




Mark Farrell
Mayor

Micki Callahan
Human Resources Director

Date: June 22, 2018

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director 

From: Cynthia Avakian, AIR
Pamela Levin, HSS
Elena Baranoff, JUV
Jacquie Hale, DPH
Joan Lubamersky, ADM

Subject: **Personal Services Contracts Approval Request**

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

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

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

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

Total of this Report	YTD Expedited Approvals FY2018-2019	Total for FY2018-2019
\$124,772,000	\$4,021,000	\$128,793,000

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

Pamela Levin
Health Service System
1145 Market Street, 3rd Floor
San Francisco, CA 94103
415-554-0649

Elena Baranoff
Juvenile Probation
375 Woodside Ave, Rm 206
San Francisco, CA 94127
415-753-7560

Jacque Hale
Public Health
101 Grove Street Rom 307
San Francisco, CA 94102
(415) 554-2609

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

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POSTING FOR

July 10, 2018

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

2018-07-10

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
40019 - 17/18	AIRPORT COMMISSION	\$1,200,000.00	This work provide for the specialized preventative maintenance, repair, and emergency call back services for all of the major chillers at San Francisco International Airport (SFO or Airport).	July 1, 2018	June 30, 2023	REGULAR
47082 - 17/18	AIRPORT COMMISSION	\$300,000.00	Contractor will research and make recommendations related to supportive economic services and infrastructure for workers at the San Francisco International Airport (SFO). Examples of the types of potential supports that SFO would like to establish and/or assess includes financial services, scholarships, subsidies, child care, and transportation. Contractor will also design and establish an Airport-specific advisory council that engages stakeholders in this process, and which, on an ongoing basis, will advise on issues related to workforce development, job quality, and worker supports at SFO. This project involves inventorying existing services, researching best practices, conducting a needs assessment, developing pilot initiatives and training SFO staff to implement new programs.	July 3, 2018	June 30, 2021	REGULAR
47357 - 17/18	HEALTH SERVICE SYSTEM	\$858,000.00	SFHSS requests to procure secure facility printing and secure facility mail services for open enrollment so as to institute sufficient contractual service level agreements and confidentiality protections to ensure Health Insurance Portability and Accountability Act (HIPAA) compliance for the communication of protected health information (PHI), personally identifiable information (PII) and employee identification information (EII). As a secondary benefit, the integration of City employees into the scope of services (project oversight, deliverable/process review and approval) would net a significant knowledge transfer to the City in an area of expertise not currently represented by any City Department or personnel.	July 1, 2018	June 30, 2022	REGULAR
41816 - 17/18	JUVENILE PROBATION	\$1,800,000.00	SF Juvenile Probation Department(JPD)is seeking contractor(s) who can provide vocational training to youth in detention. The goal of the program is to reduce recidivism by teaching youth marketable skills they can use to find and retain employment following release from either the SF Juvenile Justice Center and/or Log Cabin Ranch in La Honda, CA., and also to learn positive behaviors from support services offered in conjuncture with skills training programs. Vocational training includes, but is not limited to, various trade industries such as: barbering, construction, carpentry, painting, plumbing, food service/culinary arts, horticulture, auto detailing, welding, and others. Reentry program services is an adjunct of vocational training in that its goal is to teach juveniles computer skills (such as basic coding, navigating online classes, etc.) and to become adept at using computers as a means to connect to their communities, family, friends, and others. The programs would be offered at the Juvenile Justice Center in San Francisco, and/or at Log Cabin Ranch in La Honda, CA.	July 1, 2018	June 30, 2021	REGULAR
48336 - 17/18	JUVENILE PROBATION	\$300,000.00	Contractor(s) will provide Standards and Training for Corrections (STC) training to SF Juvenile Probation Department (JPD)corrections and probation personnel as mandated by the CA Board of State and Community Corrections (BSCC). Coursework includes, but is not limited to,	July 1, 2018	June 30, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			training in Communications, First Aid and CPR/AED, Bloodborne Pathogens, Juvenile Law, Report Writing and Record Keeping, Field Tactic Training, Confidentiality and Release of Information, Mentally Disordered Youth, Diversity and Implicit Bias, Leadership and Ethics, Self-Care, Federal Prison Rape Elimination, Youth Development, Vicarious Trauma and Miscellaneous Training. JPD staff has to annually partake in mandatory training provided by certified STC trainers. The trainers provide classroom instruction, training materials, course evaluation tools and results, and certificates of completion. By participating in STC training, JPD receives support and subvention funding from the Corrections Training Fund (CTF) to help offset the cost of course tuition costs. JPD has approximately 140 probation and corrections staff that participate in annual STC training.			
49561 - 17/18	JUVENILE PROBATION	\$550,000.00	Title IV-E of the Social Security Act provides reimbursement for maintenance and administrative costs related to youth in foster care and group homes. This includes programs aimed at preventing the removal of youth from their homes and independent living programs. JPD is seeking a qualified vendor to provide a hosted web-based Title IV-E time study system, system and related case plan training to JPD staff, technical assistance, and ongoing support and maintenance of the system.	July 1, 2018	June 30, 2023	REGULAR
44766 - 17/18	PUBLIC HEALTH	\$1,764,000.00	Contractor will provide acute psychiatric inpatient program services for adults, including psychiatric evaluation, hospital services, and physician/psychologist services. Prior to admission, each patient requiring psychiatric evaluation will receive a comprehensive assessment by a licensed clinician. Upon admission, each patient will receive a thorough psychiatric evaluation by an attending physician/psychologist within 24 hours of admission. Hospital services will include bed-and-board and ancillary services, including use of hospital facilities, customary routine laboratory work, medical social services, all appropriate medications, a 10-day supply of prescribed psychiatric medications upon discharge, biologicals, supplies, appliances, and equipment, nursing, pharmacy and dietary services, administrative services, and routine diagnostic and therapeutic services as required.	January 1, 2018	June 30, 2022	REGULAR
44114 - 17/18	GENERAL SERVICES AGENCY - CITY ADMIN	\$100,000,000.00	As needed information technology services for the Technology Marketplace, including but not limited to system design, business analysis, software as a service, training, and hardware maintenance.	July 1, 2018	June 30, 2023	REGULAR
48131 - 17/18	GENERAL SERVICES AGENCY - CITY ADMIN	\$1,000,000.00	The Office of the Assessor-Recover performs important City functions such as locating all taxable property in the City and identifying ownership, establishing taxable value, listing the value of all property on the assessment roll, maintaining public records, collecting revenues from the recording of legal documents and ensuring the equality of all assessments. This project is a multi-phase endeavor by the Assessor-Recorder to secure and modernize the City's recorder function by replacing the existing legacy system that performs the department's recording functions such as: archiving, cashiering, document scanning, fulfillment of requests for official records, indexing/data entry and verification, mail management, recording, and redaction. The selected vendor will be asked to provide development, configuration, and implementation of the proposed software solution; required professional services to implement the new system; and ongoing support and maintenance.	July 1, 2018	June 30, 2022	REGULAR

TOTAL AMOUNT \$107,772,000



Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For July 10, 2018****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2018-07-10

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
46266 - 14/15 - MODIFICATIONS	July 10, 2018	PUBLIC HEALTH -- DPH	\$12,000,000	\$27,260,000	The programs will provide specialized classroom training and employment support for over 150 consumers on an annual basis who wish to provide peer counseling services. Peers are defined as individuals with personal lived experience who are consumers of mental health services, former consumers, or family members of consumers. Peers utilize their lived experienced in peer counseling settings to benefit the wellness and recovery of the clients being served. These peers will provide peer counseling support to over 400 unduplicated clients in the mental health system. In collaboration with Behavioral Health Services (BHS) and consumers, the contractor will be responsible for the reorganization of the current peer-to-peer services and the implementation of a cohesive and collaborative peer-to-peer system. The contractor will be responsible for developing a peer-to-peer delivery system that promotes best practices, shared resources, and advancement opportunities for peers and quality-driven peer-to-peer services for behavioral health consumers. The contractor will also provide up-to-date and nationally recognized practices providing specialized curriculum in the field of peer counseling. The contractor will work in collaboration with BHS programs, the Department of Rehabilitation, other stakeholders and the broader Bay Area community.	07/01/2020	06/30/2021	REGULAR
4045-04/05 - MODIFICATIONS	July 10, 2018	PUBLIC HEALTH -- DPH	\$5,000,000	\$12,000,000	Generation of highly specialized step-down cost reports to allocate administrative and other costs to revenue-generating units of San Francisco General Hospital, Laguna Honda Hospital, and the Health At Home agency, along with financial consultation services for specific areas of hospital operations to optimize DPH's revenues and reimbursements within the regulations and instructions of Medicare, Medi-Cal and other third-party insurers.	04/01/2019	03/31/2022	REGULAR

TOTAL AMOUNT \$17,000,000

**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: Maintenance and As-Needed Repairs of Airport's Major Chillers (including Central Plant)

Funding Source: Operating Funds

PSC Amount: \$1,200,000

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:

This work provide for the specialized preventative maintenance, repair, and emergency call back services for all of the major chillers at San Francisco International Airport (SFO or Airport).

