce revenue at risk. 3. Build a Resilient IT Infrastructure: Secure \$2.5 billion in revenue through modern technology platforms that are secure and resilient. 4. Increase Access to Data: Improve information available to public and policymakers and enable better revenue forecasting and data analysis. 5. Improve Taxpayer Service and Transparency: Integrate property tax and assessment functions among the three departments for better customer service.</p> <p><b>Scope Change:</b> Scope is being clarified to specify that 'implementation services' includes ongoing custom support.</p>	12/26/2022	12/25/2027	REGULAR
4133 08/09 - MODIFICATIONS	June 18, 2018	PUBLIC HEALTH -- DPH	\$1,000,000	\$2,300,000	Provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH). The dental services shall meet or exceed the standards of the State of California Medi-Cal Denti-Cal Program. The services will include, at a minimum: routine	05/01/2018	06/30/2020	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					treatment and examinations, radiographs, cleanings and fillings, relinings and repairs of dentures, fabrication of new full and partial dentures, extractions and bedside care to patients unable to come to the LHH Dental Clinic.			
45626 - 16/17 - MODIFICATIONS	June 18, 2018	PUBLIC HEALTH -- DPH	\$10,000,000	\$21,800,000	Contractor(s) will provide specialized consulting services in the area of information technology. As-needed and intermittent services to include: needs analysis, documentation of status of applications and processes, evaluation of processes and work flow, documentation of technical specifications, project management, enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services, data warehouse and archiving initiatives, applications support, research and preparation of analyses of future state initiatives, documentation of specifications for new applications, and overall project support for interdepartmental clinical data integration initiatives. Focus areas will include systems and applications for: Whole Person Care Initiatives, Population Health, Environmental Health, Communicable Diseases, Prevention, financial systems, clinical systems, ongoing integration initiatives, Electronic Health Record (EHR)-related activities, managed care services, and technology modernization projects.	06/01/2018	05/31/2023	REGULAR
4098-02/03 - MODIFICATIONS	June 18, 2018	PUBLIC UTILITIES COMMISSION -- PUC	\$2,415,000	\$30,915,000	The work under Amendment No. 5 will provide additional engineering support during the construction phase of the Calaveras Dam Replacement Project (CDRP). Engineering support services will include reviewing of submittals, responding to Request for Information, revising drawings and specifications to address project issues that arise during the course of construction and in respond to Division of Safety of Dam (DSOD) request, attending construction meetings at the site, providing assistant during start-up, and commissioning of the project.	05/25/2019	06/30/2020	REGULAR
45087 - 14/15 - MODIFICATIONS	June 18, 2018	DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD	\$900,000	\$1,800,000	This request is to contract with San Francisco Fleet Week Association to help coordinate Fleet Week activities, which will include large-scale event production, facilitation and overall management of a multi-day set of events. The partnership with the San Francisco Fleet Week Association will sustain coordination with external private sector, non-profit and Federal Government partners, including members of the Department of Defense (U.S. Navy and Marines). This request will be for three years.	11/01/2018	10/31/2021	REGULAR

**TOTAL AMOUNT \$14,315,000**

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



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: San Mateo County Transit District (SamTrans) Owl Bus Service & Airtrain Replacement Service

Funding Source: Airport Operating Funds

PSC Amount: \$2,000,000

PSC Est. Start Date: 07/01/2018 PSC Est. End Date 06/30/2023

**1. Description of Work**

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

The proposed work is an overnight bus service to and from the San Francisco International Airport (SFO) between Millbrae BART and Caltrain stations, and all local bus stops on Route 292 between downtown San Francisco and south to Palo Alto. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m. Additionally, SamTrans will provide emergency replacement bus service when Airtrain is shut down due to unforeseen circumstances.

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

SFO has over 40,000 employees with varying work schedules, as well as air passengers that travel at all hours. A public bus service option needs to be available for these employees and travelers to get to and from the Airport, in particular during the overnight hours. Without this service, employees and passengers would have limited options for an overnight bus service.

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

In the past, this service has continually been provided by this contractor. The service was previously approved under PSC #4017-11/12.

D. Will the contract(s) be renewed?

Yes if these services are needed at SFO.

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.

Term of five years is to align with the contract term.

**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 does not operate bussing service as far south as Palo Alto in Santa Clara County.

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

A. Specify required skills and/or expertise: Required skills include the ability to provide public transportation utilizing a fleet of buses with contractor's own facilities, equipment, operating personnel, insurance, permits, and licenses.

- B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor is required to provide facilities, buses, and maintenance equipment that is owned by the contractor and not the City.

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

The City does not operate bussing service as far south as Palo Alto in Santa Clara County.

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

- A. Explain why civil service classes are not applicable.  
Class 9163 Transit Operator is the civil service class that would normally perform this work. It is not applicable because the City does not operate buses as far south as Palo Alto in Santa Clara County.
- 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, it would not be practical to adopt a new civic service class to perform this work. The City does not operate bussing service as far south as Palo Alto in Santa Clara County, nor does the City have the ability to provide backup bussing services in San Mateo County.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided to City and County employees because the contractor has their own fully-trained employees for both bussing and maintenance 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.  
Yes. San Mateo County Transit District (SamTrans)

**7. Union Notification: On 04/24/2018, the Department notified the following employee organizations of this PSC/RFP request:  
TWU - Automotive Service Worker**

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48369 - 17/18

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 06/18/2018

Civil Service Commission Action:

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

## Choi, Suzanne (HRD)

---

**From:** Cynthia Avakian (AIR)  
**Sent:** Tuesday, April 24, 2018 3:38 PM  
**To:** local200twu@sbcglobal.net; rmitchell@twusf.org; 'ewilliams@twusf.org'  
**Cc:** Parada, Lucina (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 48369 - 17/18

TWU Staff,

This PSC request did not auto populate the email to the TWU Union so I have included all of the email addresses in the City's PSC Database.

Please let me know if you have further questions.

Thanks,

Cynthia Avakian  
Director, Contracts | Administration & Policy San Francisco International Airport | P.O. Box 8097 | San Francisco, CA  
94128 Tel 650-821-2014 | flysf.com

Facebook | Twitter | YouTube | Instagram | LinkedIn -----Original Message-----

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) [mailto:[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)] On Behalf Of [cynthia.avakian@flysf.com](mailto:cynthia.avakian@flysf.com)  
**Sent:** Tuesday, April 24, 2018 3:32 PM  
**To:** Cynthia Avakian (AIR); Parada, Lucina (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48369 - 17/18

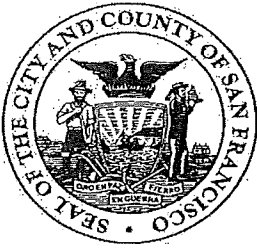
RECEIPT for Union Notification for PSC 48369 - 17/18 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 48369 - 17/18 for \$2,000,000 for Initial Request services for the period 07/01/2018 – 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F10917&d ata=02%7C01%7C%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F10917&d ata=02%7C01%7C%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F10917&d ata=02%7C01%7C%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F10917&d ata=02%7C01%7C%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F10917&d ata=02%7C01%7C%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F10917&d ata=02%7C01%7C%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F10917&d ata=02%7C01%7C%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F10917& reserved=0> 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)**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

May 9, 2013

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4109-12/13 THROUGH 4114-12/13; 4017-11/12; 4152-10/11; AND 2011-08/09.**

KATE FAVETTI  
PRESIDENT

SCOTT R. HELDFOND  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

E. DENNIS NORMANDY  
COMMISSIONER

JENNIFER C. JOHNSTON  
EXECUTIVE OFFICER

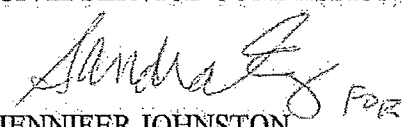
At its meeting of **May 6, 2013** the Civil Service Commission had for its consideration the above matters. The Commission adopted the report, and notified the Office of the Controller and the Office of Contract Administration of the following actions:

- 1) Adopted the report; approved the request for PSC #4109-12/13 on the condition that the Airport Commission reports back to the Civil Service Commission in four (4) years from today's meeting date of May 6, 2013. Notified the Office of the Controller and the Office of Contract Administration.
- 2) Adopted the report; approved the request for PSC #4110-12/13 on the condition that the Public Utilities Commission report back to the Civil Service Commission in four (4) and eight (8) years from today's meeting date of May 6, 2013. Notified the Office of the Controller and the Office of Contract Administration.
- 3) Adopted the report; approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION

  
JENNIFER JOHNSTON  
Executive Officer

### Attachment

Cc: Cynthia Avakian, Airport Commission  
Parveen Boparai, Jeanne Buick, Department of Human Resources  
Micki Callahan, Human Resources Director  
Leorah Dang, Department of Human Resources  
Jacquie Hale, Department of Public Health  
Shamica Jackson, Public Utilities Commission  
Joan Lubamersky, General Services Agency  
Sean McFadden, Rec & Park  
Commission File  
Chron

POSTING FC

05/06/2013

PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4017-1/1/12	27	Airport Commission	Regular	\$1,000,000	\$1,350,000	This is an agreement to partially fund SamTrans Owl Bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m. Since there continues to be need for this service, the Airport is modifying this request to extend the term to continue having SamTrans Owl Bus service operate during late night hours.	8/15/2011 - 8/14/2018
4152-08/09	27	Airport Commission	Regular	\$3,900,000	\$9,050,000	Complex environmental analyses, assessments, compliance monitoring and reporting tasks requiring specialized environmental planning expertise and familiarity of federal, state, and local environmental regulations, especially those pertaining to airports; and performing airport sustainability and climate change planning. These tasks may include, but are not limited to: obtaining regulatory permits and approvals; consultation with regulatory agencies and public outreach; producing environmental studies, disclosure; performing specialized natural resource investigations; performing technical analyses and modeling; conducting specialized environmental monitoring; conducting specialized environmental studies and providing recommendations; monitoring of construction sites and airport-managed environmental mitigation sites in accordance with appropriate federal, state, regional and local environmental regulations.	7/1/2009 - 6/30/2018
2011-08/09	81	Public Health	Regular	\$47,000,000	\$166,000,000	Fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network(PPN), to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan, including services to the indigent and uninsured; for licensed Residential Care Facilities (RCFs) and licensed Residential Care Facilities for the Elderly (RCFEs) to assist clients to live in a stable community setting in- and out-of-county, in small, home-like, owner-occupied licensed facilities ("board-and-care homes"); for wraparound services for CBHS's Children, Youth and Families' clients to assist in client stabilization, including emergency food and housing, transportation, and clothing; and for DPH Housing and Urban Health's emergency housing program for homeless clients with special needs, including those discharged from San Francisco General Hospital (SFGH) with no other homes, those served using Mental Health Services Act ("Prop 63") funds, and those referred from the SF First, SF Homeless Outreach Team (HOT), Project Homeless Connect and DPH-funded case management programs.	7/1/2009 - 6/30/2016

Sum of Modified Amounts: \$51,900,000



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: State Legislative Advocacy Services

Funding Source: Airport Operating Funds

PSC Amount: \$1,200,000

PSC Est. Start Date: 07/01/2018

PSC Est. End Date 12/31/2027

**1. Description of Work**

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

Contractor will provide ongoing representation of the San Francisco International Airport (Airport) before the California State Legislature and Executive Administration in Sacramento, CA, to identify and advocate for or against legislation and regulatory matters that may impact the Airport. This work requires a dedicated presence in Sacramento, CA, and requires the Contractor maintains good relationships with state legislators and their staff.

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

The California State Legislature and Executive Administration consider a variety of issues related to Airport operations and funds each year. This service is necessary to ensure that Airport operations are not unintentionally impacted and that any and all Airport funds are explored. If denied, the Airport may miss applicable state laws related to Airport operations and funds, especially those that affect funding opportunities. It is essential to the Airport's operations and funds to have a state legislative advocate in Sacramento, CA.

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

This service has been provided in the past through PSC No. 4158-08/09.

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

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

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

The duration is to align with the resulting contract.

**2. Reason(s) for the Request**

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

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

**B. Explain the qualifying circumstances:**

State legislative advocacy services require as-needed services located in Sacramento, CA, and do not warrant full-time, permanent Airport staff.

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

**A. Specify required skills and/or expertise:** Contractor must have extensive experience in building and maintaining good relationships with state legislators and their staff. Contractor must have skills and

expertise in successfully representing municipal agencies on state legislative and regulatory issues that could impact Airport operations and funds. The bulk of the work will take place in Sacramento, CA.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 0922, Manager I; 0923, Manager II;

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

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

None, because these services are performed primarily in Sacramento, CA.

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

A. Explain why civil service classes are not applicable.

Existing civil service classes do not have the required specialized skills and expertise necessary to act as the Airport's state legislative advocate. Additionally, these services involve short-term projects with changing priorities, performed primarily in Sacramento, CA, that do not warrant existing civil service classes.

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, these services cover varied issues, with each issue taking priority at different times depending on the legislation. Outside firms have a pool of experts available to them, allowing them to tap into expertise as the need arises. Because the firms represent many clients, they are also best able to use those sources to organize similar interests to affect change. They are in constant contact with legislative offices, allowing them to develop stronger relations. Adopting a new civil service class would not address these advantages. Additionally, these services are performed primarily in Sacramento, CA.

**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. None, because these services are performed primarily in Sacramento, CA.

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 04/18/2018, the Department notified the following employee organizations of this PSC/RFP request:**

Municipal Executive Association; Professional & Tech Engrs, Local 21

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40244 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/18/2018

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

**Choi, Suzanne (HRD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Wednesday, April 18, 2018 12:45 PM  
**To:** Cynthia Avakian (AIR); tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; Andrew Kukis (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40244 - 17/18

RECEIPT for Union Notification for PSC 40244 - 17/18 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 40244 - 17/18 for \$1,200,000 for Initial Request services for the period 07/01/2018 – 12/31/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10742> 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: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 4158 08/09)

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

Type of Service: State Legislative Advocacy

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$375,000

PSC Original Approved Duration: 07/01/09 - 06/30/14 (5 years)

PSC Mod#1 Amount: \$187,500

PSC Mod#1 Duration: 03/24/14-12/31/16 (2 years 26 weeks)

PSC Mod#2 Amount: \$90,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$200,000

PSC Mod#3 Duration: 12/31/16-12/31/18 (2 years)

PSC Cumulative Amount Proposed: \$852,500

PSC Cumulative Duration Proposed: 9 years 26 weeks

**1. Description of Work**

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

Ongoing representation of the San Francisco International Airport (SFO) before the California State Legislature and Executive Administration to identify and advocate for or against legislation and regulatory matters that impact the Airport. This work requires maintaining good relationships with the staff of state legislators.

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

The State Legislature and Administration consider a variety of airport operations and funding issues each year. It is essential to have an advocate in Sacramento to insure that Airport operations are not unintentionally affected and that any and all funding measures are explored. Without a state legislative advocate, the Airport may miss applicable state laws and funding opportunities.

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

Yes, PSC 4158-08/09

D. Will the contract(s) be renewed?

Yes, depending on performance and need.

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:

Extend time to match up with the end date of the contract.

**2. Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:

no response from department

B. Reason for the request for modification:

Extend time and add money for the last option term.

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

A. Specify required skills and/or expertise: The Airport's state legislative advocate in Sacramento must have extensive experience and working relationships with State legislators and their staffs successfully representing municipal agencies on state legislative and regulatory issues that could impede efficient Airport operations. The bulk of the work takes place in Sacramento.

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

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

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

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 as this function involves short-term projects, requiring diverse knowledge and there is no one particular class or group of classes that encompass the knowledge, skills and expertise required for this work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this service covers varied issues, each taking priority at different times depending on legislation. Outside firms have a pool of experts available for use as the need arises. Because firms represent many clients, they are best able to use those sources to organize similar interests to effect change.

**6. Additional Information**

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

No.