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

This work will minimize refrigerant leaks, maximize equipment uptime, and optimize energy efficiency. Failure to perform such work has and will again result in major chiller failures and environmentally damaging - major refrigerant leaks.

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 work was provided in the past by PSC 4097-06/07.

D. Will the contract(s) be renewed?

Yes, if there continues to be the need 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.
not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

We need highly skilled and qualified technicians to work on our highly complex chiller equipment. Unfortunately, the City lacks these technicians.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The skills and expertise required includes the proven ability to completely overhaul major chillers up to and including the 6,000 ton Carrier 17DX chillers in the Central Plant. This includes testing seals for leaks, measuring and fine tuning the machines to maximize operating efficiency, and performing effective repairs for these complex and very specialized machines.

B. Which, if any, civil service class(es) normally perform(s) this work? 7334, Stationary Engineer;

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?

Stationary Engineers perform basic maintenance of the chillers at the Airport; however they do not overhaul chillers. The other City departments do not have large centrifugal chillers to maintain and would therefore not have the resources to maintain said chillers.

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 class that have the required skill set and specialized training needed to properly keep large centrifugal chillers in good repair.
- 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 isn't enough work city wide to justify a separate civil servant classification.

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

7. Union Notification: On 05/03/2018, the Department notified the following employee organizations of this PSC/RFP request:
Stationary Engineers, Local 39

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# 40019 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/10/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Thursday, May 03, 2018 12:58 PM
To: Cynthia Avakian (AIR); MRainsford@Local39.org; grojo@Local39.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40019 - 17/18

RECEIPT for Union Notification for PSC 40019 - 17/18 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 40019 - 17/18 for \$1,200,000 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:

<http://apps.sfgov.org/dhrdrupal/node/11003> 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)



San Francisco International Airport

P.O. Box 8097
San Francisco, CA 94128
Tel 650.821.5000
Fax 650.821.5005
www.flysfo.com

MEMORANDUM

AIRPORT
COMMISSION
CITY AND COUNTY
OF SAN FRANCISCO

TO: Mary Ng, DHR

DATE: April 8, 2009

FROM: Cynthia P. Avakian, *CPA* Contracts Manager

SUBJECT: No-Cost Extension of PSC #4097-06/07 to September 1, 2010

GAVIN NEWSOM
MAYOR

LARRY MAZZOLA
PRESIDENT

LINDA S. CRAYTON
VICE PRESIDENT

CARYL ITO

ELEANOR JOHNS

RICHARD J. GUGGENHIME

JOHN L. MARTIN
AIRPORT DIRECTOR

The staff of the Airport Commission, Department 27, respectfully request approval to extend the period of time for PSC #4097-06/07 so that the end date is September 1, 2010 instead of June 30, 2009. This PSC is for the Overhaul of the Airport's Chillers & Possible As-Needed Repairs that has been delayed in implementation. This PSC request requires no increase in the amount of the PSC.

If you have any questions, please call me at (650) 821-2014. Thank you.

Administrative approval for duration extension to 9/1/2010 - OK for less than 50% of original approved duration.

Approval Date: April 9, 2009

By: *Mary M. C. Ng*
for Micki Callahan, Human Resources Director

09 APR -9 PM 1:49
COMMUNICATIONS SECTION

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 15, 2007

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC # 4097-06/07)

TYPE OF SERVICE: Overhaul of the Airport's Chillers & Possible As-Needed Repairs

FUNDING SOURCE: Airport Funds

Original PSC Amount: \$525,000 Original PSC Duration: 2/15/07 - 12/31/07
Proposed Modification: \$1,000,000 Proposed Mod. (#1) Duration: 1/1/08 - 6/30/09
TOTAL PSC AMOUNT: \$1,525,000 TOTAL PSC DURATION: 2/15/07 - 6/30/09

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Overhaul of two of the Airport's chillers (3,000-ton and 6,000 ton). The 6,000-ton chiller is one of the largest centrifugal chillers on the West Coast. This work should take place once every 10 years.

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

After years of planning, the Airport has secured funding to overhaul of two of the four chillers. It is possible that the overhaul may necessitate the replacement or repair of some parts of the chiller. If the work can take place while the weather is still cool, the other two chillers will be able to handle the workload of cooling the terminals and boarding areas.

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

This service has not been provided in the past through a services contract. The previous overhaul was done under the authority of the Airport's capital Master Plan more than 7 years ago.

D. Will the contract(s) be renewed? No, as this is a one-time project.

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

Stationary Engineers Local 39
Union Name

Galen W.M. Leung
Signature of person mailing/faxing form

NOV 15 2007
Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4097-06/07
STAFF ANALYSIS/RECOMMENDATION: Approved 12/17/07

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to overhaul a 3,000- and 6,000-ton chiller. This includes testing seals for leaks, measuring the operating efficiency of the equipment and replacing parts of this complex, specialized piece of machinery.

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

7334 Stationary Engineers maintain the chillers at the Airport; however they do not overhaul chillers.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is a short-term project (of roughly 6-9 months of work per chiller)

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

No, this is a short-term project.

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?

- 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.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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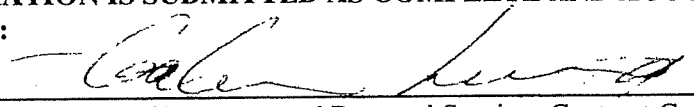
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung

(650) 821-2012

Print or Type Name

Telephone Number

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

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

February 7, 2007

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4092-06/07
THROUGH 4097-06/06 AND 4012-05/06.**

THOMAS T. NG
PRESIDENT

At its meeting of February 5, 2007 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
VICE PRESIDENT

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

DONALD A. CASPER
COMMISSIONER

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

MORGAN R. GORRANO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script that reads "Kate Favetti".

KATE FAVETTI
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- Ed Harrington, Controller
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- William Lee, Department of Emergency Management
- Galen Leung, San Francisco International Airport
- Jonathan Nelly, Department of Human Resources
- Mary Jane Winslow, City Attorney's Office
- Ted Yamasaki, Acting Human Resources Director
- Commission File
- Chron

POSTING FOR
February 5, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4092-06/07	03	City Attorney's Office	Regular	\$750,000.00	Will contract with five qualified firms to provide subpoena preparation, process serving, and document retrieval services. These services involve access and acquisition of confidential documents at the City offices, etc.	01-Mar-09
4093-06/07	90	Public Works	Regular	\$600,000.00	Will perform a full range of environmental review services in conformance with provisions of the California Environmental Quality Act. This project requires consultants that may provide consultation for the duration of the project.	29-Feb-12
4094-06/07	40	Public Utilities Commission	Regular	\$240,000.00	Will provide technical advisory and review services for the New Irvington Tunnel Project in specified fields related to the design and construction of tunnels and associated structures/facilities.	14-Jan-09
4095-06/07	40	Public Utilities Commission	Regular	\$111,000.00	Will provide technical advisory and review services for Harry Tracy Water Treatment Plant (HTWTP) Long Term Improvements Project in specified fields related to the planning and conceptual design of water treatment, etc.	14-Feb-09
4096-06/07	77	Department of Emergency Management/Division of Emergency Services	Regular	\$750,000.00	Will complete a comprehensive risk and capabilities assessment based upon current emergency management standards, state and federal guidelines regarding emergency and disaster preparedness.	15-Feb-08
4097-06/07	27	Airport Commission	Regular	\$525,000.00	Will convert the Airport's only current chiller that uses an ozone-depleting refrigerant to a non-ozone-depleting refrigerant and possible as-needed repair work associated with the conversion.	31-Dec-07

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 12, 2007 Amended
DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27
TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING X)
[] CONTINUING [] ANNUAL
TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION
TYPE OF SERVICE: Conversion of Chiller to Non-Ozone-Depleting Refrigerant & As-Needed Repairs
FUNDING SOURCE: Airport Funds
PSC AMOUNT: \$525,000 PSC DURATION: 2/15/07 - 12/31/07

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Conversion of the Airport's only current chiller that uses an ozone-depleting refrigerant to a non-ozone-depleting refrigerant and possible as-needed repair work associated with the conversion.

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

After years of planning, the Airport has secured funding for the conversion of the last chiller that uses an ozone-depleting refrigerant. Production of this refrigerant ceased at the end of 1995 and the price of this refrigerant has since risen due to lack of supplies. If any of the seals of this chiller crack or fail, the refrigerant can escape into the atmosphere. It is possible that the conversion may necessitate the replacement or repair of some parts of the chiller. If the conversion can take place while the weather is still cool, the other three chillers will be able to handle the workload of cooling the terminals and boarding areas.

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

This service has not been provided in the past through a services contract. The previous conversion was done under the authority of the Airport's capital Master Plan more than 7 years ago. Two of the four chillers were built with non-ozone-depleting refrigerants.

D. Will the contract(s) be renewed? No, as this is a one-time project.

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

Stationary Engineers Local 39 Union Name Galen W.M. Leung Signature of person mailing/faxing form 2/14/07 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4097-06/07
STAFF ANALYSIS/RECOMMENDATION:

Approved 2/5/07

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to convert a chiller from an ozone-depleting refrigerant to a non-ozone-depleting refrigerant. This includes testing seals for leaks, measuring the operating efficiency of the equipment and replacing parts that do not work as well with the new refrigerant.

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

7334 Stationary Engineers maintain the chillers at the Airport; however they do not convert chillers to run on an entirely different refrigerant.

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

Yes, the contractor will provide a means of disposal of the ozone-depleting refrigerant that is compliant with EPA regulations.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is a short-term project, and a major portion of the contract expense is for the refrigerant and the disposal of the refrigerant.

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

No, this is a short-term project.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The original manufacturer of the equipment does not have a services contract with the Airport.

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

Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung

Print or Type Name

(650) 821-2012

Telephone Number

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

Address

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: Program Research and Development Consulting Services for Economic Mobility Strategies

Funding Source: Airport Operating Funds

PSC Amount: \$300,000

PSC Est. Start Date: 07/03/2018

PSC Est. End Date 06/30/2021

1. Description of Work

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

Contractor will research and make recommendations related to supportive economic services and infrastructure for workers at the San Francisco International Airport (SFO). Examples of the types of potential supports that SFO would like to establish and/or assess includes financial services, scholarships, subsidies, child care, and transportation. Contractor will also design and establish an Airport-specific advisory council that engages stakeholders in this process, and which, on an ongoing basis, will advise on issues related to workforce development, job quality, and worker supports at SFO. This project involves inventorying existing services, researching best practices, conducting a needs assessment, developing pilot initiatives and training SFO staff to implement new programs.

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

Financial security and economic mobility supports are necessary to afford the many thousands of entry-level workers at SFO the stability they need to be able to make key advancements, both in their careers and personally. Denial would affect not only affect the wellbeing of workers at SFO and their dependents. It would also impact the bottom line of the Airport, since the stability of our workforce augments the quality of our services. This is particularly important in key safety and security roles, many of which are entry-level.

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

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services 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.
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 project, which requires specialized skills and knowledge.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expert knowledge of policies and practices related to workforce development, job quality, and community financial resources; the ability to manage projects and perform qualitative research and analysis.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9774, Sr. Community Devl Spc 1; 9775, Sr Community Dev Spec 2;
- 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?

SFO is working with the Office of Financial Empowerment in the Treasurer and Tax Collector's Office, to identify and vet financial service models. The consultant would supplement and manage the execution of this work. Because of the specialized nature of jobs in an airport setting, the project requires airport-specific knowledge. Such expertise is currently not represented within the city.

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 project, which addresses a new program area. Ongoing work and follow-up will be supported by existing SFO staff.
- 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 specialized expertise is required on a short-term 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.
No. There is no training since the scope of work is discreet and the consultant will not be involved in follow-up beyond making and providing analysis and recommendations.
- 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 04/06/2018, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous**

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

Name: 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# 47082 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/10/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, April 06, 2018 4:42 PM
To: Cynthia Avakian (AIR); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC);
pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org;
pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com;
ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA);
david.canham@seiu1021.org; jtanner940@aol.com; tmathews@ifpte21.org;
kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Parada,
Lucina (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47082 - 17/18

RECEIPT for Union Notification for PSC 47082 - 17/18 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 47082 - 17/18 for \$300,000 for Initial Request services for the period 07/03/2018-- 06/30/2021. 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/10694> 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: HEALTH SERVICE SYSTEM -- HSS

Dept. Code: HSS

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

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

Type of Service: Secure Facility Printing and Secure Facility Mailing

Funding Source: Health Service System Trust

PSC Amount: \$858,000

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:

SFHSS requests to procure secure facility printing and secure facility mail services for open enrollment so as to institute sufficient contractual service level agreements and confidentiality protections to ensure Health Insurance Portability and Accountability Act (HIPAA) compliance for the communication of protected health information (PHI), personally identifiable information (PII) and employee identification information (EII). As a secondary benefit, the integration of City employees into the scope of services (project oversight, deliverable/process review and approval) would net a significant knowledge transfer to the City in an area of expertise not currently represented by any City Department or personnel.

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

These services require fast and accurate management of protected information (PHI, PII, EII) pertaining to our 125,000+ SFHSS Members and distribution of that protected information in a variety of formats over a very narrow and highly regulated open enrollment period each year. As neither SFHSS nor the City possess the level of technical expertise, equipment or facilities to manage either the complexity or sheer volume of these open enrollment communications, we must outsource to highly qualified vendors. Prior HIPAA violations have resulted from insufficient quality control procedures and the lack of detailed oversight, performance guarantees, and service level agreements for past SFHSS vendors. The penalties for HIPAA noncompliance are based on the level of negligence and can range from \$100 to \$50,000 per violation (or per record), with a maximum penalty of \$1.5 million per year for violations of an identical provision of the Act. SFHSS seeks to avoid similar HIPAA compliance violations by directly procuring a vendor for these services. The proposed agreement would include a detailed scope of work with extensive service level agreements (SLAs), quality assurance measures, the City-Attorney-approved Business Associates Agreement (by addendum), and performance guarantees to ensure confidentiality and HIPAA-compliant processes, procedures and systems (including as it relates to the prospective vendor's personnel, computer systems, printing equipment, mail merge technology, mail sorting systems, and automated process tracking).

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 prior years, printing and mailing services were procured through the Office of Contract Administration.

D. Will the contract(s) be renewed?

The Agreement may be renewed.

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:

There is currently not a plan to uptake or transition this work back to the City, as this is limited/intermittent term which requires specialized equipment. Open Enrollment occurs once a year, with the printing occurring between July and September, and the mailing occurring in October through January.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Open Enrollment documents use newer technology that issue unique Quick Response Codes (QR Codes) so as to ensure that each Member's forms are properly routed. This process is detailed, complex and requires both the software, hardware, expertise and experience to execute the scope of services and avoid HIPAA violations. The production of materials will occur within a secure facility, while maintaining HIPAA compliance, operating printing equipment, integrating mail merge technology, managing mail sorting systems, and ensuring automated process tracking.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1404, Clerk; 1764, Mail & Reproduction Svc Sprv;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide secure printing and secure mailing facilities, and printing and mailing equipment which is not currently possessed by the City.

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

In prior years, print and mail services were procured through the Office of Contract Administration, however as a result of the number of historical errors, HIPAA compliance issues and lack of direct accountability, there is a need to have both Printing and Mailing to be supplied by one vendor which maintains secure facilities.