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



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

No.

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

No.

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

No.

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

Edelstein, Gilbert, Smith & Robson

7. **Union Notification:** On 06/24/16, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4158 08/09

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/05/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4158 08/09)

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

Type of Service: State Legislative Advocacy

Funding Source: Airport Operating Funds
PSC Original Approved Amount: \$375,000 PSC Original Approved Duration: 07/01/09 - 06/30/14 (5 years)
PSC Mod#1 Amount: \$187,500 PSC Mod#1 Duration: 03/24/14-12/31/16 (2 years 26 weeks)
PSC Mod#2 Amount: \$90,000 PSC Mod#2 Duration: no duration added
PSC Cumulative Amount Proposed: \$652,500 PSC Cumulative Duration Proposed: 7 years 26 weeks

1. Description of Work

A. Scope of Work:

Ongoing representation of the San Francisco International Airport (SFO) before the California State Legislature and Executive Administration to identify and advocate for or against legislation and regulatory matters that impact the Airport. This work requires maintaining good relationships with the staff of state legislators.

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

The State Legislature and Administration consider a variety of airport operations and funding issues each year. It is essential to have an advocate in Sacramento to insure that Airport operations are not unintentionally affected and that any and all funding measures are explored. Without a state legislative advocate, the Airport may miss applicable state laws and funding opportunities.

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

Yes.

D. Will the contract(s) be renewed? Yes, depending on performance and need.

2. Union Notification: On 09/16/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4158 08/09

DHR Analysis/Recommendation:

10/20/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 10/20/2014

-18- 10/20/2014

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

A. Specify required skills and/or expertise:

The Airport's state legislative advocate in Sacramento must have extensive experience and working relationships with State legislators and their staffs successfully representing municipal agencies on state legislative and regulatory issues that could impede efficient Airport operations. The bulk of the work takes place in Sacramento.

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

1823,1824,

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

No

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable as this function involves short-term projects, requiring diverse knowledge and there is no one particular class or group of classes that encompass the knowledge, skills and expertise required for this work.

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

No, this service covers varied issues, each taking priority at different times depending on legislation. Outside firms have a pool of experts available for use as the need arises. Because firms represent many clients, they are best able to use those sources to organize similar interests to effect change.

**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?  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? Edelman, Gilbert, Smith & Robson  YES  NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 09/16/14 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- Dept. Code: HOM  
HOM

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

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

Type of Service: Strategic Initiatives Consulting Services

Funding Source: local, state, or federal funding

PSC Amount: \$778,492 PSC Est. Start Date: 07/01/2018 PSC Est. End Date 06/30/2022

**1. Description of Work**

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

Technical assistance to the Department of Homelessness and Supportive Housing (HSH) to support the implementation of HSH's Five-Year Strategic Framework, and the Department's work to drive systems transformation and culture change. Includes assessment to Department's approach to addressing homelessness in San Francisco, as well as specific strategies in the following areas: adult homelessness, family homelessness, youth homelessness, street homelessness, coordinated entry systems for all populations, problem solving strategies, data and performance measurement.

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

Inability to continue existing services, including strategic framework implementation, change management, and Coordinated Entry processes would prevent the department from meeting its mission, goals and objectives. Coordinated Entry organizes the Homelessness Response System with a common, population-specific assessment, centralized data system, and prioritization method that directs Participants to the appropriate resources and allows for data-driven decision-making and performance-based accountability. Coordinated Entry in San Francisco is organized to serve three subpopulations, Adults, Families, and Youth. The process is four parts: access, assessment, prioritization, and referral. The implementation of CE is ongoing. The Homelessness Response System describes the overall system of services to address homelessness managed by the department. The goal of this system is to prevent homelessness when possible and to make it rare, brief, and one-time. The system helps people exit homelessness.

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

The Consultant was selected in 2015 and then in 2017 through competitive RFP processes administered first by the Human Services Agency (HSA) and then by the newly formed Department of Homelessness and Supportive Housing (the Department), respectively. The original Agreement was authorized through the Civil Service Commission through PSC 2006-08/09. The Department is requesting its own authority to continue the services through an amendment to the original Agreement. HSA has discontinued use of PSC 2006-08/09 necessitating this request.

D. Will the contract(s) be renewed?

It may be renewed based on Department needs and Contractor performance.

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

not applicable

**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

The Consultant was selected in 2015 and then in 2017 through competitive RFP processes administered first by the Human Services Agency (HSA) and then by the newly formed Department of Homelessness and Supportive Housing (the Department), respectively. The original Agreement was authorized through the Civil Service Commission through PSC 2006-08/09. The Department is requesting its own authority to continue the services through an amendment to the original Agreement. HSA has discontinued use of PSC 2006-08/09 necessitating this request.

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

A. Specify required skills and/or expertise: Minimum of ten (10) years of experience working on issues of homelessness and supportive housing. Minimum of five (5) years of proven experience successfully helping cities and counties with homeless systems re-design, including data systems related to homelessness, and conducting complex analyses. Experience working with city and county agencies specializing in homelessness on multi-year work plans and strategic planning, including culture change, re-alignment of funding priorities and systems transformation. Real estate market and housing costs analysis, including feasibility studies, system mapping for target populations, and stakeholder input processes.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0932, Manager IV;

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

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

The Department seeks to continue existing services through the Contractor.

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

A. Explain why civil service classes are not applicable.

These are highly specialized services per the years of experience and scope of work required. There are no existing civil service classifications that can provide these services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to create a new class because of the immediate, short-term and on demand need for these services.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. Consultant will create and implement a plan for change management; this will include staff and stakeholder training as well as other elements proposed by the Consultant. Training hours to be determined. Trainees will include senior management, analysts, and program staff (health workers, social workers, program coordinators).

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

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

**7. Union Notification:** On 04/09/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Professional & Tech Engrs, Local 21

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

Name: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 1360 Mission St, Ste. 200 San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46663 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/18/2018

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

**Choi, Suzanne (HRD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of monique.colon@sfgov.org  
**Sent:** Monday, April 09, 2018 3:26 PM  
**To:** Colon, Monique (HOM); tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; Colon, Monique (HOM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46663 - 17/18

RECEIPT for Union Notification for PSC 46663 - 17/18 more than \$100k

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a request for a Personal Services Contract (PSC) 46663 - 17/18 for \$778,492 for Initial Request services for the period 07/01/2018 – 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10903> 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)**

## Appendix A

### Scope of Work Strategic Framework Implementation

July 2017 – June 2018

#### Purpose of Consulting Services

Focus Strategies (Consultant) will assist the Department of Homelessness and Supportive Housing (HSH) with culture change, help drive systems transformation and support the implementation of HSH's strategic framework. This framework will outline HSH's overall approach to addressing homelessness in San Francisco as well as specific strategies in the following areas: adult homelessness, family homelessness, youth homelessness, street homelessness, coordinated entry data system, departmental infrastructure, cross-sector collaboration, and communications. Consultant will work in partnership with HSH staff to develop a detailed three-year implementation plan building off the framework. Consultant will then support HSH leadership and staff, as assigned, to develop and implement systems improvement efforts, implementation of new and refined funding priorities and culture change at HSH through the activities described below.

The Consultant will provide 12 months of support to enhance the capacity of HSH leadership and staff during this critical start-up phase. This effort will be managed in partnership with HSH's senior management team that includes the department director, deputy director for programs, deputy director for administration and finance, deputy director for communication and policy, and the director of strategic initiatives (two-year fellow focused on implementing the strategic framework). HSH will designate staff to projects to manage specific planning and implementation activities. The Consultant will help department leadership and staff to implement the framework's strategies and will support Department efforts.

#### Work Plan

##### **Item 1: Refine Strategic Framework and Implementation Plan: July 2017 – August 2017**

##### *Tasks:*

1. Gather additional input from internal and external stakeholders as needed to develop implementation plan after completion of the strategic framework
2. Work with Leadership and designated staff to develop an implementation plan that includes detailed action steps and a timeline as well as assignments for specific staff and teams

3. Define specific projects with dedicated teams and work groups
4. Develop additional written materials (plan summaries, flow charts, etc.) as needed

*Deliverables:*

1. A detailed plan for the implementation of HSH's strategic framework that includes a clear time line, action steps and project teams for the key components of the strategic framework described above. Additional dates and timelines for projects described below will be agreed to by HSH and Consultant.
2. Support HSH staff and leadership and HSH's subject matter consultants to develop and submit a Community Plan for Youth that integrates Youth Homeless Demonstration Program planning work with Strategic Framework for submission to HUD by July 13, 2017.

**Item 2: Overall Framework Implementation: July 2017 – June 2018**

*Tasks:*

1. Create and implement a plan for culture change within HSH. This will include bringing in an approved sub-consultant to meet with department staff and designated staff for a discovery and planning meeting; followed by a series of meetings and trainings expected to be monthly for a period of approximately six month around change processes and culture shift, as well as other elements proposed by the Consultant and approved by HSH.
2. Support HSH leadership to create and implement a plan to help ensure that the staffing, budget and infrastructure of the programs and divisions within the new department support the strategic framework.
3. Assist staff in developing and refining HSH's plan to address street homelessness and encampments, building off the work to restructure the Homeless Outreach Team, and best practice research or other community models. Incorporate Whole Person Care pilots into strategic implementation.
4. Work with the ONE System contracted consultants and the HSH Coordinated Entry team to help ensure that their development and implementation of the ONE data system aligns with the strategic framework and plans for Coordinated Entry development; and will produce data and reports relevant to HSH's work.
5. Support HSH's work around collaboration and communications, including assistance developing a communications and messaging plan and/or Departmental practices.

*Deliverables:*

1. Culture change strategy and training design, including results of initial discovery and plan for internal training/workshops
2. Delivery of trainings/workshops as agreed to support culture change
3. Assistance with HSH plans and communications including street homelessness plan, communications plan and ONE system design and reports

**Item 3: Population System Design Work July 2017 – June 2018**

*Tasks:*

1. Conduct planning process for redesign and implementation of single adult system including:
  - a. Phase I assessment of current state of single adult programs, outcomes, barriers and current prioritization and results. Work in this phase to include working with CES Manager to:
    - i. Map current and planned referral processes
    - ii. Facilitate expert input session
    - iii. Gather feedback at LHCB meetingWork in this phase specific to Single Adult CES design to be completed by August 2017
  - b. Phase II Design process including working with HSH staff, service providers and consumers on improving and expanding adult services including: developing standard tools for assessment and prioritization; creating a diversion plan; clarifying the best uses of temporary housing; and improving the utilization of all housing-related exits. Work in this phase to include working with CES Manager to:
    - i. Convene Tool Committee, HSH staff and consultants
    - ii. Gather feedback at LHCB Committees
    - iii. Design and pilot data gathering
    - iv. Assist staff to develop and issue one or more RFP's as needed to identify providers and contract for CES related activitiesWork in this phase specific to Single Adult CES design and implementation to be completed by November 2017

- c. Work with Department to coordinate Strategic Framework implementation with key new initiatives including No Place Like Home capital funding plan and Whole Person Care housing stabilization services.
2. Building on work already in progress, work with staff, service providers, and consumers and possibly outside experts improving and expanding services for transition-aged youth including: developing a tool for assessment and prioritization; developing a diversion plan; and implementing innovative and impactful programs that support housing stability and self-sufficiency. This work will align with implementation of HSH's new HUD YHDP grant and submitted Youth System Plan.
3. Building on work already in progress, work with staff and service providers on continuing re-design of homeless crisis response system for families including:
  - a. implementing and updating the assessment tool as needed to align with other population work;
  - b. revising diversion plan as needed; and
  - c. creating a new approach toward using City program resources to increase and improve the focus on housing and self-sufficiency.
4. Support HSH in the creation, adoption and maintenance of policies, procedures, standards, best practices and performance measurement and evaluation for the different population systems and for the programs within each system

*Deliverables:*

1. Phase I report/work on Single Adult CES system design – August 2017
2. Phase II re-design plan for single adult CES system – November 2017
3. Assessment Tool and Assessment Practice for TAY and other TAY design documents as agreed to
4. Diversion plan for TAY
5. Revised and updated system materials for Family System

**Item 4: Ongoing Activities: July 2017 – June 2018**

1. Attend regular internal HSH project management meetings and weekly project management check-ins

2. Help maintain and update master planning documents
3. Monitor progress on implementation to insure successful and timely completion of deliverables
4. Review and evaluate data, recommended adjustments to the strategic framework
5. Continue researching and exploring best practices by reviewing internal and external materials
6. Provide guidance to HSH's senior management team on culture change and systems transformation
7. Provide other technical assistance to managers
8. Attend meetings with service providers, senior city staff, stakeholders and the media
9. Provide written reports and presentations
10. Additional projects that surface during the process of implementing the strategic plan and are feasible under the contract

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  Continued ( Omit Posting)

Type of Service: Services that support all of the programs under the Human Services Agency

Funding Source: County, State and Federal PSC Duration: annual memo required  
PSC Amount: \$25,415,000 PSC Est. Start Date: 07/01/2009 PSC Est. End Date: Continued

1. **Description of Work**

A. Scope of Work:

Services in support of the Agency include the following legal services such as process service, arbitration, Fair Hearing Officer services, and other specialized legal services not provided by the City Attorney, courier service, fiscal intermediary, credit checks, equipment maintenance and repairs, property management services, on-demand and supplemental translation and interpretation services, media and communications services including outreach to targeted populations served by the Agency, grant writing, program planning and evaluation, technical writing, environmental and industrial assessment services including ergonomics, mediation and dispute resolutions services, substance abuse compliance monitoring testing and paternity testing, criminal background checks, security services, population surveys, management information services, time study information system, business process mapping, one time document imaging conversion projects for archiving and transition to paperless system technology solutions for agency operations, off hours transportation services and specialized transportation including health and safety transportation and shuttle service.

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

These services are required to process client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

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.  
PSC# 2000-05/06

D. Will the contract(s) be renewed? Yes, based upon funding, performance and procurement

2. **Union Notification:** On none, the Department notified the following employee organizations of this PSC/RFP request: no unions notified

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2006-08/09

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/02/2014

Continued the report to the Commission meeting of June 16, 2014 so that the Human Services Agency can submit to the Commission the requested missing information and documentation, along with a brief staff report with more information regarding the PSCs with continuing approval. In addition, the Commission directed the Human Services Agency to provide proper notice to the union. (Vote of 5 to 0)

continued - 06/16/2014

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

- A. Specify required skills and/or expertise:  
 legal services including process service, mediation, arbitration, Fair Hearing Officer services, and other specialized legal services not provided by the City Attorney, courier service, fiscal intermediary, credit checks, equipment maintenance and repairs, property management services including pre-move inspections and survey of conditions, records management (i.e. recycling, shredding, destruction, removal, document imaging), translation, media and communications services including outreach to targeted populations served by the Agency,
- B. Which, if any, civil service class(es) normally perform(s) this work?  
 ,8106,1823,1824,,6139,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
 Yes, contractor will provided facilities and equipment to perform the services

**4. Why Classified Civil Service Cannot Perform**

- A. Explain why civil service classes are not applicable:  
 These are very specialized services. There are no current civil services classification to provided theses services.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
 No, it would not be practical to create a new class because of the immediate, short-term and on demand need for these services.

**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?  
 Fraud detection, contract development and management, child welfare train  YES  NO
- C. Are there legal mandates requiring the use of contractual services?  
 Court mandated substance abuse monitoring and paternity testing  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? Board of Supervisors, ordinance 185-95  YES  NO
- F. Will the proposed work be completed by a contractor that has a current PSC  
 contract with your department? Multiple contractors under PSC  YES  NO

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

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

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



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: As-Needed Technical Services for Proprietary Software

Funding Source: Operating Funds

PSC Duration: 5 years 26 weeks

PSC Amount: \$150,000

**1. Description of Work**

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

Itron Inc. ("Itron") specializes in time-series data analysis, statistical modeling, forecasting process consulting, and forecasting system implementation. The San Francisco Public Utilities Commission ("SFPUC") will retain Itron's services under on an as-needed basis, pursuant to a task order process. For each task order, Itron will propose a scope of work which will include, but not be limited to: a staffing plan, project schedule, deliverables and costs. Technical services will vary depending on business requirements throughout the contract term. However, the following services will be performed beginning in 2019:

1. Short Term Model Review. SFPUD currently runs three (3) short-term forecasting models once a week for power scheduling. Itron proposes to review the models and recommend improvements.

2. Short Term Model Development. SFPUD obtains a short-term forecast for the Clean Power San Francisco (CPSF) customers for use in power scheduling. Itron will develop a forecast model for the CPSF load consistent with the current SFPUD models reviewed in item 1 above.

3. Long Term Model Development. SFPUD requires a long-term forecasting framework designed to forecast 5 years ahead. Itron will develop the forecasting framework with template models that may be expanded by SFPUD staff. Itron will develop the framework and the forecast template models and support SFPUD staff through their model development.

Other tasks over the term of the contract will include: (1) Reviewing model accuracy and suggesting model improvements; (2) Providing training to new MetrixND/LT users; (3) Assisting with development of new models for new customer classes; and (4) Modeling long-term load changes due to changes in energy usage patterns.

Contract Amount:

Upon execution of Amendment 2, the contract not to exceed amount will be \$401,830. Of this, \$150,000 has been allocated to as-needed technical services. The remaining amount has been allocated for annual software support.

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

The software purchased pursuant to this contract is manufactured and maintained exclusively by Itron, a company with over 30 years of experience developing forecast models for customers world-wide. Itron's energy forecasting group is nationally recognized and SFPUC has already made a significant investment in

hardware, database development, and staff training in support of this software. It is far more cost-effective for SFPUC to maintain support for this software than to purchase entirely new software. In addition, it is to SFPUC's benefit to utilize the technical services offered by Itron so as to maximize the functionality and usefulness of its product. The value added benefits from such services include: Increasing accuracy of CleanPowerSF and SFPUC Hetch Hetchy Power's electric load forecasting models, which will reduce California Independent System Operator settlement costs, help optimize power procurement and prepare for customer growth; strengthening the abilities of internal staff resources to maintain the load forecast models internally; providing cross-training to additional staff to ensure workforce continuity as staff change roles or leave the organization; and providing specific industry knowledge that may not available in the organization. Lastly, the software purchased pursuant to this contract is manufactured and maintained exclusively by Itron. Because of the proprietary nature of this software, Itron is the only company that can provide the technical services for which approval is now sought. If this request is denied, SFPUC will not be able to obtain either software support or technical support for its Itron software.

- 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.  
N/A: Technical services have not been previously purchased from Itron pursuant to this or any other contract.

- D. Will the contract(s) be renewed?  
A decision to extend the contract beyond five additional years has not been made at this time.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
This contract was first executed in 2014 for the purchase of proprietary software and annual software support, neither of which has required Civil Service Review. The contract was preceded by a second contract dating back to 2004, under which the initial software licenses were purchased. Beginning in 2019, the contract will include, for the first time, technical services consisting of as-needed enhancements to the proprietary software purchased under the contract. The software purchased pursuant to this contract is manufactured and maintained exclusively by Itron, a company with over 30 years of experience developing forecast models for customers world-wide. Itron's energy forecasting group is nationally recognized as an expert in short-term and long-term forecasting. For this reason, its software is critical to SFPUC's meter reading and forecasting capabilities. In addition, SFPUC has already made a significant investment in hardware, database development, and staff training in support of this software. As such, it is far more cost-effective for SFPUC to maintain support for this software than to purchase entirely new software which will require SFPUC to incur significant additional costs while receiving no additional benefits, if any.

## 2. Reason(s) for the Request

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

Other (be specific and attach any relevant supporting documents):

### **REASON FOR CHECKING OTHER:**

This contract has been authorized by the Office of Contract Administration pursuant to San Francisco Administrative Code 21.30 because the software purchased pursuant to this contract is manufactured and maintained exclusively by Itron. Because of the proprietary nature of this software, Itron is the only company that can provide software support and any related technical services requested under this contract.

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

- A. Specify required skills and/or expertise: Itron is a company with over 30 years of experience developing forecast models for customers world-wide. Itron's energy forecasting group is nationally recognized as an expert in short-term and long-term forecasting. The software purchased pursuant to this contract is manufactured and maintained exclusively by Itron. Because of the proprietary nature of this software, Itron is the only company that can provide the technical services for which approval is now sought.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The software purchased pursuant to this contract is manufactured and maintained exclusively by Itron. Because of the proprietary nature of this software, Itron is the only company that can provide the technical services for which approval is now sought. However, Itron will provide cross-training to additional staff to ensure workforce continuity as staff change roles or leave the organization.

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

- A. Explain why civil service classes are not applicable.  
The software purchased pursuant to this contract is manufactured and maintained exclusively by Itron. Because of the proprietary nature of this software, Itron is the only company that can provide the technical services for which approval is now sought.
- 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 software purchased pursuant to this contract is manufactured and maintained exclusively by Itron. Because of the proprietary nature of this software, Itron is the only company that can provide the technical services for which approval is now sought.

**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 software purchased pursuant to this contract is manufactured and maintained exclusively by Itron. Because of the proprietary nature of this software, Itron is the only company that can provide the technical services for which approval is now sought. However, Itron will provide cross-training to additional staff to ensure workforce continuity as staff change roles or leave the organization.
- C. Are there legal mandates requiring the use of contractual services?  
No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
Yes. '14 Resol. attached.
- 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 04/11/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40815 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/18/2018

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

**From:** dhr-psccordinator@sfgov.org  
**To:** Moayed, Taraneh; amakayan@ifpte21.org; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Moayed, Taraneh; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40815 - 17/18  
**Date:** Wednesday, April 11, 2018 12:49:01 PM

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RECEIPT for Union Notification for PSC 40815 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 40815 - 17/18 for \$150,000 for Initial Request services for the period 03/30/2019 – 09/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10923> 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)**

**Appendix D**  
**Installation and Implementation Services**

**1. Scope.** This Appendix D applies where Customer is purchasing implementation services for the set-up, configuration, and validation of any License purchased pursuant to the Agreement (collectively, “Service” or “Services”).

**2. Task Orders.** Performance of Services under this Appendix shall be executed pursuant to a task order process (“Task Order”). For each Task Order, Customer shall identify to Itron tasks for which it seeks Itron’s assistance. Itron shall then propose a scope of work (“SOW”) which shall include, but not be limited to, a staffing plan, project schedule, deliverables and costs, including any travel and related expenses, to complete the tasks identified by Customer. Upon accepting Itron’s SOW, Customer shall issue to Itron a Purchase Order authorizing Itron to proceed with the Services outlined in the SOW. All costs associated with the development of the SOW shall be borne by Contractor. Customer will not pay for, and Itron is not required to provide any services, for which both a SOW and Purchase Order have not been issued by Customer and accepted by Itron. Any work performed without a Purchase Order from Customer will be at Itron’s own commercial risk.

**3. Change Orders:** An Itron Change Order Form ("Change Order") will be used for communicating changes to any SOW negotiated by Customer and Itron. The Change Order must describe the change requested, the rationale for the change, the estimated price and the effect the change will have on the overall Project. All Change Orders must be approved and signed by Customer and Itron.

**4. Cost:** The total cost of all Services rendered pursuant to this Appendix D shall not exceed \$150,000.00 (One Hundred Fifty Thousand Dollars and Zero Cents). Services may be billed on either a fixed cost or a time and material basis, as determined by Customer and Itron at the time a SOW is negotiated. If at any point, there is reason to believe that an amount negotiated for a SOW will no longer be sufficient, Itron will immediately notify Customer as to the changes in the estimate and, upon Customer’s approval, issue a Change Order. SOWs negotiated based on a time and material basis shall comply with hourly rates identified below by Itron resource type:

Labor Category	2018 Hourly Rate	2019 Hourly Rate	2020 Hourly Rate
Principal Consultant	\$250	\$260	\$270
Senior Analyst	\$200	\$208	\$216
Analyst	\$180	\$187	\$195

**5. Invoicing.** Itron will invoice Customer for Services as set forth in the applicable SOW or pricing summary. Services performed on a time and materials basis will be invoiced at the end of the calendar month in which they are performed. Services performed on a fixed fee basis will be invoiced based on defined milestones and/or deliverable, as set forth on the applicable SOW or, if not set forth on a SOW, upon completion.



**6. Customer Responsibilities.** Customer shall timely perform all of its assigned, implied or assumed responsibilities under each statement of work using qualified personnel. Customer shall also provide Itron with reasonable cooperation in connection with the services, including for example, by providing Itron with reasonable access to Customer's facilities, service territory, personnel, systems, and information.

**7. Reference Information.** If Customer provides Itron any reference information, designs, technical information, or other information required to be provided by Customer in connection with the services (collectively, the "**Reference Information**"), Itron shall be entitled to rely on the accuracy of such Reference Information.

**8. Delays.** To the extent Customer's failure to adhere to Section 6 or Section 7 results in any delay or increases Itron's cost of performing the services, the delay shall be excused, and Itron reserves the right to increase its fees as necessary to offset its increased costs of performing the services. Itron will provide Customer with reasonable evidence of its increased costs of performing the services and will make commercially reasonable efforts to minimize such costs to the extent practicable under the circumstances

**9. Express Warranties for Professional Services.** The warranty period for services provided is ninety (90) days beginning from the completion date of the services. Unless otherwise expressly provided in a statement of work or other document expressly incorporated into the Agreement, as the sole and exclusive warranties offered by Itron in connection with this Addendum and each statement of work under it, Itron warrants to Customer that:

**9.1. Services.** Services will be provided in a timely, professional, and workmanlike manner. Itron shall be required to provide adequate quality control processes and deliverables in conformance with the technical requirements of each Task Order.

**9.2. Itron Personnel.** Itron personnel will have the requisite experience, skills, knowledge, training and education to perform Services in a professional manner and in accordance with this Addendum and applicable statement of work.

**9.3. Remedies.** At Itron's sole and exclusive liability and Customer's sole and exclusive remedy for any material noncompliance by Itron with the warranties provided under this Section, Itron shall correct the noncompliance within a reasonable period of time under the circumstances, if Customer gives Itron written notice (which notice must describe the noncompliance in sufficient detail to enable Itron to provide the required corrective action) within the applicable notice period. If Itron, in its sole discretion, is unable to correct the noncompliance, its sole obligation will be to refund to Customer the amount paid for the services.

1 [Agreement - Itron, Inc. - Meter Reading and Forecasting Software Maintenance - \$171,000]

2  
3 **Resolution authorizing the General Manager of the Public Utilities Commission to enter**  
4 **into an agreement with Itron, Inc., for meter reading and forecasting software**  
5 **maintenance, for a term of five and one-half years, from March 30, 2014, to September**  
6 **30, 2019, in the amount of \$171,000 pursuant to Charter, Section 9.118(b).**

7  
8 WHEREAS, Charter Section 9.118(b) requires the Board of Supervisors approval of  
9 agreements with a term of ten years or more; and

10 WHEREAS, The Public Utilities Commission [PUC] wants to enter into an agreement  
11 with Itron, Inc., for a term of five and one-half years, from March 30, 2014, to September 30,  
12 2019, for meter reading and forecasting software maintenance; and,

13 WHEREAS, Itron, Inc., has provided this software and maintenance to PUC since  
14 2004; and

15 WHEREAS, The services provided under the agreement are unique and the vendor is  
16 a sole source maintenance provider for the software; and

17 WHEREAS, The Agreement will be entirely funded from SFPUC Power Revenues as  
18 appropriated in its annual budget for each fiscal year and the guaranteed maximum amount of  
19 the agreement is \$171,000; and

20 WHEREAS, A copy of the proposed agreement on file with the Clerk of the Board of  
21 Supervisors in File No. 140092; now, therefore be it,

22 RESOLVED, That the Board of Supervisors, under Charter Section 9.118 (b), hereby  
23 approves the agreement with Itron, Inc, substantially in the form on file with the Clerk of the  
24 Board of Supervisors, in File No. 140092, with such changes or modifications, including  
25 without limitation, modifications to the exhibits, as may be acceptable to the General Manager

1 and the City Attorney and which do not materially increase the obligations and liabilities of the  
2 City; and, be it

3           FURTHER RESOLVED, That within thirty (30) days of the contract being fully executed  
4 by all parties the Public Utilities Commission shall provide the final agreement to the Clerk of  
5 the Board for inclusion into the official file.

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City and County of San Francisco

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

Tails  
Resolution

File Number: 140092

Date Passed: March 18, 2014

Resolution authorizing the General Manager of the Public Utilities Commission to enter into an agreement with Itron, Inc., for meter reading and forecasting software maintenance, for a term of five and one-half years, from March 30, 2014, to September 30, 2019, in the amount of \$171,000 pursuant to Charter, Section 9.118(b).

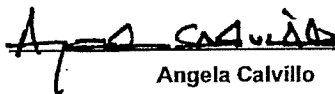
March 12, 2014 Budget and Finance Sub-Committee - RECOMMENDED

March 18, 2014 Board of Supervisors - ADOPTED

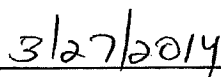
Ayes: 11 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

File No. 140092

I hereby certify that the foregoing Resolution was ADOPTED on 3/18/2014 by the Board of Supervisors of the City and County of San Francisco.

  
Angela Calvillo  
Clerk of the Board

  
Mayor

  
Date Approved

## Sole Source Waiver Request

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

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

Department: SFPUC Date Submitted: April 6, 2018  
Contact: Taraneh Moayed Phone: 415-551-4377  
Vendor Name: ITRON INC. Vendor #: 0000018081  
Type of Contract: Commodity  Professional Service  Non-Professional Service   
Other \_\_\_\_\_  
Amount: Original NTE: \$171,000 PS Contract ID: 1000009594  
Amend 1 NTE: \$165,383 (formerly BPUH14000072)  
Amend 2 NTE: \$401,830

**Describe the product or service:**  
Pursuant to Chapter 21.30, the San Francisco Public Utilities Commission ("SFPUC") is requesting a sole source waiver to execute Amendment 2 to PS Contract ID 1000000340 with ITRON INC. ("Itron"). Amendment 2 will extend the contract duration to September 30, 2024 to allow for additional software support and technical services through the revised contract end date.

Has the Human Rights Commission granted a sole source waiver on this transaction? NA: 21.30  
If yes, when was the sole source granted? \_\_\_\_\_ Please attach a copy of the HRC Waiver.

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

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

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

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

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

**Other: Admin Code 21.30**

**INSTRUCTIONS:**

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

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

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

This Sole Source request is being submitted by:

Department Head Signature: *[Signature]*

Date: 4/4/18

Name of Department: SFPUC

21,30

**OCA Review and Approval:**

Sole Source Approved:  Sole Source Denied:

**Reason for Determination**

Programmer maintenance of SFPUC system  
hardware and forecasting software consistent  
with previous approval

OCA Staff: *[Signature]*

Date: 4/9/18

OCA Staff: \_\_\_\_\_

Date: \_\_\_\_\_

OCA Director: Blenny for Jaci Fong

Date: 4/9/18



INTERDEPARTMENTAL  
MEMORANDUM

TO: Jaci Fong  
Office of Contract Administration

DATE: December 21, 2017

Romulus Asenloo  
Contract Monitoring Division

FROM: Harlan L. Kelly, Jr. *[Signature]*  
General Manager

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

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

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

*London Breed*  
President of  
the Board of  
Supervisors and  
Acting Mayor

*Ike Kwon*  
President

*Vince Courtney*  
Vice President

*Aan De Haer Caen*  
Commissioner

*Francesca Vietar*  
Commissioner

*Anson Moran*  
Commissioner

*Harlan L. Kelly, Jr.*  
General Manager

Background:

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

**OUR MISSION:** To provide our customers with high-quality, efficient and reliable water, power and sewer services in a manner that values environmental and community interests and sustains the resources entrusted to our care.