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

- A. Explain why civil service classes are not applicable.
As this work will be performed within the vendors secure facilities, there would be no role for a 1764 (Mail And Reproduction Service Supervisor) or 1404 (Clerk) offsite. Additionally, the city does not possess the required equipment or skills needed for 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. Open Enrollment occurs once a year, with the printing occurring between July and September, and the mailing occurring in October through January. It would not practical to adopt a new class for this limited/intermittent term work.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Yes. Although there will be no training issued by the vendor to the City, on the mass printing equipment or mass mailing equipment, the City will net a significant knowledge transfer in an area printing and mailing project oversight, deliverable/process review and approval of expertise not currently represented within the Department. These services involve cutting-edge technical processes and procedures, far outside the scope of the City's current departments and personnel, the SFHSS agreement would integrate our HIPAA Compliance Officer and Enterprise Systems Analytics Manager, as well as our designated in-house project management and communications staff, into the delivery of these services. This would allow SFHSS to ensure on-the-job training for these employees and net a significant transfer of knowledge and skill to the City.
- 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 04/02/2018, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous

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

Name: Pamela Levin Phone: 415-554-0649 Email: pamela.levin@sfgov.org

Address: 1145 Market Street, 3rd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47357 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/10/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of pamelalevin@sfgov.org
Sent: Monday, April 02, 2018 3:13 PM
To: Levin, Pamela (HSS); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC);
pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org;
pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com;
ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA);
david.canham@seiu1021.org; jtanner940@aol.com; Kudenov, William (HSS); DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47357 - 17/18

RECEIPT for Union Notification for PSC 47357 - 17/18 more than \$100k

The HEALTH SERVICE SYSTEM -- HSS has submitted a request for a Personal Services Contract (PSC) 47357 - 17/18 for \$858,000 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/10883> 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: JUVENILE PROBATION -- JUV

Dept. Code: JUV

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

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

Type of Service: Vocational Training and Reentry Program Services for JPD Youth

Funding Source: Local, State and Federal

PSC Amount: \$1,800,000

PSC Est. Start Date: 07/01/2018 PSC Est. End Date 06/30/2021

1. Description of Work

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

SF Juvenile Probation Department(JPD)is seeking contractor(s) who can provide vocational training to youth in detention. The goal of the program is to reduce recidivism by teaching youth marketable skills they can use to find and retain employment following release from either the SF Juvenile Justice Center and/or Log Cabin Ranch in La Honda, CA., and also to learn positive behaviors from support services offered in conjuncture with skills training programs. Vocational training includes, but is not limited to, various trade industries such as: barbering, construction, carpentry, painting, plumbing, food service/culinary arts, horticulture, auto detailing, welding, and others. Reentry program services is an adjunct of vocational training in that its goal is to teach juveniles computer skills (such as basic coding, navigating online classes, etc.) and to become adept at using computers as a means to connect to their communities, family, friends, and others. The programs would be offered at the Juvenile Justice Center in San Francisco, and/or at Log Cabin Ranch in La Honda, CA.

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

Vocational training and reentry program services for youths in the juvenile justice system would help participants learn skills to find and maintain gainful employment and provide them with opportunities to dissuade them from reoffending. The services focus on skill achievement not only in employability from vocational training-related programs, but also in life skills training and community transition. Both reinforce positive attitudes and behaviors resulting in marketable skills youth can use to find and retain jobs after their release from juvenile detention centers. Vocational instruction encompasses a combination of career training, support services (employability training, social skills training, case management, etc.) and community service activities. Consequences of denial could mean increased recidivism and negative behaviors from institutionalized youth, impacting successful transitions back to the community.

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

Similar services have been provided in the past, Education and Employment Services and Education and Employment Skills in the Restaurant Industry for At-risk Youth, but neither of these services include Vocational Training with Reentry Program Services.

D. Will the contract(s) be renewed?

Yes, pending availability of funds and successful program delivery by contractor(s).

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).

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

B. Explain the qualifying circumstances:

Vocational training will be provided to juvenile offenders concurrently with academics. The newly created reentry program services will occur towards the end of a participant's release from the juvenile justice center, thus intermittently. Funding for both these services is from CA State Realignment funding, determined by annual formulas and appropriated for "public safety services" including for "the provision of services to juveniles." The annual funding amount can vary and is not certain.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise is required in the following areas: (1)Comprehensive academic/vocational needs assessment and guidance in selecting a training pathway that meets participants' goals. (2)Guidance and access to resources for college applications or vocational training, including the potential for scholarship funding, pre-vocational training programs or a paid internship at one of Contractor's employer placements. (3)Soft skills (communication, time-management, problem-solving skills, etc.) and specific skills job training offered by Contractor or through one of Contractor's partner organizations. (4)Coaching and mentoring before, during, and after successful enrollment in college or placement in a work setting from either Contractor's staff or a specifically trained mentor that will provide additional support and guidance. (5)Coordination, monitoring, and evaluation of program activities by Contractor with continuous improvements based on youth and other stakeholder feedback. (6)Experience working with youth in and outside of a detention setting. (7)Ability to link at-risk youth to employment resources within the greater Bay Area.

B. Which, if any, civil service class(es) normally perform(s) this work? 9702, Employment & Training Spec 1;

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

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

There are no City classifications that meet the specific needs for the required services.

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

A. Explain why civil service classes are not applicable.

There are no City classifications that meet the specific needs for the required services. The JUV Counseling positions (1830 + series) are tailored for the daily care and custody of juveniles in detention, and do not allude to transitional care, once they are released from custody, nor do the Counselors have the expertise to train juveniles in various areas of Vocational training.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The department does not have the resources to fund multiple positions to provide these services, which are diverse by 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.
No. No training will be provided to employees; instructional training will only be provided to youth in juvenile justice centers.

- 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 04/20/2018, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous

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

Name: Elena Baranoff Phone: 415-753-7560 Email: Elena.Baranoff@sfgov.org

Address: 375 Woodside Ave., Rm 206 San Francisco, CA 94127

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41816 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/10/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of Elena.Baranoff@sfgov.org
Sent: Friday, April 20, 2018 11:35 AM
To: Baranoff, Elena (JUV); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC);
pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org;
pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com;
ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA);
david.canham@seiu1021.org; jtanner940@aol.com; Baranoff, Elena (JUV); DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41816 - 17/18

RECEIPT for Union Notification for PSC 41816 - 17/18 more than \$100k

The JUVENILE PROBATION -- JUV has submitted a request for a Personal Services Contract (PSC) 41816 - 17/18 for \$1,800,000 for Initial Request services for the period 07/01/2018 – 06/30/2021. 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/10961> 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: JUVENILE PROBATION -- JUV

Dept. Code: JUV

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

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

Type of Service: STC Training for Probation and Corrections Personnel

Funding Source: State and City General Funds

PSC Amount: \$300,000

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:

Contractor(s) will provide Standards and Training for Corrections (STC) training to SF Juvenile Probation Department (JPD) corrections and probation personnel as mandated by the CA Board of State and Community Corrections (BSCC). Coursework includes, but is not limited to, training in Communications, First Aid and CPR/AED, Bloodborne Pathogens, Juvenile Law, Report Writing and Record Keeping, Field Tactic Training, Confidentiality and Release of Information, Mentally Disordered Youth, Diversity and Implicit Bias, Leadership and Ethics, Self-Care, Federal Prison Rape Elimination, Youth Development, Vicarious Trauma and Miscellaneous Training. JPD staff has to annually partake in mandatory training provided by certified STC trainers. The trainers provide classroom instruction, training materials, course evaluation tools and results, and certificates of completion. By participating in STC training, JPD receives support and subvention funding from the Corrections Training Fund (CTF) to help offset the cost of course tuition costs. JPD has approximately 140 probation and corrections staff that participate in annual STC training.