Delegation of Authority  
December 21, 2017  
Page Two

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

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

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





**MEMORANDUM**

To: Jaci Fong, Director & Purchaser  
Office of Contract Administration

From: Taraneh Moayed, through Ivy V. Fine, SFPUC Contracts  
Administration Bureau Director

Date: April 6, 2018

Subject: Sole Source Waiver Request

<b>Supplier Name:</b>	ITRON INC.
<b>Supplier ID:</b>	0000018081
<b>12B Compliant:</b>	No
<b>Request Type:</b>	Contract, Amendment 2
<b>PS Contract ID:</b>	1000000340 (formerly BPUH14000072)
<b>Contract NTE Amount:</b>	
Original:	\$171,000
Amend 1:	\$165,383
Amend 2:	\$401,830
<b>Contract Term:</b>	
Original:	3/30/14 to 9/30/19
Amend 1:	3/30/14 to 9/30/19 (no change)
Amend 2:	3/30/14 to 9/30/24

Pursuant to Chapter 21.30, the San Francisco Public Utilities Commission ("SFPUC") is requesting a sole source waiver to execute Amendment 2 to PS Contract ID 1000000340 with ITRON INC. ("Itron"). Amendment 2 will extend the contract duration to September 30, 2024 to allow for additional software support and technical services through the revised contract end date.

**Background**

Agreement 1

SFPUC first entered into a software licenses and support contract with Itron in 2004 (Agreement 1) to purchase certain licenses and support from Itron, including: MetrixND, MetrixLT, and MV90. Agreement 1 commenced on March 30, 2004 and was subsequently amended 6 times before terminating on or about March 29, 2014 with a final not to exceed amount of \$295,000.

Mark Farrell  
Mayor

Ike Kwon  
President

Vince Courtney  
Vice President

Ann Moller Caen  
Commissioner

Francesca Viator  
Commissioner

Anson Moran  
Commissioner

Harlan L. Kelly, Jr.  
General Manager



## Agreement 2

In 2014, SFPUC entered into a new software support contract with Itron ("Agreement 2"). Agreement 2 fully incorporated the licensing terms and conditions of Agreement 1 and also authorized SFPUC to continue purchasing MetrixND, MetrixLT, and MV90 licenses and support, as well as software support for MVRS.<sup>1</sup> Agreement 2, Contract ID 1000000340, commenced on March 30, 2014 and had an initial not to exceed amount of \$171,000. Agreement 2 is set to expire September 30, 2019, unless renewed.

## Agreement 2, Amendment 1

On April 1, 2015, the parties executed Amendment 1 to Contract ID 1000000340. The purpose of Amendment 1 was to eliminate support for certain licenses and reallocate that spending authority to the purchase of additional MV-90 licenses, a need that was urgent and immediate. The reallocation resulted in reducing the contract not to exceed amount to \$165,383.00. In addition, the parties added Itron's updated licensing terms to the contract. Other contract terms, including the contract end date, were not changed.

## Agreement 2, Amendment 2

At this time, SFPUC seeks to execute Amendment 2 to Contract ID 1000000340. Amendment 2 will extend the contract duration to September 30, 2024 to allow for five years of additional software support and technical services for MetrixND, MetrixLT And MVRS.

## **Sole Source Justification**

This software manufactured and maintained by Itron is critical to SFPUC's meter reading and forecasting capabilities. Specifically, the design and performance features associated with this software are essential to reading large facility electric meters remotely, reading water meters with handheld devices, and forecasting electric load. Further, SFPUC has already made a significant investment in hardware, database development, staff training and documentation in support of this software and it would be cost prohibitive to now replacement it.

As the manufacturer of the proprietary MetrixND, MetrixLT, MV90, and MVRS software, Itron is the only company that can provide software support and any related technical services.

For these reasons, SFPUC respectfully requests that a sole source waiver be granted to extend the contract duration to September 18, 2024 to allow for five additional years of software support and technical services.

## **Attachment:**

1. Contract calculations as of Amendment 2
2. Previously Approved OCA Sole Source

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<sup>1</sup> MVRS is a fourth software product previously procured from Contractor under a separate agreement from Agreements 1 and 2

**Appendix A, dated 8/1/2018  
Contract Not to Exceed Amounts by Product**

<b>MV-90 xi: Licenses</b>					
<b>NTE QTY</b>	<b>NTE Unit Price</b>	<b>Total</b>	<b>Start Date</b>	<b>End Date</b>	<b>Final Basis for Pricing</b>
0	\$0.00	\$0.00	10/1/2014	9/30/2015	Amendment 1
1	\$53,500.00	\$53,500.00	10/1/2015	9/30/2016	Amendment 1
0	\$0.00	\$0.00	10/1/2016	9/30/2017	Amendment 1
0	\$0.00	\$0.00	10/1/2017	9/30/2018	Amendment 1
0	\$0.00	\$0.00	10/1/2018	9/30/2019	Amendment 1
		<b>\$53,500.00</b>			

<b>MV-90 xi: Support</b>					
<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>	<b>Start Date</b>	<b>End Date</b>	<b>Final Basis for Pricing</b>
1	\$24,971.69	\$24,971.69	8/1/2014	9/30/2015	Amendment 1
1	\$33,444.14	\$31,171.21	8/1/2015	9/30/2016	Amendment 1
0	\$0.00	\$0.00	10/1/2016	9/30/2017	Amendment 1
0	\$0.00	\$0.00	10/1/2017	9/30/2018	Amendment 1
0	\$0.00	\$0.00	10/1/2018	9/30/2019	Amendment 1
		<b>\$56,142.90</b>			

<b>TCP-IP: Support</b>					
<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>	<b>Start Date</b>	<b>End Date</b>	<b>Final Basis for Pricing</b>
1	\$2,928.08	\$2,928.08	8/1/2014	9/30/2015	Original Agreement
1	\$0.00	\$0.00	8/1/2015	9/30/2016	Amendment 1
0	\$0.00	\$0.00	10/1/2016	9/30/2017	Amendment 1
0	\$0.00	\$0.00	10/1/2017	9/30/2018	Amendment 1
0	\$0.00	\$0.00	10/1/2018	9/30/2019	Amendment 1
		<b>\$2,928.08</b>			

<b>MVRS: Support</b>					
<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>	<b>Start Date</b>	<b>End Date</b>	<b>Final Basis for Pricing</b>
1	\$3,804.59	\$3,804.59	10/1/2014	9/30/2015	Original Agreement
1	\$3,937.75	\$3,937.75	10/1/2015	9/30/2016	Original Agreement
1	\$4,075.57	\$4,075.57	10/1/2016	9/30/2017	Original Agreement
1	\$4,218.21	\$4,218.21	10/1/2017	9/30/2018	Original Agreement
1	\$4,365.85	\$4,365.85	10/1/2018	9/30/2019	Original Agreement
1	\$4,518.65	\$4,518.65	10/1/2019	9/30/2020	Amendment 2
1	\$4,676.80	\$4,676.80	10/1/2020	9/30/2021	Amendment 2
		<b>\$29,597.42</b>			

<b>MetrixND: Standard Edition Licenses Subscription</b>					
<b>NTE QTY</b>	<b>NTE Unit Price</b>	<b>Total</b>	<b>Start Date</b>	<b>End Date</b>	<b>Final Basis for Pricing</b>
5	\$1,583.51	\$7,917.54	5/31/2014	9/30/2015	Original Agreement
5	\$1,229.20	\$6,145.99	10/1/2015	9/30/2016	Original Agreement
5	\$1,272.26	\$6,361.30	10/1/2016	9/30/2017	Original Agreement
5	\$1,316.75	\$6,583.74	10/1/2017	9/30/2018	Original Agreement
5	\$1,369.42	\$6,847.09	10/1/2018	9/30/2019	Amendment 2
1	\$1,170.00	\$1,170.00	10/1/2018	9/30/2019	Amendment 2
5	\$1,424.19	\$7,120.97	10/1/2019	9/30/2020	Amendment 2
1	\$1,216.80	\$1,216.80	10/1/2019	9/30/2020	Amendment 2
5	\$1,481.16	\$7,405.81	10/1/2020	9/30/2021	Amendment 2
1	\$1,265.47	\$1,265.47	10/1/2020	9/30/2021	Amendment 2
5	\$1,540.41	\$7,702.04	10/1/2021	9/30/2022	Amendment 2
1	\$1,316.09	\$1,316.09	10/1/2021	9/30/2022	Amendment 2
5	\$1,602.03	\$8,010.13	10/1/2022	9/30/2023	Amendment 2
1	\$1,368.73	\$1,368.73	10/1/2022	9/30/2023	Amendment 2
5	\$1,666.11	\$8,330.54	10/1/2023	9/30/2024	Amendment 2
1	\$1,423.48	\$1,423.48	10/1/2023	9/30/2024	Amendment 2
		<b>\$80,185.72</b>			

<b>MetrixLT: Licenses Subscription</b>					
<b>NTE QTY</b>	<b>NTE Unit Price</b>	<b>Total</b>	<b>Start Date</b>	<b>End Date</b>	<b>Final Basis for Pricing</b>
2	\$791.76	\$1,583.51	5/31/2014	9/30/2015	Original Agreement
2	\$614.60	\$1,229.20	10/1/2015	9/30/2016	Original Agreement
2	\$636.11	\$1,272.22	10/1/2016	9/30/2017	Original Agreement
2	\$658.38	\$1,316.75	10/1/2017	9/30/2018	Original Agreement
2	\$684.71	\$1,369.42	10/1/2018	9/30/2019	Amendment 2
2	\$1,130.00	\$2,260.00	10/1/2018	9/30/2019	Amendment 2
2	\$712.10	\$1,424.19	10/1/2019	9/30/2020	Amendment 2
2	\$1,175.20	\$2,350.40	10/1/2019	9/30/2020	Amendment 2
2	\$740.58	\$1,481.16	10/1/2020	9/30/2021	Amendment 2
2	\$1,222.21	\$2,444.41	10/1/2020	9/30/2021	Amendment 2
2	\$770.21	\$1,540.41	10/1/2021	9/30/2022	Amendment 2
2	\$1,271.10	\$2,542.19	10/1/2021	9/30/2022	Amendment 2
2	\$801.01	\$1,602.02	10/1/2022	9/30/2023	Amendment 2
2	\$1,321.94	\$2,643.88	10/1/2022	9/30/2023	Amendment 2
2	\$833.05	\$1,666.10	10/1/2023	9/30/2024	Amendment 2
2	\$1,374.82	\$2,749.63	10/1/2023	9/30/2024	Amendment 2
		<b>\$29,475.49</b>			

<b>Technical Services</b>				
		<b>Start Date</b>	<b>End Date</b>	<b>Final Basis for Pricing</b>
	\$0.00	10/1/2014	9/30/2015	Original Agreement
	\$0.00	10/1/2015	9/30/2016	Original Agreement
	\$0.00	10/1/2016	9/30/2017	Original Agreement
	\$0.00	10/1/2017	9/30/2018	Original Agreement
	\$0.00	10/1/2018	9/30/2019	Original Agreement
		10/1/2019	9/30/2020	Amendment 2
		10/1/2020	9/30/2021	Amendment 2
	\$150,000.00	10/1/2021	9/30/2022	Amendment 2
		10/1/2022	9/30/2023	Amendment 2
		10/1/2023	9/30/2024	Amendment 2
<b>\$150,000.00</b>				

**Total Contract Not to Exceed Amount: \$401,830**

**Sole Source Waiver Request**

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

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

Department: San Francisco Public Utilities Commission Date Submitted: 03/06/2014  
Contact: Darryl Dunn Phone: (415) 551-4748  
Vendor Name: Itron Inc. Vendor # 10035

Type of Contract: Commodity  Professional Service \_\_\_\_\_ Non-Professional Service \_\_\_\_\_  
Amount: \$ 171,000.00 ADPICs Doc #: \_\_\_\_\_

Describe the product or service:  
Purchase software maintenance agreement for SFPUC's meter reading and forecasting software.

Has the Human Rights Commission granted a sole source waiver on this transaction? pending  
If yes, when was the sole source granted? \_\_\_\_\_ Please attach a copy of the HRC Waiver.

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

       Goods or services are available from only one source.

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

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

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

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

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

       Licensed or patented good or service.

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

       Other: \_\_\_\_\_

RECEIVED  
PURCHASER DEPARTMENT  
14 MARCH AM 2:11

**INSTRUCTIONS:**

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

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

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

This Sole Source request is being submitted by:

Department Head Signature: Ivy Fine  
Ivy Fine  
Manager, Contract Administration Bureau

Date: 3/7/14

Name of Department: San Francisco Public Utilities Commission

21.30 Renewal of previously approved sole source for maintenance of proprietary software for meter reading & forecasting used by SFPOC. Multi-year pricing based on negotiated discounts for OCA Review and Approval: bundled products (software & network licenses & support) not included in the previous annual approval  
Sole Source Approved:  Sole Source Denied:

Reason for Determination  
21.30 Request is for Sole Source waiver to Itron Inc for proprietary software maintenance of SFPOC meter reading and forecasting software. Recommend Approval.

OCA Staff: Shakes

Date: 4/10/14

OCA Staff: [Signature]

Date: \_\_\_\_\_

OCA Director: N. Bahi / FOR JACI FONG

Date: 4/10/14

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: Tunnel and Geotechnical Engineering Design (PRO.0110)

Funding Source: Sewer System Improvement Program

PSC Duration: 3 years 4 days

PSC Amount: \$1,000,000

**1. Description of Work**

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

The proposed work are tunnel and geotechnical engineering design, and engineering support during construction for SFPUC's Kansas and Marin Streets Sewer Improvements Project. This project is proposing a 8-foot diameter tunnel (starting from the intersection of Kansas and Marin Streets, and running approximately 900-feet west towards Lot 31, which is within City Property), launching and receiving shafts, junction structures, and all related site investigation work (i.e. geotechnical and hazardous material). The primary purpose of the project is to increase hydraulic conveyance to alleviate flooding for a susceptible portion of the City.

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

These services are necessary because tunnel engineering and associated geotechnical engineering are specialized work that is not routinely performed by City engineers. The neighborhood near the intersection of Kansas and Marin Streets has been historically subject to flooding during moderate to heavy storms. The design of this project is part of the Sewer System Improvement Program (SSIP) Phase 1 to advance the City's goal of managing stormwater and minimizing flooding during the City's design storm. Without this project, the surrounding areas will remain vulnerable to flooding.

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

These services have not been provided in the past.

**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):**

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

**B. Explain the qualifying circumstances:**

This capital project requires specialized skills, expertise and knowledge to complete the work.

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

- A. Specify required skills and/or expertise: Highly specialized expertise in tunnel engineering is required to assist City staff to provide engineering design services for a large-diameter (8-foot) sewer tunnel in an active seismic zone, including associated comprehensive geotechnical and hazardous material investigation. For geotechnical investigation, Geotechnical Interpretation Report and Geotechnical Baseline Report are expected to be produced by the consultant team. There will be optional services such as surveying, structural designs, etcetera with the Request For Proposal.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling equipment for site investigation may be required.

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

SFPUC Engineering Management Bureau has reviewed the staffing plan and confirmed that such expertise is not available within current City resources. All related services that the City can provide - such as project engineering efforts, coordination for utility conflicts and environmental approval work will be performed by City resources, in collaboration with the selected consultant team.

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

- A. Explain why civil service classes are not applicable.  
Typically, design and construction of tunnels occur infrequently and far in between - especially compared with other civil engineering work in the City. There is no reliable, continuous, long-term workload for tunnel designs; therefore, it does not warrant hiring long-term City employees for tunnel work. Note that this project will be performed jointly between City and consultant staffs.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical nor feasible to adopt a new civil service class to perform this work. There is insufficient continuous and long-term workload to support a long-term staffing of tunnel engineers.

**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. To foster the transfer of technical expertise relevant to tunnel design and construction to City staffs, this contract will include provisions for approximately 24-hours of consultant-led, in-office training sessions at the SFPUC. While training topics will be determined jointly with SFPUC during the Design Phase, potential topics may include: tunnel safety, maintenance and rehabilitation strategies for tunnels, construction management of tunnel projects, retrofitting of portals and pipelines for seismic hazards, geotechnical considerations related to rock or mixed soil tunnel design, tunnel lining design. Training will be relevant but not limited to: civil engineers, mechanical engineers, geotechnical engineers, structural engineers, resident engineers, construction managers, and project managers.



- 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 04/10/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45698 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/18/2018

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

**From:** dhr-psccordinator@sfgov.org  
**To:** Jackson, Shamica; amakayan@ifpte21.org; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45698 - 17/18  
**Date:** Tuesday, April 10, 2018 12:02:05 PM

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RECEIPT for Union Notification for PSC 45698 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45698 - 17/18 for \$1,000,000 for Initial Request services for the period 12/28/2018 – 12/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10916> 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: RECREATION AND PARK COMMISSION -- REC

Dept. Code: REC

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

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

Type of Service: As needed Consultant Services for Historic Resource and Archaeological Review

Funding Source: General Fund/Open Space Fund/2012 GO Bond

PSC Amount: \$1,800,000 PSC Est. Start Date: 05/01/2018 PSC Est. End Date 04/25/2023

**1. Description of Work**

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

RPD wishes to select a pool of three to four consultants to perform Historic Resource Evaluation (HRE) and Archeological Review (AR) services on an as-needed basis for various projects. Each contract will be limited to \$600,000, and funds would not be encumbered until a specific project has been assigned to a consultant.

Examples of the types of analyses to be performed by consultants include:

- Conditions assessment and building use analysis
- Recommendations for treatment of known historic resources
- Preparation of HRE 1 & 2 reports consistent with the requirements of the SF Planning Department
- Feasibility of reuse scenarios analysis for historic buildings and structures
- Order-of-magnitude cost estimates for renovation of historic buildings and structures
- Analysis by a qualified engineer of structures and systems in historic properties to inform renovation scope
- Architectural drawings for repairs to original elements of historic buildings and structures
- Architectural drawings of historic buildings and structures to document existing conditions

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

The service is necessary as specialized consultant services are needed to complete the California Environmental Quality Act (CEQA) review process. Without these services, The recreation and Park Department would have to go through a lengthy and labor-intensive RFP process every time a historic or archaeological evaluation is required. As a result, RPD projects, including improvements to existing recreational facilities and development of new ones, will be significantly delayed.

**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.**

For projects where the CEQA review process requires more labor than is available through the Planning Department. The Planning Department has requested that we engage an external Historic/Archaeological consultants.

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

The contract may be renewed depending on City resources and need.

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

**2. Reason(s) for the Request**

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

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

- B. Explain the qualifying circumstances:

Environmental Planners in the Planning Department can perform some of the required tasks, however, in the past the Planning Department has instructed the Recreation and Park Department to engage external consultants for this type of work.

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

A. Specify required skills and/or expertise: For Historic Resource Evaluations: ability to evaluate eligibility for the California Register of Historical Resources; ability to assess potential impacts to potential resources and to provide mitigation measures to reduce impacts where applicable; understanding of the Secretary of the Interior's Standards for the Treatment of Historic Properties and other relevant historic preservation practices. For Archaeological Reviews: ability to undertake complex archaeological field investigations and prepare complex archaeological documents in compliance with environmental mitigation programs; satisfy (or have a team-member that satisfies) the Secretary of the Interior (SOI) Professional Qualification Standards for Archaeology, Prehistoric Archaeology and Historical archaeology; Register of Professional Archaeologist (ROPA)-certified; high level of knowledge and field expertise in San Francisco Bay area prehistoric archaeology and historic-period archaeology, including familiarity with local archives;

- B. Which, if any, civil service class(es) normally perform(s) this work? 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;

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?**

For projects where the CEQA review process requires more labor than is available through the Planning Department, the Planning Department has requested that we engage an external Historic/Archaeological consultant.

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

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

Environmental Planners in the Planning Department can perform some of the required tasks, however, in the past the Planning Department has instructed RPD to engage external consultants for this type of work.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not, as many different areas of expertise are required and the required evaluations are on an as-needed basis.

**6. Additional Information**

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No training - environmental Planners in the Planning Department can perform some of the required tasks, however, in the past the Planning Department has instructed RPD to engage external consultants for this type of work.
- 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 04/17/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

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

Name: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: 501 Stanyan Street San Francisco, CA 94117

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49961 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/18/2018

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

**Choi, Suzanne (HRD)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of sean.mcfadden@sfgov.org  
**Sent:** Tuesday, April 17, 2018 2:01 PM  
**To:** McFadden, Sean (REC); tmathews@ifpte21.org; kschumacher@ifpte21.org;  
kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org;  
L21PSCReview@ifpte21.org; Webster, Bridget (REC); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49961 - 17/18

RECEIPT for Union Notification for PSC 49961 - 17/18 more than \$100k

The RECREATION AND PARK COMMISSION -- REC has submitted a request for a Personal Services Contract (PSC) 49961 - 17/18 for \$1,800,000 for Initial Request services for the period 05/01/2018 – 04/25/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10941> 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: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Veterinary Services for Police K-9

Funding Source: Airport Operating Funds

PSC Amount: \$600,000

PSC Est. Start Date: 07/01/2018

PSC Est. End Date 06/30/2023

**1. Description of Work**

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

Veterinary care services for approximately 15-20 canine members of the K9 Unit of the San Francisco Police Department Airport Bureau, at the San Francisco International Airport (Airport). Care will include examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary for various conditions and illnesses.

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

This service is critical for the continued high performance of the working dogs for the San Francisco International Airport to provide safe and secure facilities for the traveling public, airlines, tenants, and its employees and to assure the Transportation Security Administration that the working dogs have access to veterinary services. If veterinary care and services are denied, the safety and security of the Airport may be compromised.

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 previously provided through a contract, most recently under PSC #4000-13/14.

D. Will the contract(s) be renewed?

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

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

The duration of the PSC will cover the resulting five-year contract 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).

B. Explain the qualifying circumstances:

The work is intermittent, and will be performed on an as-needed basis as the dogs require veterinarian care.

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

A. Specify required skills and/or expertise: Licensed veterinarians with expertise in providing prevention and medical treatment services to working dogs, at a facility within close proximity to the Airport.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian; 3370, Animal Care Attendant; 3375, Animal Health Technician;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
Yes. Veterinary service provider will have its own hospital or clinic facility and required equipment.

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

None, as these services need to be performed at a veterinarian facility within close proximity to the Airport.

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

- A. Explain why civil service classes are not applicable.  
The work is intermittent and typically as-needed, and it requires licensed veterinarians and a veterinarian facility in which to perform the work. Further, the services must be available if emergencies occur.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as the work is intermittent in nature and occurs on an as-needed basis.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Training is not included as civil servants will not be taking over any of the work.
- 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 04/09/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Physicians and Dentists - 8CC; SEIU 1021 Miscellaneous; SEIU Local 1021; Teamsters, Local 856 Health Workers

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

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

Address: PO Box 8097 San Francisco, CA 94128

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45222 - 17/18

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 06/18/2018

Civil Service Commission Action:

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

FILE

MESSAGE ADOBE PDF



Mon 4/9/2018 10:38 AM

dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com

Receipt of Notice for new PCS over \$100K PSC # 45222 - 17/18

To  Cynthia Avakian (AIR);  sarah.wilson@seiu1021.org;  thomas.vitale@seiu1021.org;  Sandeep.lal@seiu1021.me;  leah.berlanga@seiu1021.org;  Ricardo.lopez@sfgov.org;  Basconcelo, Katherine (PUC);  pcamañio\_seiu@sbcglobal.net;  Wendy.Frigilliana@seiu1021.org;  pscreview@seiu1021.org;  ted.zarzedi@seiu1021.net;  davidmkersten@gmail.com;  ablood@cirseiu.org;  xiumin.li@seiu1021.org;  Poon, Sin Yee (HSA);  david.canhem@seiu1021.org;  jtanner94@aol.com;  jduritz@uapd.com;  Lisa.Randall (AIR);  DHR-PSCCoordinator, DHR (HRD)

📧 You forwarded this message on 4/24/2018 4:54 PM.  
We removed extra line breaks from this message.

RECEIPT for Union Notification for PSC 45222 - 17/18 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 45222 - 17/18 for \$600,000 for Initial Request services for the period 07/01/2018 – 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F10908&data=02%7C01%7Clisa.randall%40flysfo.com%7Ce91ca48fdbba4be7a01408d59e40bab3%7C22d5c2cfce3e443d9a7fd9c0231f73f%7C0%7C0%7C636588923225425609&sdata=ltZIPN9UnKTPfLyyfMeSHG7r7SY9e52kjg9euR%2Fz6WVg%3D&reserved=0> 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



**From:** [Mark Leach](#)  
**To:** [Lisa Randall \(AIR\)](#); [Peter Finn](#)  
**Cc:** [Cynthia Avakian \(AIR\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** Re: Request to Waive Union Review Period for PSC 45222-17/18, Vet Services for SFPD Airport Bureau Police K-9  
**Date:** Thursday, May 31, 2018 12:38:44 PM  
**Attachments:** [image001.png](#)

---

Lisa,

\* IBT 856 has reviewed the attached PSC and agrees to waive the review period.

Mark Leach  
Representative  
Teamsters 856  
650-296-7887 Cell

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**From:** "Lisa Randall (AIR)" <lisa.randall@flysfo.com>  
**Date:** Tuesday, May 29, 2018 at 11:00 AM  
**To:** "jlanthier@ibt856.org" <jlanthier@ibt856.org>, Peter Finn <pfinn@ibt856.org>, "dlawson@ibt856.org" <dlawson@ibt856.org>, "MatthewMullany@ibt856.org" <MatthewMullany@ibt856.org>, Javier Lectora <jlectora@teamsterssfo.com>, Mark Leach <mleach@ibt856.org>, Corey Hallman <CHallman@ibt856.org>, "vdiaz@ibt856.org" <vdiaz@ibt856.org>, Liliana Cortez <lcortez@ibt856.org>  
**Cc:** "Cynthia Avakian (AIR)" <Cynthia.Avakian@flysfo.com>, "DHR-PSCCoordinator, DHR (HRD)" <dhr-psccordinator@sfgov.org>  
**Subject:** Request to Waive Union Review Period for PSC 45222-17/18, Vet Services for SFPD Airport Bureau Police K-9

Hello Local 856,

On April 9, 2018, the San Francisco International Airport (Airport) submitted a PSC for union review for PSC 45222-17/18, Veterinarian Services for SFPD Airport Bureau Police K-9 dogs.

The PSC Coordinator, Suzanne Choi, let me know that while Teamsters Local 856 had been selected as a union to be notified, your union has not completed their profile in the PSC Database and consequently did not receive the notice. We are requesting you waive the review period so that we can have this PSC appear on the 6/18/18 Civil Service Commission calendar, to avoid a disruption in service as the existing contract expires June 30, 2018. This is an ongoing service the Airport requires for our police dogs, with the prior PSC having been reviewed by Teamsters Local 856 back in 2013 (PSC 4000-13/14).

The PSC Form 1 has been attached, and can also be found online in the PSC Database. I've also attached the Union Notice that was sent out on April 9, 2018. We are requesting to contract out this

service out based on the following:

- The Airport requires the veterinarian to be located within approximately 15 minutes from the Airport to minimize time the officers and working dogs are away from work.
- The selected provider must have experience providing routine and specialized care, as well as boarding services, for working dogs.

If agreeable, please review the PSC Form 1 and email me back that you are waiving the review period.

Thank you, and please let me know if you have any questions.

Lisa



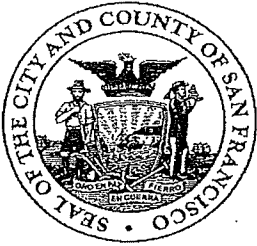
**Lisa Randall**

Contracts Administration Unit | Administration & Policy  
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128  
Tel 650-821-2012 | [flysfo.com](http://flysfo.com)

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)



# **Additional Attachment(s)**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

October 23, 2013

## AMENDED NOTICE OF CIVIL SERVICE COMMISSION ACTION

SCOTT R. HELDFOND  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

DOUGLAS S. CHAN  
COMMISSIONER

KATE FAVETTI  
COMMISSIONER

GINA M. ROCCANOVA  
COMMISSIONER

JENNIFER C. JOHNSTON  
EXECUTIVE OFFICER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4000-13/14 THROUGH 4005-13/14; 3001-12/13; 3036-11/12; 3062-10/11 AND 3041-11/12.**

At its meeting of July 1, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission:

- 1) Continued PSC #4001-13/14 to the meeting of July 15, 2013 to properly notify Municipal Executives Association.
- 2) Continued PSC #4004-13/14 to the meeting of July 15, 2013 to clarify amount and duration of contract.
- 3) Postponed PSC #4005-13-14 to the meeting of July 15, 2013 at the request of the Public Utilities Commission.
- 4) Adopted the report; Approved the request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION

*Jennifer Johnston*  
JENNIFER JOHNSTON  
Executive Officer

### Attachment

Cc: Cynthia Avakian, Airport Commission  
Parveen Boparai, Municipal Transportation Agency  
Jeanne Buick, Department of Human Resources  
Jesusa Bushong, Fire Department  
Micki Callahan, Human Resources Director  
Leorah Dang, Department of Human Resources  
Cynthia Goldstein, Board of Appeals  
Shamica Jackson, Public Utilities Commission  
Merrick Pascual, Mayor's Office  
Kevin Quan, Arts Commission  
Ben Rosenfield, Controller's Office  
Jacquie Fong, Office of Contract Administration  
Commission File  
Chron

POSTING FOR

07/01/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4000-13/14	27	Airport Commission	Regular	\$450,000	Veterinary care services for at approximately 14 canine members of the K9 Union of the San Francisco Police Dept Airport Bureau. Care will include as-needed examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary for various conditions and illnesses.	10/1/2013 - 6/30/2018
4001-13/14	27	Airport Commission	Regular	\$900,000	The contractor will provide specialized customer service training to all members of the airport community via facilitated guest service enhancement sessions on site. The contractor will design and deliver workshops intended for single airport tenant employee groups and for mixed sessions, consisting of multiple tenant participants. Vendor will also write a customer service introductory script for use in computer-based learning sessions that will be required by SFO of all new employees within the airport.	6/17/2013 - 12/31/2018
4002-13/14	27	Airport Commission	Regular	\$1,500,000	The Airport has an ongoing need for hardware and software support which must be provided by a Lenel OnGuard trained and certified vendor. The Lenel OnGuard Access Control System provides measures for controlling access to the secured areas of the Airport, as required by Transportation Security Regulation Part 1542 ( <a href="http://www.tsa.gov/stakeholders/subchapter-c-civil-aviation-security">http://www.tsa.gov/stakeholders/subchapter-c-civil-aviation-security</a> ) through card readers, door locks and sensors. Due to the complexities of the system and consequence of error, the manufacturer does not grant this certification to its end users, but rather certifies third parties as Lenel certified vendors to perform the work.	9/1/2013 - 12/31/2018
4003-13/14	28	Art Commission	Regular	\$76,000	Artist or artist team will design and fabricate a ceramic tile mosaic for the Vermont Street Stairs Public Art Project.	7/1/2013 - 12/31/2014
4004-13/14	31	Fire Department	Regular	\$1,250,000	Contractor provides clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).	1/1/2013 - 12/31/2013
4005-13/14	40	Public Utilities Commission	Regular	\$3,500,000	Contractor to provide staff, equipment and services to complete monitoring of vegetation restoration of Water System Improvement Program (WSIP) Construction Sites to support the SFPUC's permit compliance. Perform field work including vegetation transect surveys, invasive species identification, photo documentation, and field training for Contractors; perform management tasks including recommendations for remedial actions needed to meet restoration success criteria, Quality Assurance/Quality Control of Contractor work, schedule and budget management, and regular correspondence with the SFPUC; develop tools for data collection and communicating required actions (i.e., forms and checklist); and prepare annual monitoring reports including supporting photos, figures, and maps.	11/26/2013 - 11/26/2020

Total Amount - Regular: \$7,676,000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 25, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST [ ] MODIFICATION

TYPE OF SERVICE: Veterinary Services for the San Francisco Police Dept Airport Bureau K9 Unit

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$450,000 PSC DURATION: 10/1/2013 - 6/30/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Veterinary care services for at approximately 14 canine members of the K9 Unit of the San Francisco Police Dept Airport Bureau. Care will include as-needed examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary for various conditions and illnesses.