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

The Board of State and Community Corrections (BSCC) sets minimum standards for juvenile probation facilities and has statutory responsibility for establishing selection criteria and training standards for local corrections personnel, defined in California Penal Code Sections 6024 through 6037. The Standards and Training for Corrections (STC) program is a division of the BSCC. The purpose of the STC program is to raise the level of competence of the state's local corrections and probation personnel. The program accomplishes this by developing selection and training standards, providing a course certification and delivery system, technical assistance and support, and training to local corrections agencies statewide. In addition, participating agencies are allocated subvention funding through the STC program. Through research, planning, design, and assessment, the STC program assists local agencies in ensuring they select and train qualified personnel and maintain staff proficiency through job-related skills training. The training has to be provided by certified STC Trainers. Without annual training, JPD Probation and Corrections Personnel will lose certification and be unable to perform their jobs.

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.

STC Training has been provided to JPD staff in the past on an as-needed basis. There has been no prior Civil Service Commission approval.

D. Will the contract(s) be renewed?

As a result of the Request for Qualifications, agreements with City approved, STC certified trainers will be contracted out and renewed in subsequent fiscal years.

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

not applicable

2. Reason(s) for the Request

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

B. Explain the qualifying circumstances:

These services require diverse skills, expertise and/or knowledge (e.g. Mentally Disordered Youth - Probationers and in Facilities, Federal Prison Rape Elimination Act, etc.). Services required on an as-needed, intermittent, or periodic basis (e.g. new hires attend Juvenile Corrections Officer Core Courses (6 classes, 160 hours) for an overview of correctional facilities, some trainings are only required every other year, e.g. First Aid and CPR/AED). Regulatory or legal requirements, mandates of funding sources: CA state mandates that correctional institutions maintain staff proficiency and training standards for local corrections personnel. JPD receives support and subvention funding from the BSCC, which is used to help pay course tuition costs in addition to other allowable expenses.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Training for job-related instruction to JPD Probation and Corrections personnel must be provided by approved Standards and Training for Corrections (STC) trainers, certified to provide training in correctional facilities. Per the CA Code of Regulations (CCR), Title 15 - Crime Prevention and Corrections, Section 184 - Annual Required Training: Number of training hours are specified for each correctional facility job classification. CA Penal Code Sections 6035-6036 refers to Standards and Training of Local Corrections and Probation Officers. Section 6035 is about rules that "establish minimum standards for selection and training of personnel employed by city and/or county who provide for the custody, supervision, treatment, or rehabilitation of persons accused of, or adjudged responsible for, criminal or delinquent conduct who are currently under local jurisdiction." Section 6036 mandates that city and/or county "develop and present training courses for local corrections and probation officers." In summary, STC training is mandated by the state of CA with specific requirements and knowledge of local corrections systems to improve the professional competence of local corrections staff in California.

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

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

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

Juvenile Probation Department was unable to identify a current civil service class in the Department of Human Resources Classification and Compensation Database that can provide the services required.

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

A. Explain why civil service classes are not applicable.

There is no civil service class certified to provide specific CA state mandated training in correctional facilities that can perform 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 adopt a new civil service class to perform this work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Contractor(s) will train several JPD Probation Officers, who in turn will obtain certification and the ability to conduct in-house training to fellow Probation and Corrections staff in the future. "Train the Trainer" training varies from 2 day sessions (16 hours) up to 2 week sessions (80 hours), depending on the type of training.

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

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

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

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

7. Union Notification: On 04/18/2018, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Elena Baranoff Phone: 415-753-7560 Email: Elena.Baranoff@sfgov.org

Address: 375 Woodside Ave., Rm. 206 San Francisco, CA 94127

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48336 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/10/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of Elena.Baranoff@sfgov.org
Sent: Wednesday, April 18, 2018 11:22 AM
To: Baranoff, Elena (JUV); sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Baranoff, Elena (JUV); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48336 - 17/18

RECEIPT for Union Notification for PSC 48336 - 17/18 more than \$100k

The JUVENILE PROBATION -- JUV has submitted a request for a Personal Services Contract (PSC) 48336 - 17/18 for \$300,000 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/10939> 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: JUVENILE PROBATION -- JUV

Dept. Code: JUV

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

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

Type of Service: Time Study Online Module

Funding Source: Local, state and federal

PSC Amount: \$550,000

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:

Title IV-E of the Social Security Act provides reimbursement for maintenance and administrative costs related to youth in foster care and group homes. This includes programs aimed at preventing the removal of youth from their homes and independent living programs. JPD is seeking a qualified vendor to provide a hosted web-based Title IV-E time study system, system and related case plan training to JPD staff, technical assistance, and ongoing support and maintenance of the system.

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

The City and County of San Francisco (CCSF) Juvenile Probation Department (JPD) expects to achieve substantial gains in efficiency and accuracy through the implementation of a new time study collection system. JPD can leverage Title IV-E funding to partially reimburse for the costs of performing administrative activities for eligible youth in foster care and candidates for foster care (i.e., reasonable candidates). In addition, JPD seeks to minimize internal support costs by utilizing technology while maximizing revenue and maintaining full compliance with federal and state laws and guidelines. This web-based service is necessary to minimize costs and errors when submitting claims to the CA Department of Social Services (CDSS). JPD's portion of the claim is approximately \$2,200,000. If denied, JPD staff will have to continue to manually report hours of approximately 40 staff who are required to time study each quarter.

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 never been provided to the Department in the past.

D. Will the contract(s) be renewed?

Yes.

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

The contract term will be 3 years (July 1, 2018 to June 30, 2021) with an option to renew for 2 additional years (July 1, 2021 to June 30, 2023), for a total of five (5) years, subject to annual availability of funds, annual satisfactory contractor performance, and need. JPD has the sole discretion to exercise this option, and reserves the right to enter into a contract agreement of a shorter duration.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The development and customization of a time study online module for JPD is a short-term project requiring expertise and knowledge in business application software specific to web-based design; reporting on performance standards in compliance with state mandated Title IV-E requirements; customized maintenance support; and random audits to ensure compliance.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The skillset required for these services is technical expertise in providing web-based applications in compliance with State and Federal regulations and guidelines for mandated time/cost capture and allocation requirements. The contractor will provide support services for hosted hardware and software and customize a web-based time study module to be integrated with JPD's case management system. Contractor will also provide reports and conduct audits in compliance with Title IV-E regulations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 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?

These services are highly specialized and mostly proprietary business solutions requiring compliance and frequent updates (i.e. codes for quarterly reporting). Creating web based supportive systems for JPD is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates.

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

- A. Explain why civil service classes are not applicable.
The highly specialized skill set required for the development of a web-based time study module is not captured under any current civil service class.
- 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 web-based time study module project is highly specialized and would best to be performed by an independent contractor that has specific expertise with similar projects. It would not be feasible to adopt a civil service class to perform this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Training will be provided via online and in person once a contractor is selected.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. **Union Notification:** On 04/19/2018, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: Elena Baranoff Phone: 415-753-7560 Email: Elena.Baranoff@sfgov.org

Address: 375 Woodside Ave., Rm 206 San Francisco, CA 94127

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49561 - 17/18

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 07/10/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: [Baranoff, Elena \(JUV\); tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Baranoff, Elena \(JUV\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Baranoff,Elena(JUV);tmathews@ifpte21.org;kschumacher@ifpte21.org;pkim@ifpte21.org;amakayan@ifpte21.org;L21PSCReview@ifpte21.org;Baranoff,Elena(JUV);DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 49561 - 17/18
Date: Thursday, April 19, 2018 1:12:41 PM

RECEIPT for Union Notification for PSC 49561 - 17/18 more than \$100k

The JUVENILE PROBATION -- JUV has submitted a request for a Personal Services Contract (PSC) 49561 - 17/18 for \$550,000 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:

<http://apps.sfgov.org/dhrdrupal/node/10957> 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)

Title IV-E of the Social Security Act (SSA) addresses major components of child welfare. Its focus is on providing safe and stable out-of-home care for children who are in out-of-home care due to child maltreatment or other circumstances until they are able to achieve permanency in their placement by being safely returned home, placed permanently with adoptive families, or placed in other planned arrangements.

Title IV-E funds are available for:

- Monthly maintenance payments for the daily care and supervision of eligible children
- Administrative costs to manage the program
- Training of staff and foster care providers
- Recruitment of foster and adoptive parents
- Adoption assistance Implementation and operation of a Statewide Automated Child Welfare Information System (SACWIS)

Request for Proposals#JUV2018-06

Introduction and Schedule and Scope of Work – pg 1-6

City and County of San Francisco
Request for Proposals #JUV2018-06
for
Time Study Online Module



Date issued:	May 18, 2018
Pre-Proposal Conference Dial-in Call:	June 1, 2018 at 9:00 a.m.
Proposal due:	June 18, 2018 at 5:00 p.m.

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Appendix:

- A. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code.

I. Introduction and Schedule

A. Introduction

The City and County of San Francisco (CCSF) Juvenile Probation Department (JPD) announces its intent to seek proposals from qualified organizations that can provide a hosted web-based Title IV-E time study system, system and related case plan training to JPD staff, technical assistance, and ongoing support and maintenance of the system. JPD expects to achieve substantial gains in efficiency and accuracy through the implementation of a new time study collection system. In addition, JPD seeks to minimize internal support costs by utilizing technology while maximizing revenue and maintaining full compliance with federal and state laws and guidelines.

Title IV-E of the Social Security Act provides reimbursement for maintenance and administrative costs related to youth in foster care and group homes. This includes programs aimed at preventing the removal of youth from their homes and independent living programs. JPD can leverage Title IV-E funding to partially reimburse for the costs of performing administrative activities for eligible youth in foster care and candidates for foster care (i.e., reasonable candidates).

Time studies are the single largest component of the quarterly County Expense Claim (CEC) to California Department of Social Services (CDSS), distributing costs among all programs according to the hours reported. The time study program must accurately report the hours of the approximately 40 staff who are required to time study each quarter to maximize the amount of revenue returned.

The purpose of the ensuing contract is to provide a time study system that will facilitate proper claiming of JPD employees' time to various programs and to all the agency's funders.

The contract shall have a tentative term of August 1, 2018 through June 30, 2021. In addition, the City shall have one (1) option to extend the term for a period of two (2) years, which the City may exercise in its sole, absolute discretion.

The total available funding for these services is estimated to be \$100,000. Payment for all services provided will be in accordance with contractual provisions and contingent upon the availability of federal funds. Should the contract be extended, the annual compensation will increase at a rate similar to the per year costs of the original term. Proposers may submit proposals with greater or lesser value, and cost and reasonableness of rates will be considered as part of the evaluation.

B. Schedule

The anticipated schedule for selecting a consultant is:

<u>Proposal Phase</u>	<u>Date*</u>
RFP is issued by the City	May 18, 2018
Pre-proposal Conference Dial-in Call	June 1, 2018 at 9:00 a.m.
Deadline for submission of written questions or requests for clarification	June 6, 2018 at 5:00 p.m.

Proposals due

June 18, 2018 at 5:00 p.m.

Oral interview with firms selected for further consideration, if necessary

TBD

***Note: Dates and times subject to change**

C. Definitions

City or CCSF	City and County of San Francisco
CDSS	California Department of Social Services
CEC	County Expense Claim
Employee	A JPD employee who, based upon their function and activities, is assigned to time study according to the activities they perform on either a quarterly or continuous basis.
JPD or Department	City and County of San Francisco Juvenile Probation Department, also known as SFJPD.
RFP	Request for Proposal
Supervisor	A JPD supervisor who reviews, approves, and electronically signs the time studies of their direct reports.
Time Study	A means by which employees track and supervisors review and approve how much time the employee worked each day during the time study period; also, of the time they worked, how much time they spent working on different programs or activities.

D. Contractors Unable to do Business with the City

1. Generally

Contractors that do not comply with laws set forth in San Francisco’s Municipal Codes may be unable to enter into a contract with the City. Some of the laws are included in this RFP, or in the sample terms and conditions attached.

2. Companies Headquartered in Certain States

This Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with laws that perpetuate discrimination against LGBT populations or where any or all of the work on the contract will be performed in any of those states. Proposers are hereby advised that Proposers which have their United States headquarters in a state on the Covered State List, as that term is defined in Administrative Code Section 12X.3, or where any or all of the work on the contract will be performed in a state on the Covered State List may not enter into contracts with the City. A list of states on the Covered State List is available at the website of the City Administrator.

II. Scope of Work

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

A. Target Population

JPD deputy probation officers, social workers, and administration staff consisting of approximately 50 users.

B. Time Study System Capabilities

The time study system must meet the following requirements:

1. User Set Up Functionality:
 - a. The ability to easily set up new users including worker type, supervisor, work schedule, time study codes, employee identifier, email address, have the option to hold or not hold emails, set up permissions, select time study type, unit, location, start date, end date, job title, and select whether they are full time or part time. JPD should be able to easily maintain and change data as necessary.
 - b. The ability to exclude or sunset select staff in any given quarter and easily reinstate them should their circumstances change.
 - c. Automated password resets for users as well as the ability reset passwords as needed.
2. System capabilities:
 - a. Electronic time capture capabilities utilizing the computers, smart phones, and tablets.
 - b. Provide audit capabilities.
 - c. Allow JPD employees to enter responses on a 24/7/365 basis.
 - d. Customizable (e.g., ability to add/delete time study categories, ability to create ad hoc reports, etc.).
 - e. Compatible with JPD's email system to allow for email messages to alert JPD employees of potential errors in their time study entry.
 - f. Ability to export data (in PDF and Excel formats).
 - g. Ability to upload and update staff pools and participant rosters.
 - h. Document security and retention.
 - i. Ability to integrate with JPD's new case management system, as an option in the future.
3. Administrator Services:
 - a. Reminders at the start of the calendar year to set up holidays.
 - b. JPD staff will have the ability to easily create extraneous codes for any activities that are claimed outside of the CEC.
4. Communication Functionality:

- a. A robust email functionality to email to one, many or all employees' updates and necessary information.
 - b. Automation of alerts of pending approvals to employees' supervisors.
5. Time Sheet Verification Functionality:
- a. Able to reconcile employee's payroll data with time study entries.
6. User Interface Functionality:
- a. Time study code definitions which are readily and easily available to users.
 - b. The ability to easily filter and sort user lists to help track time study progress.
 - c. The ability to easily drill down on users to see both the details of employee time study as well as their user profile.
7. Time Study Approval Functionality:
- a. Electronic signatures that are both time and date stamped for both submitters and approvers.
 - b. Allows for higher level supervisors to approve time for absent supervisors with a comment and allows a supervisor to sign a time study for an absent staff member also with the ability to comment.
 - c. Allows JPD to automatically track approvals from quarter to quarter, including missed approvals from prior quarters to assist with Adjusted Quarterly CEC preparation.
8. Reporting Functionality:
- a. Reporting and querying capabilities.
 - b. Ability to create reports at any given time using updated data while preserving earlier batches of reports. All summary reports must have an audit trail report, as well as the ability to preserve and print hard copy time study forms for all, some or individual employee.
 - c. Ability to create ad hoc reports using a variety of criteria such as reports based on staff, unit, or time study category. The reports must have the ability to include a variety of information related to the employees such as employee identifier, supervisor, unit and time study worker type to be able to capture time study time as well as show codes available to staff that are in their profile.

C. Description of Support Services

The selected offeror shall provide the following support services:

- a. Maintain a disaster recovery plan and provide data protection.
- b. Provide and install new versions of the time study system software as they become available at no additional cost.
- c. Enter changes to the time study system as necessitated by program revisions or state requirements. Make necessary updates to the system within the limitation of the contract budget, including new labels on time study fields to align with the JPD time study.
- d. Update time study with basic data, grant programs, activity codes, etc.
- e. Load/assist with initial participant and reviewers' access to system.
- f. Prepare and send a "welcome" email to participants, prepare instructions for completing the time study and login information to go with the email.

- g. Provide time study paper printouts, if requested.
- h. Provide and post on-line customized quick video tutorials on how to complete the time study and how supervisors approve the time study.
- i. Assist JPD to prepare for State and Federal audits related to Title IV-E.