B. Explain why this service is necessary and the consequences of denial: This service is critical for the continued high performance of the working dogs for the San Francisco International Airport to provide safe and secure facilities for the traveling public, airlines, tenants, and its employees and to assure the Transportation Security Administration that the working dogs have access to veterinary services. If veterinary care and services are denied, the safety and security of the Airport may be compromised.

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 have been previously provided through a contract, most recently under PSC #4178-07/08.

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

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

IFPTE, Local 21, Physicians and Dentist 8CC, Teamster, Local 856 Health Workers, & SEIU 1021 Misc.
Signature of person mailing/faxing form: Cynthia Avakian Jun 5 2013 10:31 PM
Date: 3/25/13

RFP sent to: IFPTE, Local 21, Physicians and Dentist 8CC, Teamster, Local 856 Health Workers, & SEIU 1021 Misc.
Date: 4/3/13
Signature: Cynthia Avakian Jun 5 2013 10:31 PM

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4000 - 13/14

STAFF ANALYSIS/RECOMMENDATION: Approved 7/1/13

CIVIL SERVICE COMMISSION ACTION:

**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

**A. Specify required skills and/or expertise:** Licensed veterinarians with expertise in providing prevention and medical treatment services to working dogs.

**B. Which, if any, civil service class normally performs this work?** Portions of the work could be performed by the following classifications: 2292 Shelter Veterinarian, 3370 Animal Care Attendant, and 3375 Animal Health Technician.

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

**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

**A. Explain why civil service classes are not applicable:** Civil service classifications are applicable; however, the volume of work to be done is not adequate to support the civil service classifications needed for the work. The work is intermittent and typically as-needed. Further, the services must be available if emergencies occur.

**B. Would it be practical to adopt a new civil service class to perform this work? Explain.**  
No. The volume of work to be done is too small to support civil service positions on an on-going basis.

**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 (e.g., clerks, civil engineers, etc.) and approximate numbers 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? No, however the Airport Commission approved the RFP for these services on March 19, 2013.**

<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? An RFP is being conducted and the results of that process are not known at this time.**

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

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

*Cynthia P. Avakian* Cynthia Avakian  
Jun 5 2013 10:31 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

**Modification**  
**Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ASSESSOR / RECORDER

Dept. Code: ASR

Type of Request:  Initial  Modification of an existing PSC (PSC # 47331 - 17/18)

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

Type of Service: Property Assessment Solution Professional Services

Funding Source: General Fund

PSC Original Approved Amount: \$20,000,000 PSC Original Approved Duration: 01/01/18 - 12/25/22 (4 years 51 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 12/26/22-12/25/27 (5 years 1 day)

PSC Cumulative Amount Proposed: \$20,000,000 PSC Cumulative Duration Proposed: 9 years 51 weeks

**1. Description of Work**

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

The project is a multi-phase, joint endeavor between the Office of the Assessor-Recorder (ASR), the Treasurer & Tax Collector (TTX), and Office of the Controller (CON) to secure and modernize the City's property tax functions by replacing legacy systems that enable the assessment and collection of approximately \$2.5 billion in annual property tax revenues. The departments currently maintain two separate legacy IT systems to perform these functions.

The ASR plans to procure the following professional service(s):

1. Implementation services
2. Data conversion services
3. Independent Verification and Validation Services.

The replacement of the City's property assessment & tax system is one of the three major IT projects identified by the Information & Communication Technology (ICT) Plan for FY18-22.

Anticipated Outcomes are:

1. Increase Efficiency and Quality: Re-engineer assessment and tax business processes based on best practices and eliminate manual processes and workarounds.

2. **Improve Revenue Collection:** Increase turnaround time for assessments and provide timely tax billing, revenue collection and certification to reduce revenue at risk.
3. **Build a Resilient IT Infrastructure:** Secure \$2.5 billion in revenue through modern technology platforms that are secure and resilient.
4. **Increase Access to Data:** Improve information available to public and policymakers and enable better revenue forecasting and data analysis.
5. **Improve Taxpayer Service and Transparency:** Integrate property tax and assessment functions among the three departments for better customer service.

**Scope Change**

Scope is being clarified to specify that 'implementation services' includes ongoing custom support.

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

The ASR's AS400 system tracks over \$200 billion in assessed real and personal property value and manages data on approximately 212,000 parcels. The ASR technology platform is over 20 years old and is structured as COBOL based system. The system is increasingly difficult to maintain. The ASR's system is architected in a way that does not allow the department to easily adapt to business requirements to ensure data quality, data sharing, and auditability. The current COBOL-based system is expected to reach the end of its useful life within the next few years and lacks adequate programming support and system redundancy. Moreover, the system has become functionally obsolete in meeting the department's core business needs as well as changes in state and local laws. The system is incompatible with other department systems containing data for the assessment process and does not allow for agile decision criteria queries and reporting.

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

By contract. PSC 47331 17.18

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

The contract may be renewed to help with future enhancements but the system in production will be managed and maintained by City employees.

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

**2. Reason(s) for the Request**

**A. Display all that apply**

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

Explain the qualifying circumstances:



This is a short-term, highly specialized service requiring expertise with property assessment solution implementations. City employees will work alongside the selected vendor's staff during implementation to act as subject-matter-experts and to learn how to support the system after go-live. Once in production, City employees will manage and maintain the system.

- B. Reason for the request for modification:  
To extend duration and clarify scope.

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

- A. Specify required skills and/or expertise: Providing property assessment solution implementation services and employee training/knowledge transfer, requires expert functional and technical knowledge of the property assessment solution suite of products. Functional and design specification writing, and extensive prior experience with teaching users how to work with the product is required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1052, IS Business Analyst; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1824, Pr Administrative Analyst; 5504, Project Manager 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: New facilities and/or equipment may depend on the best solution chosen.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
This is a short-term, highly specialized service requiring expertise with property assessment solution implementation services. Civil service classes will manage the system once in production, and will manage the system when in production.
- 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 work is short-term and highly specialized in nature.

**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.  
The training plan and number of hours will depend on the consultants and system that may be implemented. A training strategy and training plan will be deliverables on the project, in order to customize training for the City project team. There will also be a knowledge transfer component, as City employees will be working side-by-side with the consultants.

- 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.  
The Assessor needs to assured of long term maintenance & suppor

7. **Union Notification:** On 05/16/18, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

Address: 1 Dr. Carlton D. Goodlet Place, City Hall, Rm 190, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47331 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/18/2018

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Wednesday, May 16, 2018 4:46 PM  
**To:** Lubamersky, Joan (ADM); WendyWong26@yahoo.com; wendywong26@yahoo.com; mathews.timothy@gmail.com; kschumacher@ifpte21.org; phkim13@yahoo.com; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 47331 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ASSESSOR / RECORDER -- ASR has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period December 26, 2022 – December 25, 2027. 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/11014>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org) [phkim13@yahoo.com](mailto:phkim13@yahoo.com) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org) [mathews.timothy@gmail.com](mailto:mathews.timothy@gmail.com) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)

# **Additional Attachment(s)**

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

Department: ASSESSOR / RECORDER -- ASRDept. Code: ASRType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Property Assessment Solution Professional ServicesFunding Source: General FundPSC Amount: \$20,000,000PSC Est. Start Date: 01/01/2018PSC Est. End Date 12/25/2022**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The project is a multi-phase, joint endeavor between the Office of the Assessor-Recorder (ASR), the Treasurer & Tax Collector (TTX), and Office of the Controller (CON) to secure and modernize the City's property tax functions by replacing legacy systems that enable the assessment and collection of approximately \$2.5 billion in annual property tax revenues. The departments currently maintain two separate legacy IT systems to perform these functions.

The ASR plans to procure the following professional service(s):

1. Implementation services
2. Data conversion services
3. Independent Verification and Validation Services.

The replacement of the City's property assessment & tax system is one of the three major IT projects identified by the Information & Communication Technology (ICT) Plan for FY18-22.

Anticipated Outcomes are:

1. Increase Efficiency and Quality: Re-engineer assessment and tax business processes based on best practices and eliminate manual processes and workarounds.
2. Improve Revenue Collection: Increase turnaround time for assessments and provide timely tax billing, revenue collection and certification to reduce revenue at risk.
3. Build a Resilient IT Infrastructure: Secure \$2.5 billion in revenue through modern technology platforms that are secure and resilient.
4. Increase Access to Data: Improve information available to public and policymakers and enable better revenue forecasting and data analysis.
5. Improve Taxpayer Service and Transparency: Integrate property tax and assessment functions among the three departments for better customer service.

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

The ASR's AS400 system tracks over \$200 billion in assessed real and personal property value and manages data on approximately 212,000 parcels. The ASR technology platform is over 20 years old and is structured as COBOL based system. The system is increasingly difficult to maintain. The ASR's system is architected in a way that does not allow the department to easily adapt to business requirements to ensure data quality, data sharing, and auditability. The current COBOL-based system is expected to reach the end of its useful life within the next few years and lacks adequate programming support and system redundancy. Moreover, the system has become functionally obsolete in meeting the department's core business needs as well as changes in state and local laws. The system is incompatible with other department systems containing data for the assessment process and does not allow for agile decision criteria queries and reporting.

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 not been provided in the past.

D. Will the contract(s) be renewed?

The contract may be renewed to help with future enhancements but the system in production will be managed and maintained by City employees.

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

**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

This is a short-term, highly specialized service requiring expertise with property assessment solution implementations. City employees will work alongside the selected vendor's staff during implementation to act as subject-matter-experts and to learn how to support the system after go-live. Once in production, City employees will manage and maintain the system.

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

A. Specify required skills and/or expertise: Providing property assessment solution implementation services and employee training/knowledge transfer, requires expert functional and technical knowledge of the property assessment solution suite of products. Functional and design specification writing, and extensive prior experience with teaching users how to work with the product is required.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1052, IS Business Analyst; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1824, Pr Administrative Analyst; 5504, Project Manager 2;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: New facilities and/or equipment may depend on the best solution chosen.

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

The City is hiring a project team to work alongside the selected vendor(s). However, this is a highly specialized project that requires expertise with property assessment solution suite of products. During the system implementation, the City's project team will be paired with consultants to design and develop the system with the intent of City staff supporting the system upon project completion.

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

- A. Explain why civil service classes are not applicable.  
This is a short-term, highly specialized service requiring expertise with property assessment solution implementation services. Civil service classes will manage the system once in production, and will manage the system when in production.
- 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 work is short-term and highly specialized in nature.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Yes. The training plan and number of hours will depend on the consultants and system that may be implemented. A training strategy and training plan will be deliverables on the project, in order to customize training for the City project team. There will also be a knowledge transfer component, as City employees will be working side-by-side with the consultants.
- 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 11/09/2017, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Steve Kim Phone: (415) 554-5594 Email: steve.kim@sfgov.org

Address: 1 Dr. Carlton D. Goodlet Place, City Hall, Rm 190 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47331 - 17/18

DHR Analysis/Recommendation:

action date: 01/22/2018



Commission Approval Required  
01/22/2018 DHR Approved for 01/22/2018

Approved by Civil Service Commission with conditions

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 4133 08/09)

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

Type of Service: On-Site Comprehensive Dental Services for Residents of Laguna Honda Hospital

Funding Source: General Funds / State or Federal

PSC Original Approved Amount: \$600,000

PSC Original Approved Duration: 07/01/09 - 06/30/14 (5 years)

PSC Mod#1 Amount: \$700,000

PSC Mod#1 Duration: 07/01/14-06/30/19 (5 years 1 day)

PSC Mod#2 Amount: \$1,000,000

PSC Mod#2 Duration: 05/01/18-06/30/20 (1 year 1 day)

PSC Cumulative Amount Proposed: \$2,300,000

PSC Cumulative Duration Proposed: 11 years 2 days

**1. Description of Work**

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

Provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH). The dental services shall meet or exceed the standards of the State of California Medi-Cal Denti-Cal Program. The services will include, at a minimum: routine treatment and examinations, radiographs, cleanings and fillings, relinings and repairs of dentures, fabrication of new full and partial dentures, extractions and bedside care to patients unable to come to the LHH Dental Clinic.

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

The LHH Medical Executive Committee has determined that the availability and provision of on-site dental services are essential to the health of LHH's residents. Although some patients are referred outside the Community Health Network, most LHH residents are frail and a referral to an outside provider is not the best course of treatment. In addition, in order to minimize the risk of falls and other injuries most LHH patients are provided proximate (bedside) dental care.

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

Yes. Initial PSC 4133-08/09

**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:**

These core health care services are expected to be continuous and ongoing.

**2. Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:

These services are for intermittent, on-call work to provide scheduled and unscheduled dental care for the patients of LHH.

B. Reason for the request for modification:

We are requesting additional funds and an extended term in order to continue providing these core health services.

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

- A. Specify required skills and/or expertise: Contractor must have personnel who have valid, current California State Board of Dentistry licenses, permits, approvals and authorizations, as well as experience in providing dental services to a geriatric an HIV-infected client population in a long-term care setting including bedside dental care.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2202, Dental Aide; 2204, Dental Hygienist; 2210, Dentist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will coordinate the delivery of dentures and other custom dental products required by clients served under this agreement. The contractor will also provide specialized dental equipment needed to provide services to a geriatric population.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
There are applicable current civil service classes; The Department of Public Health's Dental Services Unit was approached to consider participating in the delivery of dental services at Laguna Honda Hospital (LHH), but it is not feasible to take over these services. Therefore, the Medical Executive Committee at LHH determined that contracting was the most patient-safe, service-efficient and cost-efficient way to provide these services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Civil Service classifications already exist. These services are for intermittent, on-call work to provide scheduled and unscheduled dental care for the patients of LHH. Due to the schedule of the work, a full time employee is not applicable.

**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.  
City employees will receive no training. These are specialized dental services that require formal training and outside instruction.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. UCSF School of Dentistry.

**7. Union Notification:** On 03/16/18, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; Physicians and Dentists - 8CC;

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

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

Address: 101 Grove St. Rm. 307, San Francisco, CA 94602

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4133 08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/18/2018

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

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of jacquie.hale@sfdph.org

Sent: Friday, March 16, 2018 10:29 AM

To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfgwater.org>; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; jduritz@uapd.com; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Receipt of Modification Request to PSC # 4133 08/09 - 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 \$1,000,000 for services for the period May 1, 2018

– June 30, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1541>

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

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4133 08/09)

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

Type of Service: On-Site Comprehensive Dental Services for Residents of Laguna Honda Hospital

Funding Source: General Funds / State or Federal

PSC Original Approved Amount: \$600,000 PSC Original Approved Duration: 07/01/09 - 06/30/14 (5 years)

PSC Mod#1 Amount: \$700,000 PSC Mod#1 Duration: 07/01/14-06/30/19 (5 years 1 day)

PSC Mod#2 Amount: PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$1,300,000 PSC Cumulative Duration Proposed: 10 years 1 day

1. Description of Work

A. Scope of Work:

Provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH). The dental services shall meet or exceed the standards of the State of California Medi-Cal Denti-Cal Program. The services will include, at a minimum: routine treatment and examinations, radiographs, cleanings and fillings, relinings and repairs of dentures, fabrication of new full and partial dentures, extractions and bedside care to patients unable to come to the LHH Dental Clinic.

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

The LHH Medical Executive Committee has determined that the availability and provision of on-site dental services are essential to the health of LHH's residents. Although some patients are referred outside the Community Health Network, most LHH residents are frail and a referral to an outside provider is not the best course of treatment. In addition, in order to minimize the risk of falls and other injuries most LHH patients are provided proximate (bedside) dental care.

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

Yes. Initial PSC 4133-08/09

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

2. Union Notification: On 03/10/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; Physicians and Dentists - 8CC;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4133 08/09

DHR Analysis/Recommendation: 06/16/2014

Commission Approval Required Approved by Civil Service Commission with condi

DHR Approved for 06/16/2014 -96 06/16/2014



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

A. Specify required skills and/or expertise:

Contractor must have personnel who have valid, current California State Board of Dentistry licenses, permits, approvals and authorizations, as well as experience in providing dental services to a geriatric an HIV-infected client population in a long-term care setting including bedside dental care.

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

2202,2204,2210,

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

Yes, the contractor will coordinate the delivery of dentures and other custom dental products required by clients served under this agreement. The contractor will also provide specialized dental equipment needed to provide services to a geriatric population.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

There are applicable current civil service classes; The Department of Public Health's Dental Services Unit was approached to consider participating in the delivery of dental services at Laguna Honda Hospital (LHH), but it is not feasible to take over these services. Therefore, the Medical Executive Committee at LHH determined that contracting was the most patient-safe, service-efficient and cost-efficient way to provide these services.

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

No. Civil Service classifications already exist. These services are for intermittent, on-call work to provide scheduled and unscheduled dental care for the patients of LHH. Due to the schedule of the work, a full time employee is not applicable.

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

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

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

ON 03/10/14 BY:

Name: Jacquie Hale

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

Address: 101 Grove St. Rm. 307

San Francisco, CA 94602

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 45626 - 16/17)

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

Type of Service: As Needed Specialized Information Technology Consulting Services

Funding Source: General Fund, federal and State grants

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 08/01/17 - 05/31/21 (3 years 43 weeks)

PSC Mod#1 Amount: \$3,800,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$10,000,000 PSC Mod#2 Duration: 06/01/18-05/31/23 (2 years)

PSC Cumulative Amount Proposed: \$21,800,000 PSC Cumulative Duration Proposed: 5 years 43 weeks

**1. Description of Work**

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

Contractor(s) will provide specialized consulting services in the area of information technology. As-needed and intermittent services to include: needs analysis, documentation of status of applications and processes, evaluation of processes and work flow, documentation of technical specifications, project management, enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services, data warehouse and archiving initiatives, applications support, research and preparation of analyses of future state initiatives, documentation of specifications for new applications, and overall project support for interdepartmental clinical data integration initiatives. Focus areas will include systems and applications for: Whole Person Care Initiatives, Population Health, Environmental Health, Communicable Diseases, Prevention, financial systems, clinical systems, ongoing integration initiatives, Electronic Health Record (EHR)-related activities, managed care services, and technology modernization projects.

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

This service is necessary in order for the Department to complete critical information technology projects and to leverage technology to gain efficiencies in the delivery of services to patients, clients and constituents of the Department.

**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 45626 - 16/17

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

Only if there is a continued need and funding.

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

A term extension is needed in order to fully accomplish contract objectives and account for all needed licenses to support the ongoing initiatives covered under the proposed contract.

**2. Reason(s) for the Request**

A. Display all that apply

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The Department of Public Health is in the process of a major effort to facilitate a transition to a new, single, integrated Electronic Health Record system, a multi-year initiative to modernize the great majority of the Department's existing IT applications, with the goal of providing better integration among units that will result in better services and patient outcomes. While this effort to modernize and integrate applications is ongoing, the Department must continue to provide services to its patients/clients, requiring the use of as-needed and intermittent assistance to ensure that the various projects under this Department-wide effort are completed successfully.

B. Reason for the request for modification:

This modification will add additional funds and extend the term to account for additional data management services, data warehouse and data archiving initiatives, applications support, clinical data integration initiatives and project support services in support of the San Francisco Department of Public Health Electronic Health Record Project.

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

- A. Specify required skills and/or expertise: Contractor(s) must have staff with advanced degrees in related fields and 5-7 years or more experience in project management, preferably with Project Management Professional (PMP) and/or Lean Six Sigma certification; experience must include developing project plans, functional and technical requirements, project charters, communication plans, budgeting and other project management artifacts or by-products; experience in data security, privacy and data governance, business requirements, data and data architectures, data warehousing, analytics and reporting, data analysis, data integration and testing, as well as experience in creating and deploying enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services solutions; solid understanding of environmental health-related business practices, solutions and policies; broad experience in leading IT projects in environmental health services and other specialty health-related areas such as communicable diseases, population health, managed care, and financial applications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1824, Pr Administrative Analyst; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: In the performance of the work contractors(s) may provide or utilize propriety software or methods to assist in the analysis of data on a large scale.

**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 work is intermittent, as-needed and is project-based.

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 the present time. As projects are completed, the need for contractors will be reduced.

**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.

Specific training in the use and operation of specific software solutions and business process improvements will be provided if the project requires such training. City staff will have the opportunity to learn industry best practices in a given field and the use of new applications. Employees who may receive training would be varied depending on the specific project, and could include the IS Engineer series 1042, 1043, 1052, 1053, and 1054; Medical Records Clerk 2210; Project Managers series 5502, 5504, 5506, and 5508; Administrative Analyst 1824; and Manager classifications 0923 and 0931.

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 05/16/18, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 101 Grove St., Rm. 405, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45626 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/18/2018

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

## Li, Joanna (DPH)

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**From:** Longhitano, Robert (DPH)  
**Sent:** Wednesday, May 23, 2018 12:43 PM  
**To:** Li, Joanna (DPH)  
**Subject:** FW: Receipt of Modification Request to PSC # 45626 - 16/17 - MODIFICATIONS

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

From: Longhitano, Robert (DPH)  
Sent: Wednesday, May 16, 2018 2:29 PM  
To: Li, Joanna (DPH) <joanna.li@sfdph.org>  
Subject: FW: Receipt of Modification Request to PSC # 45626 - 16/17 - MODIFICATIONS

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of jacquie.hale@sfdph.org  
Sent: Wednesday, May 16, 2018 1:59 PM  
To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; mathews.timothy@gmail.com; kschumacher@ifpte21.org; phkim13@yahoo.com; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Modification Request to PSC # 45626 - 16/17 - 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 \$10,000,000 for services for the period June 1, 2018

– May 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/10682>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org phkim13@yahoo.com kschumacher@ifpte21.org mathews.timothy@gmail.com wendywong26@yahoo.com WendyWong26@yahoo.com

# **Additional Attachment(s)**



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 45626 - 16/17)

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

Type of Service: As Needed Specialized Information Technology Consulting Services

Funding Source: General Fund, federal and State grants

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 08/01/17 - 05/31/21 (3 years 43 weeks)

PSC Mod#1 Amount: \$3,800,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$11,800,000 PSC Cumulative Duration Proposed: 3 years 43 weeks

**1. Description of Work**

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

Contractor(s) will provide specialized consulting services in the area of information technology. As-needed and intermittent services to include: needs analysis, documentation of status of applications and processes, evaluation of processes and work flow, documentation of technical specifications, project management, enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services, data warehouse and archiving initiatives, applications support, research and preparation of analyses of future state initiatives, documentation of specifications for new applications, and overall project support for interdepartmental clinical data integration initiatives. Focus areas will include systems and applications for: Whole Person Care Initiatives, Population Health, Environmental Health, Communicable Diseases, Prevention, financial systems, clinical systems, ongoing integration initiatives, Electronic Health Record (EHR)-related activities, managed care services, and technology modernization projects.

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

This service is necessary in order for the Department to complete critical information technology projects and to leverage technology to gain efficiencies in the delivery of services to patients, clients and constituents of the Department.

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 45626 - 16/17

D. Will the contract(s) be renewed?

Only if there is a continued need and funding.

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

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

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

Explain the qualifying circumstances:

The Department of Public Health is in the process of a major effort to facilitate a transition to a new, single, integrated Electronic Health Record system, a multi-year initiative to modernize the great majority of the Department's existing IT applications, with the goal of providing better integration among units that will result in better services and patient outcomes. While this effort to modernize and integrate applications is ongoing, the Department must continue to provide services to its patients/clients, requiring the use of as-needed and intermittent assistance to ensure that the various projects under this Department-wide effort are completed successfully.

B. Reason for the request for modification:

This modification will add additional funds to account for additional integration initiatives and project support services in support of the San Francisco Department of Public Health Electronic Health Record Project.

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

A. Specify required skills and/or expertise: Contractor(s) must have staff with advanced degrees in related fields and 5-7 years or more experience in project management, preferably with Project Management Professional (PMP) and/or Lean Six Sigma certification; experience must include developing project plans, functional and technical requirements, project charters, communication plans, budgeting and other project management artifacts or by-products; experience in data security, privacy and data governance, business requirements, data and data architectures, data warehousing, analytics and reporting, data analysis, data integration and testing, as well as experience in creating and deploying enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services solutions; solid understanding of environmental health-related business practices, solutions and policies; broad experience in leading IT projects in environmental health services and other specialty health-related areas such as communicable diseases, population health, managed care, and financial applications.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1824, Pr Administrative Analyst; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: In the performance of the work contractors(s) may provide or utilize propriety software or methods to assist in the analysis of data on a large scale.

### **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 work is intermittent, as-needed and is project-based.
- 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 the present time. As projects are completed, the need for contractors will be reduced.

**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.  
Specific training in the use and operation of specific software solutions and business process improvements will be provided if the project requires such training. City staff will have the opportunity to learn industry best practices in a given field and the use of new applications. Employees who may receive training would be varied depending on the specific project, and could include the IS Engineer series 1042, 1043, 1052, 1053, and 1054; Medical Records Clerk 2210; Project Managers series 5502, 5504, 5506, and 5508; Administrative Analyst 1824; and Manager classifications 0923 and 0931.
- 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 02/08/18, the Department notified the following employee organizations of this PSC/RFP request:**

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

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

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

Address: 101 Grove St., Rm. 405, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45626 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/22/2018

## 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: As Needed Specialized Information Technology Consulting ServicesFunding Source: General Fund, federal and State grantsPSC Duration: 3 years 43 weeksPSC Amount: \$8,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor(s) will provide specialized consulting services in the area of information technology. As-needed and intermittent services to include: needs analysis, documentation of status of applications and processes, evaluation of processes and work flow, documentation of technical specifications, project management, enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services, data warehouse and archiving initiatives, applications support, research and preparation of analyses of future state initiatives, documentation of specifications for new applications, and overall project support for interdepartmental clinical data integration initiatives. Focus areas will include systems and applications for: Whole Person Care Initiatives, Population Health, Environmental Health, Communicable Diseases, Prevention, financial systems, clinical systems, ongoing integration initiatives, Electronic Health Record (EHR)-related activities, managed care services, and technology modernization projects.

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

This service is necessary in order for the Department to complete critical information technology projects and to leverage technology to gain efficiencies in the delivery of services to patients, clients and constituents of the Department.

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

These are new services in support of new projects or initiatives being undertaken by the Department.

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

Only if there is a continued need and funding.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

The Department of Public Health is in the process of a major effort to facilitate a transition to a new, single, integrated Electronic Health Record system, a multi-year initiative to modernize the great majority of the Department's existing IT applications, with the goal of providing better integration among units that will result in better services and patient outcomes. While this effort to modernize and integrate applications is ongoing, the Department must continue to provide services to its patients/clients, requiring the use of as-needed and intermittent assistance to ensure that the various projects under this Department-wide effort are completed successfully.

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

- A. Specify required skills and/or expertise: Contractor(s) must have staff with advanced degrees in related fields and 5-7 years or more experience in project management, preferably with Project Management Professional (PMP) and/or Lean Six Sigma certification; experience must include developing project plans, functional and technical requirements, project charters, communication plans, budgeting and other project management artifacts or by-products; experience in data security, privacy and data governance, business requirements, data and data architectures, data warehousing, analytics and reporting, data analysis, data integration and testing, as well as experience in creating and deploying enterprise Master Patient Index (eMPI) and Master Data Management (MDM) services solutions; solid understanding of environmental health-related business practices, solutions and policies; broad experience in leading IT projects in environmental health services and other specialty health-related areas such as communicable diseases, population health, managed care, and financial applications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1824, Pr Administrative Analyst; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: In the performance of the work contractors(s) may provide or utilize propriety software or methods to assist in the analysis of data on a large scale.

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

The services are intermittent, as-needed, project-based services.

**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 work is intermittent, as-needed and is project-based.
- 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 the present time. As projects are completed, the need for contractors will be reduced.

**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. Specific training in the use and operation of specific software solutions and business process improvements will be provided if the project requires such training. City staff will have the opportunity to learn industry best practices in a given field and the use of new applications. Employees who may receive training would be varied depending on the specific project, and could include the IS Engineer series 1042, 1043, 1052, 1053, and 1054; Medical Records Clerk 2210; Project Managers series 5502, 5504, 5506, and 5508; Administrative Analyst 1824; and Manager classifications 0923 and 0931.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 06/26/2017, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 101 Grove St., Rm. 405 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45626 - 16/17

DHR Analysis/Recommendation:

action date: 10/02/2017

Commission Approval Required

Approved by Civil Service Commission

10/02/2017 DHR Approved for 10/02/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 4098-02/03)

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

Type of Service: Engineering Services for Calaveras Dam (CS-716)

Funding Source: Water System Improvement Program

PSC Original Approved Amount: \$4,000,000

PSC Original Approved Duration: 09/12/03 - 03/02/07 (3 years 24 weeks)

PSC Mod#1 Amount: \$8,000,000

PSC Mod#1 Duration: 03/03/07-09/11/12 (5 years 27 weeks)

PSC Mod#2 Amount: \$1,900,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$10,100,000

PSC Mod#3 Duration: 09/12/12-09/11/16 (4 years 1 day)

PSC Mod#4 Amount: \$4,500,000

PSC Mod#4 Duration: 09/12/16-05/24/19 (2 years 36 weeks)

PSC Mod#5 Amount: \$2,415,000

PSC Mod#5 Duration: 05/25/19-06/30/20 (1 year 5 weeks)

PSC Cumulative Amount Proposed: \$30,915,000

PSC Cumulative Duration Proposed: 16 years 42 weeks

**1. Description of Work**

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

The work under Amendment No. 5 will provide additional engineering support during the construction phase of the Calaveras Dam Replacement Project (CDRP). Engineering support services will include reviewing of submittals, responding to Request for Information, revising drawings and specifications to address project issues that arise during the course of construction and in respond to Division of Safety of Dam (DSOD) request, attending construction meetings at the site, providing assistant during start-up, and commissioning of the project.

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

CDRP has experienced increases in the contract cost and duration due to local slope stability issue in Borrow Area B, and severe and unusual rain events in 2017 which triggered a landslide on Calaveras Road. These issues have extended the construction duration for six (6) months. The final construction completion date has changed from its previous revised schedule of Nov 26, 2018 to May 28, 2019. Due to the magnitude of this issue, URS has been providing tremendous design support to address it as the construction progressed. Therefore budget that was originally planned to be used during the second half of 2018 and the first half of 2019 will be all exhausted by mid to late this year. In addition, the services from URS will also need to be extended to allow them to provide engineering support caused by the delay of the project. If amendment to this professional engineering services are denied, the project will be interrupted and potentially be stopped because the SFPUC does not have the in-house



to replace URS to provide required engineering support services needed during construction, start-up and commissioning of a new dam.