On an annual basis, the selected offeror shall provide the following services:

- a. Maintain a web-based time-study module according to the specifications provided by JPD and make necessary changes as requested by JPD, within the limitations of the contract funded amount.
- b. Host the website and servers in a secure environment.
- c. Manage website content.
- d. Support audit from CDSS or other agencies

D. Training Requirements

- a. The selected offeror shall provide initial system training JPD's deputy probation officers, social workers, IT staff, and administrators. Training must be completed three weeks prior to the beginning of the first sample quarter.
- b. Title IV-E Pre-Placement case plan training and coaching for users who are not accurately documenting reasonable candidacy.
- c. During the term of the contract, the selected offeror shall provide on-demand, web-based training for all new JPD staff added to the quarterly rosters and any existing workers who request a refresher. The goal of this training is to ensure time study participants understand how to use the time study system.
- d. On-site training – how to accurately complete the Title IV-E time study.

E. Reporting Requirements and Deliverables

- a. Ad hoc reports as requested by JPD
- b. Time study system procedure manual (to be updated as needed)
- c. Time study instructions for participants (to be updated as needed)
- d. User guides and administrator guides easily accessible within the program
- e. Training evaluation findings
- f. Audit Reports

F. Service and Outcome Objectives

1. Service Objectives

The selected offeror will meet the following service objectives:

- a. Allows for creation and maintenance of up to 50 user accounts.
- b. Add and update time study codes as new codes and definitions are released within 30 days.
- c. Ad Hoc and CEC claim reports should be available at any time.
- d. Responds to technical questions within two business days.
- e. Maintain a minimum of 99% uptime.

2. Outcome Objectives

The selected offeror will meet the following outcome objectives:

- a. 100% accuracy of output file reports of study results which include participant, job class, and activity code.
- b. 100% accuracy of collection and incorporation of all time study related data into the CEC and Ad Hoc Reports.

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals must be received by **5:00 p.m. Pacific Standard Time (PST) on June 18, 2018.**

Proposers shall submit one (1) electronic PDF copy of the proposal clearly marked with the RFP number and title to: **elena.baranoff@sfgov.org and JPD.RFP@sfgov.org.** The electronic PDF copy must be received on or prior to the deadline to be considered a timely submission. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered. Supplemental documents or revisions after the deadline will not be accepted.

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

B. Format

For word processing documents, text should be unjustified (i.e., with a ragged-right margin) using a 12-point serif font (e.g., Times New Roman, and not Arial), and page margins should be at least 1" on all sides (excluding headers and footers). There is no limitation on line spacing (i.e. single or double).

C. Content

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

1. **RFP Cover Page – use form provided in Section IX (page 16)**

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

2. **Table of Contents – use form provided in Section X (page 17)**

Respondents are to use the Page Number Form provided (Section X) as the submission table of contents. This form will also be used to assist the review panel in finding the information in the response that corresponds to the evaluation criteria.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Acute Psychiatric Inpatient Program Services for Adults

Funding Source: General Fund, Medi-Cal

PSC Duration: 4 years 25 weeks

PSC Amount: \$1,764,000

1. Description of Work

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

Contractor will provide acute psychiatric inpatient program services for adults, including psychiatric evaluation, hospital services, and physician/psychologist services. Prior to admission, each patient requiring psychiatric evaluation will receive a comprehensive assessment by a licensed clinician. Upon admission, each patient will receive a thorough psychiatric evaluation by an attending physician/psychologist within 24 hours of admission. Hospital services will include bed-and-board and ancillary services, including use of hospital facilities, customary routine laboratory work, medical social services, all appropriate medications, a 10-day supply of prescribed psychiatric medications upon discharge, biologicals, supplies, appliances, and equipment, nursing, pharmacy and dietary services, administrative services, and routine diagnostic and therapeutic services as required.

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

These services are necessary to treat clients which require inpatient psychiatric care, as these clients are not always transported to ZSFG, and/or Zuckerberg San Francisco General (ZSFG) does not always have the capacity to serve them due to limited facilities. Failure to contract with other hospitals providing these services would eliminate a payment mechanism used to pass through Medi-Cal funding from the State and would put the County out of compliance with the State. Not treating these clients would not only likely result in worsening of the clients' illnesses up to and including physical injury and death to themselves and/or others. In addition, it would also be likely to expose the City to lawsuits.

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.

PSC 2013-08/09

D. Will the contract(s) be renewed?

Yes, as funding is available.

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

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

B. Explain the qualifying circumstances:

The City has responsibility for clients/patients under its jurisdiction who have been enrolled in Medi-Cal in San Francisco regardless of where they receive services. When clients require inpatient psychiatric hospitalization services at non-City facilities, the City must pay for these services, and this (these) contract(s) provide a method to pass through Federal and State Medi-Cal monies to the hospital(s). Clients may become hospitalized at non-City facilities for a variety of reasons, which may range from the need arising while they were receiving non-psychiatric care at the same hospital, because the hospital was nearest, or because of temporary capacity issues at ZSFG.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must be able to provide the needed services with all appropriate and required licensures, certifications, facilities and staffing [including locked unit(s)], be available 24 hours a day, 7 days a week, and be willing and able to collaborate with the Department and comply with Department policies and procedures.

B. Which, if any, civil service class(es) normally perform(s) this work? 2305, Psychiatric Technician; 2306, Senior Psychiatric Orderly; 2574, Clinical Psychologist; 2920, Medical Social Worker; 2922, Senior Medical Social Worker; 2935, Sr Marriage, Fam & Cld Cnslr;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide facilities and equipment sufficient to provide the needed services to patients brought to the hospital by police, families, or other sources.

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

The City continues to provide brief intensive inpatient psychiatric treatment at ZSFG, and for Medi-Cal clients, through the San Francisco Health Network may also refer patients to other hospitals.

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

A. Explain why civil service classes are not applicable.

While the classes listed in this PSC are those which normally perform the needed services, they are not applicable because they are already utilized at ZSFG. In those instances in which other hospitals receive and serve clients who are the financial responsibility of the City under Medi-Cal, the contract(s) provide a mechanism to pass through Federal-State Medi-Cal monies to those hospitals as required and to be able to monitor the services provided.

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 civil service classes which perform the needed work.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training of City employees is not included in the services to be provided under this PSC.
- C. Are there legal mandates requiring the use of contractual services?
Yes. The City is required to pay other providers who provide services to clients who have been enrolled in Medi-Cal in San Francisco.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 01/05/2018, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous

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

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

Address: 101 Grove Street, Room 405 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44766 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/10/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, January 05, 2018 5:32 PM
To: Hale, Jacquie (DPH); peter.masiak@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Hale, Jacquie (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44766 - 17/18

RECEIPT for Union Notification for PSC 44766 - 17/18 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 44766 - 17/18 for \$1,764,000 for Initial Request services for the period 01/01/2018 – 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/10550> 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
Department of Public Health, Community Behavioral Health Services
Attachment A: Questions 5. C and D
California Welfare and Institutions Code

Question 5. C. Legal Requirements Mandating the Use of Contractual Services

5000. This part shall be known and cited as the Lanterman-Petris-Short Act (5000-5550).

5120. It is the policy of this state as declared and established in this act and in the Lanterman-Petris-Short Act that the care and treatment of mental patients be provided in the local community. In order to achieve uniform statewide implementation of the policies of this act, it is necessary to establish the statewide policy that, notwithstanding any other provision of law, no city or county shall discriminate in the enactment, enforcement, or administration of any zoning laws, ordinances, or rules and regulations between the use of property for the treatment of general hospital or nursing home patients and the use of property for the psychiatric care and treatment of patients, both inpatient and outpatient.

Health facilities for inpatient and outpatient psychiatric care and treatment shall be permitted in any area zoned for hospitals or nursing homes, or in which hospital and nursing homes are permitted by conditional use permit.

5600. This part shall be known as cited as the Bronzan-Mccorquodale Act (5600-5772).

5600.2 To the extent resources are available, public mental health services in this state should be provided to priority target populations, in systems of care that are client centered, culturally competent and fully accountable and which include the following factors: a. Client Centered Approach. All services and programs designed for persons with mental disabilities should be client centered, in recognition of varying individual goals, diverse needs, concerns, strengths, motivations, and disabilities. Persons with mental disabilities: (4) Should receive treatment and rehabilitation in the most appropriate and least restrictive environment, preferably in their communities

5652.5 Each county shall utilize available private and private non-profit mental health resources and facilities in the county prior to developing new county operated resources or facilities when these private and private non-profit resources or facilities are of at least equal quality and cost as county-operated resources and facilities and shall utilize available county resources and facilities of at least equal quality and cost prior to new and private nonprofit resources and facilities. All the available local public or private and private nonprofit facilities shall be utilized before state hospitals are used.