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. 4098-02/03 (CS-716).

D. Will the contract(s) be renewed?  
No as this request will end at the same time when Phase 4 and 5 will be completed.

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 project started in early 2002 and construction won't be completed until next year.

## 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:

Specialty experience and expertise in the field of dam engineering, design and construction: geotechnical, earthquake, hydraulic and structural engineering.

B. Reason for the request for modification:

The work under Amendment No. 5 will provide additional engineering support during the construction phase of the Calaveras Dam Replacement Project (CDRP). Engineering support services will include reviewing of submittals, responding to Request for Information, revising drawings and specifications to address project issues that arise during the course of construction and in respond to Division of Safety of Dam (DSOD) request, attending construction meetings at the site, providing assistant during start-up, and commissioning of the project.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialty experience and expertise in the field of dam engineering, design and construction: geotechnical, earthquake, hydraulic and structural engineering. The following areas of expertise are also required: civil, mechanical, electrical engineering as they relate to dam and reservoir facilities; engineering geology, soil mechanics, rock mechanics, grouting, and foundation treatment; environmental issues related to dam construction; cost estimating and construction scheduling related to dams; specialty expertise in permitting related to steelhead and other endangered species; and specialty expertise and experience in construction compliance related to naturally occurring asbestos (NOA).

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; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. A significant part of the work involves specialized computer modeling for geotechnical and earthquake engineering analysis, jar testing for portable treatment plant design, collection of air samples for NOA analysis, laboratory testing of air & water samples for NOA and

metals (testing to be provided by specialty laboratories using methods and equipment that the SFPUC does not possess).

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

There are no civil service classifications in the fields of geotechnical engineering, dam design, spillway design, and development of compliance plans for naturally occurring asbestos. With respect to project tasks in the civil, mechanical, and electrical engineering disciplines, these tasks focus on dam, spillway, and intake tower design. SFPUC civil, mechanical, and electrical staff do not have experience with design issues related to replacement dam construction or associated facilities. However, SFPUC staff will work in partnership with the consultant on these tasks. The structural engineering tasks on this project focus on dam foundation design; SFPUC staff have no experience with dam foundation design.

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 few projects of this type, the required expertise would not be utilized on a full-time, permanent basis.

**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 will be available to civil, mechanical, electrical and structural classifications. Each discipline would receive approximately 24 hours of training.

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

No.

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

No.

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

No.

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

URS CORPORATION

7. **Union Notification:** On 05/21/18, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4098-02/03

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/18/2018

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

**From:** dhr-psccordinator@sfgov.org  
**To:** Jackson, Shamica; amakayan@ifpte21.org; tekpro49@comcast.net; WendyWong26@yahoo.com; wendywong26@yahoo.com; mathews.timothy@gmail.com; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 4098-02/03 - MODIFICATIONS  
**Date:** Monday, May 21, 2018 2:02:30 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$2,415,000 for services for the period May 25, 2019 – June 30, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1920>

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

pkim@ifpte21.org

eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org

mathews.timothy@gmail.com wendywong26@yahoo.com WendyWong26@yahoo.com

tekpro49@comcast.net amakayan@ifpte21.org

# **Additional Attachment(s)**

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

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # 4098-02/03)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Engineering Services for Calaveras Dam (CS-716)Funding Source: Water System Improvement ProgramPSC Original Approved Amount: \$4,000,000PSC Original Approved Duration: 09/12/03 - 03/02/07 (3 years 24 weeks)PSC Mod#1 Amount: \$8,000,000PSC Mod#1 Duration: 03/03/07-09/11/12 (5 years 27 weeks)PSC Mod#2 Amount: \$1,900,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$10,100,000PSC Mod#3 Duration: 09/12/12-09/11/16 (4 years 1 day)PSC Mod#4 Amount: \$4,500,000PSC Mod#4 Duration: 09/12/16-05/24/19 (2 years 36 weeks)PSC Cumulative Amount Proposed: \$28,500,000PSC Cumulative Duration Proposed: 15 years 36 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide design, environmental and permitting services needed prior to construction of the Calaveras Dam Replacement Project (CDRP) to develop a comprehensive compliance plan for the occurrence of naturally occurring asbestos (NOA) at the project site, address the future restoration of steelhead in Alameda Creek into the project, provide designs to mitigate impacts associated with the CDRP, provide supplemental dam safety engineering analyses requested by the California Division of Safety of Dams (DSOD), and ongoing permitting support; and to provide engineering support during construction, start-up, and commissioning of the project.

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

In 2001, the DSOD determined Calaveras Dam to be seismically unsafe. Calaveras Dam is a critical component of the San Francisco Public Utilities Commission(SFPUC) water system, providing 40% of the system's local water storage. (see attachment)

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

This service is currently being provided via PSC No. 4098-02/03 (CS-716).

**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:

**2. Reason(s) for the Request**

- A. Display all that apply

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

Explain the qualifying circumstances:  
no response from department

- B. Reason for the request for modification:

The work under Amendment 4 will provide additional engineering support during the construction phase of the Calaveras Dam Replacement Project (CDRP). Engineering support services will include reviewing of submittals, responding to Request for Information, revising drawings and specifications to address project issues that arise during the course of construction and in respond to Division of Safety of Dam (DSOD) request, attending construction meetings at the site, providing assistant during start-up, and commissioning of the project.

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

- A. Specify required skills and/or expertise: Specialty experience and expertise in dam engineering, design & construction: geotechnical, earthquake, hydraulic and structural engineering including: civil, mechanical, electrical engineering as they relate to dam and reservoir facilities; engineering geology, soil mechanics, rock mechanics, grouting, and foundation treatment; environmental issues; cost estimating & construction scheduling related to dams; specialty expertise in permitting related to steelhead & other endangered specand other endangered species.
- 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; 5218, Structural Engineer; 5219, Senior Strucutral Engineer; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. A significant part of the work involves specialized computer modeling for geotechnical and earthquake engineering analysis, jar testing for portable treatment plant design, collection of air and water samples for NOA analysis, laboratory testing of air & water samples for NOA and metals (testing to be provided by specialty laboratories using methods and equipment that the SFPUC does not possess).

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

Not Applicable

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

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

There are no specific civil service classes in the fields of geotechnical engineering, earthquake engineering of embankments, engineering geology, dam design, spillway design, and development of compliance plans for naturally occurring asbestos (NOA). Civil, mechanical, and electrical engineering disciplines, these tasks focus on dam, spillway, and intake tower design and does not



have experience with design issues to replacement dam construction or associated facilities. Staff has no experience with dam foundation.

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 few projects of this type; the required expertise would not be utilized on a full-time, permanent basis.

**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.

24-hours: Civil, Mechanical, Electrical, & Structural 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.

URS CORPORATION

**7. Union Notification:** On 04/18/14, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4098-02/03

DHR Analysis/Recommendation:

06/16/2014

Commission Approval Required

Approved by Civil Service Commission

06/16/2014 DHR Approved for 06/16/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT

Dept. Code: ECD

Type of Request:  Initial  Modification of an existing PSC (PSC # 45087 - 14/15)

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

Type of Service: Fleet Week Coordination

Funding Source: General Fund

PSC Original Approved Amount: \$900,000

PSC Original Approved Duration: 08/01/15 - 10/31/17 (2 years 13 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 11/01/17-10/31/18 (1 year)

PSC Mod#2 Amount: \$900,000

PSC Mod#2 Duration: 11/01/18-10/31/21 (3 years 1 day)

PSC Cumulative Amount Proposed: \$1,800,000

PSC Cumulative Duration Proposed: 6 years 13 weeks

**1. Description of Work**

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

This request is to contract with San Francisco Fleet Week Association to help coordinate Fleet Week activities, which will include large-scale event production, facilitation and overall management of a multi-day set of events. The partnership with the San Francisco Fleet Week Association will sustain coordination with external private sector, non-profit and Federal Government partners, including members of the Department of Defense (U.S. Navy and Marines). This request will be for three years.

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

Without this approval of this request there will be no Fleet Week, a designated priority of Mayor Lee and the Department of Emergency Management. Fleet Week provides the opportunity to bring together civilian and military forces to develop and share best practices in humanitarian assistance and emergency disaster response. Fleet Week requires a large volume of work within a short duration increasing the use of existing staff would impact the level of service the department can provide to its various stakeholders. San Francisco Fleet Week Association has access to personnel and volunteers that have greater subject matter expertise and have familiarity with the Fleet Week 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.**

Services have been provided in the past through earlier PSC request. See 45087 - 14/15

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

Yes, with San Francisco Fleet Week Association.

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

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

**2. Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:

This request would be to for the Fleet Week event and is a short term project.

B. Reason for the request for modification:

To increase the amount and extend PSC end date for Fleet Week contract.

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

A. Specify required skills and/or expertise: Subject matter expertise in working with large-scale event production, facilitation and management of a multi-day set of events, private sector, non-profit, government partners, U.S. Armed Forces (Navy, Marine Corps, and Coast Guard).

B. Which, if any, civil service class(es) normally perform(s) this work? 8604, Emergency Services Coord IV; 0931, Manager III; 0933, Manager V;

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.

Current department staff are working on Super Bowl Planning efforts and Urban Shield Exercises and cannot devote the necessary time towards the Fleet Week project. This project needs experienced personnel who have familiarity working with the many partners and stakeholders involved with Fleet Week.

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 existing civil service classifications.

**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 is not applicable for this project.

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

**7. Union Notification:** On 05/16/18, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Municipal Executive Association;

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

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45087 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/18/2018

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

## Wang, Emily (DEM)

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**From:** dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org  
**Sent:** Wednesday, May 16, 2018 2:44 PM  
**To:** Lee, William (DEM); WendyWong26@yahoo.com; wendywong26@yahoo.com; mathews.timothy@gmail.com; kschumacher@ifpte21.org; phkim13@yahoo.com; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; Wang, Emily (DEM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 45087 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a modification request for a Personal Services Contract (PSC) for \$900,000 for services for the period November 1, 2018 – October 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F9003&data=02%7C01%7Cemily.wang%40sfgov.org%7C64e9949e0209431ea9f608d5bb763941%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C636621038801380496&sdata=ddQqU5Psa3Gx0mEdwfor%2FkLdote%2FcgZimRvIKOoQZu4%3D&reserved=0>  
Email sent to the following addresses: staff@sfmea.com camaguey@sfmea.com L21PSCReview@ifpte21.org phkim13@yahoo.com kschumacher@ifpte21.org mathews.timothy@gmail.com wendywong26@yahoo.com WendyWong26@yahoo.com

# **Additional Attachment(s)**

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

Department: DEPARTMENT OF EMERGENCY MANAGEMENTDept. Code: ECDType of Request:  Initial  Modification of an existing PSC (PSC # 45087 - 14/15)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Fleet Week CoordinationFunding Source: General FundPSC Original Approved Amount: \$900,000PSC Original Approved Duration: 08/01/15 - 10/31/17 (2 years 13 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 11/01/17-10/31/18 (1 year)PSC Cumulative Amount Proposed: \$900,000PSC Cumulative Duration Proposed: 3 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This request is to contract with San Francisco Fleet Week Association to help coordinate Fleet Week activities, which will include large-scale event production, facilitation and overall management of a multi-day set of events. The partnership with the San Francisco Fleet Week Association will sustain coordination with external private sector, non-profit and Federal Government partners, including members of the Department of Defense (U.S. Navy and Marines). This request will be for three years.

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

Without this approval of this request there will be no Fleet Week, a designated priority of Mayor Lee and the Department of Emergency Management. Fleet Week provides the opportunity to bring together civilian and military forces to develop and share best practices in humanitarian assistance and emergency disaster response. Fleet Week requires a large volume of work within a short duration increasing the use of existing staff would impact the level of service the department can provide to its various stakeholders. San Francisco Fleet Week Association has access to personnel and volunteers that have greater subject matter expertise and have familiarity with the Fleet Week 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.**

Services have been provided in the past through earlier PSC request. See 45087 - 14/15

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

Yes, with San Francisco Fleet Week Association.

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



A. Display all that apply

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

Explain the qualifying circumstances:

This request would be to for the Fleet Week event and is a short term project.

B. Reason for the request for modification:

To extend PSC end date to cover one more year for Fleet Week contract.

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

A. Specify required skills and/or expertise: Subject matter expertise in working with large-scale event production, facilitation and management of a multi-day set of events, private sector, non-profit, government partners, U.S. Armed Forces (Navy, Marine Corps, and Coast Guard).

B. Which, if any, civil service class(es) normally perform(s) this work? 8604, Emergency Services Coord IV; 0931, Manager III; 0933, Manager V;

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.

Current department staff are working on Super Bowl Planning efforts and Urban Shield Exercises and cannot devote the necessary time towards the Fleet Week project. This project needs experienced personnel who have familiarity working with the many partners and stakeholders involved with Fleet Week.

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 existing civil service classifications.

**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 is not applicable for this project.

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes, same vendor as previously awarded under this PSC.

7. **Union Notification:** On 05/23/17, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Municipal Executive Association;

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

Name: William Lee Phone: 415-353-5228 Email: william.lee@sfgov.org

Address: 1011 Turk Street, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45087 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/08/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD Dept. Code: ECD

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

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

Type of Service: Fleet Week Coordination

Funding Source: General Fund PSC Duration: 2 years 13 weeks
PSC Amount: \$900,000 PSC Est. Start Date: 08/01/2015 PSC Est. End Date: 10/31/2017

1. Description of Work

A. Scope of Work:

This request is to contract with San Francisco Fleet Week Association to help coordinate Fleet Week activities, which will include large-scale event production, facilitation and overall management of a multi-day set of events. The partnership with the San Francisco Fleet Week Association will sustain coordination with external private sector, non-profit and Federal Government partners, including members of the Department of Defense (U.S. Navy and Marines). This request will be for three years.

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

Without this approval of this request there will be no Fleet Week, a designated priority of Mayor Lee and the Department of Emergency Management. Fleet Week provides the opportunity to bring together civilian and military forces to develop and share best practices in humanitarian assistance and emergency disaster response. Fleet Week requires a large volume of work within a short duration increasing the use of existing staff would impact the level of service the department can provide to its various stakeholders. San Francisco Fleet Week Association has access to personnel and volunteers that have greater subject matter expertise and have familiarity with the Fleet Week program.

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. This service was previously handled by department staff, in partnership with San Francisco Fleet Week Association. However, this required significant staffing resources and pulled resources from other department projects, resulting in project delays.

D. Will the contract(s) be renewed? Yes, with San Francisco Fleet Week Association.

2. Union Notification: On 06/05/2015, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Professional & Tech Engrs, Local 21

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45087 - 14/15

DHR Analysis/Recommendation:

08/17/2015

Commission Approval Required

DHR Approved for 08/17/2015

Approved by Civil Service Commission with conditions

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Subject matter expertise in working with large-scale event production, facilitation and management of a multi-day set of events, private sector, non-profit, government partners, U.S. Armed Forces (Navy, Marine Corps, and Coast Guard).

B. Which, if any, civil service class(es) normally perform(s) this work?  
0931,0933,8604,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Current department staff are working on Super Bowl Planning efforts and Urban Shield Exercises and cannot devote the necessary time towards the Fleet Week project. This project needs experienced personnel who have familiarity working with the many partners and stakeholders involved with Fleet Week.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No. There are already existing civil service classifications.

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

YES    NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?          
Training is not applicable for this project.
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 07/23/2015 BY:

Name: Tristan Levarado Phone: 415-353-5228 Email: tristan.levarado@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102