5653 Optimum use shall be made of appropriate and local public and private organizations, community professional personnel, and state agencies. Optimum use shall also be made of federal, state, county and private funds which may be available for mental health planning. In order that maximum utilization be made of federal and other funds made available to the Department of Rehabilitation, the Department of Rehabilitation may serve as a contractual provider under the provisions of a county plan of vocational rehabilitation services for the mentally disordered.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 2013-08/09)

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

Type of Service: Behavioral health services in locked facilities

Funding Source: General fund, state and fed fund

PSC Original Approved Amount: \$70,000,000

PSC Original Approved Duration: 07/01/09 - 12/31/69 (0 sec)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/14-12/31/14 (45 years 1 week)

PSC Mod#2 Amount: \$53,996,748

PSC Mod#2 Duration: 07/01/14-06/30/18 (3 years 25 weeks)

PSC Cumulative Amount Proposed: \$123,996,748

PSC Cumulative Duration Proposed: 9 years 1 day

1. Description of Work

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

Contractor will provide psychiatric care to adults and/or older adults in 24-hour licensed Skilled Nursing Facilities and/or locked adult facilities and/or Mental Health Rehabilitation Centers (MHRCs) for individuals with psychiatric, medical and/or behavior problems, as well as individuals with neurobehavioral diagnoses with a primary diagnosis of dementia, and who may be significantly physically disabled (e.g., requiring the use of a wheelchair, walker or cane and/or with hearing or speech impairment(s)). Admission is for San Francisco residents, primarily by direct placement from acute psychiatric inpatient unit(s).

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

Services are necessary to treat clients with psychiatric, medical and/or behavior problems, as well as clients with neurobehavioral diagnoses with a primary diagnoses of dementia. Severe and/or chronically ill clients who are not treated expose the City to lawsuits and disallowance of funds by State for failing to expend funds within State legislative guidelines. The City does not have facilities that provide those services. Denial of these services will result in an increase of harm to those clients and possibly to others, and may expose de City to lawsuits and disallowance of funds by the State for failing to expand funds within State guidelines.

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

Services have been provided in the past through earlier PSC request. See 2013-08/09

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:

2. Reason(s) for the Request

A. Display all that apply

Explain the qualifying circumstances:
no response from department

B. Reason for the request for modification:

To extend the term of the PSC to match contract and to request additional funding approval

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have a State-licensed and Commission-approved facility with trained and licensed staff as applicable to provide psychiatric care to adults and/or older adults in 24-hour licensed skilled nursing facilities and/or locked adult facilities and/or Mental Health Rehabilitation Center (MHRC) for individuals with psychiatric, medical and/or behavior problems, as well as for individuals with neurobehavioral diagnoses with a primary diagnosis of dementia, (See attachment)

B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2230, Physician Specialist; 2232, Senior Physician Specialist; 2305, Psychiatric Technician; 2320, Registered Nurse; 2328, Nurse Practitioner; 2574, Clinical Psychologist; 2706, Housekeeper/Food Service Clnr; 2822, Health Educator; 2910, Social Worker; 2920, Medical Social Worker; 2930, Psychiatric Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractors will provide services in licensed and approved facilities, as required by State law.

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.

While SFGH is the largest provider of acute psychiatric care and the only San Francisco provider of psychiatric emergency care, including inpatient psychiatric units which are culturally and ethnically focused, and is able to provide the needed services in 59 beds at the San Francisco Behavioral Health Center (SFMHC) on the SFGH campus for these patients who have complex, sub-acute medical problems in addition to their primary psychiatric diagnosis, (please see attachment)

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, civil service classes already exist and are utilized to provide a portion of these services at the San Francisco Behavioral Health Center on the SFGH campus.

6. Additional Information

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

No.

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

7. Union Notification: On 08/06/14, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; Professional & Tech Engrs, Local 21; 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 Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2013-08/09

DHR Analysis/Recommendation:

04/06/2015

Commission Approval Required

Approved by Civil Service Commission

04/06/2015 DHR Approved for 04/06/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As needed information technology services for the Technology Marketplace, including but not li

Funding Source: Department budgets

PSC Duration: 5 years

PSC Amount: \$100,000,000

1. Description of Work

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

As needed information technology services for the Technology Marketplace, including but not limited to system design, business analysis, software as a service, training, and hardware maintenance.

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

The contracts will be to create a pool of prequalified vendors, which will help expedite the procurement of technology solutions. Outside expertise is needed, especially for projects involving new technology, to supplement the skills provided by City employees and to provide knowledge transfer to City departments. If denied, the process and timeframes required to procure new systems and implement solutions will be greatly expanded, which is a great concern in the area of information technology (IT) where technology is constantly and rapidly changing.

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 been provided through a Personal Services Contract.

D. Will the contract(s) be renewed?

Yes, if the services will continue to be needed.

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

See attached training and duration memorandum.

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:

Services are required on an as-needed basis, and performed on a project by project basis and are for services City staff cannot perform because they lack the required skills, expertise, or certifications. In some cases, warranties preclude employees other than the vendor's working on the software/device.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Many highly specialized professional and technical skills are required on an as needed basis, varying with each project. Knowledge of specific types of hardware and

software, business/IT analytical skills and programming experience for new applications are needed to update, create and implement IT solutions. Some projects will also require specific equipment/knowledge certifications granted by IT manufacturers.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admn III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Training may occur at vendor's facility. Additionally, the products or equipment may be temporarily warehoused at vendor's facility.

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

These specialized services are not available from resources within the City.

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

- A. Explain why civil service classes are not applicable.
Portions of the work may be performed by some of the listed classifications, depending on the department's needs and project type. The work contemplated under this Personal Services Contract is for work that the listed classification cannot perform because they lack the required skills, expertise, or certifications. Also the work will be intermittent, highly skilled and highly specialized for as needed projects. Access to highly skilled expertise will lead to knowledge transfer of most recent best practices and technology.
- 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. Projects and expertise will vary.

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

7. **Union Notification:** On 05/07/2018, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44114 - 17/18

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 07/10/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, May 07, 2018 6:12 PM
To: Lubamersky, Joan (ADM); tmathews@ifpte21.org; kschumacher@ifpte21.org;
kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org;
L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44114 - 17/18

RECEIPT for Union Notification for PSC 44114 - 17/18 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 44114 - 17/18 for \$100,000,000 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:

<http://apps.sfgov.org/dhrDrupal/node/11015> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)



OFFICE OF THE CITY ADMINISTRATOR



Mark E. Farrell, Mayor
Naomi M. Kelly, City Administrator

May 7, 2018

MEMORANDUM

TO: Civil Service Commission
FROM: *Joan Lubamersky*
Joan Lubamersky, GSA Contract Coordinator

SUBJ: Personal Services Contract request for Technology Marketplace

This memorandum is to provide information concerning training and the five year duration of subject request from the Office of Contract Administration (OCA) for the Technology Marketplace.

Training

The trainings vary according to the project. Since the Technology Marketplace is an as-needed request with services to be used by multiple departments for projects not yet known, we are unable to provide a number of training hours.

Duration

The duration of this request is an optimal time considering the work required to research the market, create a multi-tier RFP and evaluate a pool of vendors.

We would be pleased to provide additional information.

Copy to: Daniel Sanchez, Office of Contract Administration

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM Dept. Code: ADM

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

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

Type of Service: As needed information technology services, including system design, business analysis, softwar

Funding Source: departmental budgets PSC Duration: 6 years
PSC Amount: \$80,000,000 PSC Est. Start Date: 01/01/2014 PSC Est. End Date: 12/31/2019

1. Description of Work

A. Scope of Work:

As-needed, project specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment.

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

These contracts include prequalified vendors to help expedite the procurement of technology solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. If denied, the process and timeframes required to procure new systems and implement solutions will be greatly expanded.

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.

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

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# 4062-13/14

DHR Analysis/Recommendation:

01/06/2014

Commission Approval Required

DHR Approved for 01/06/2014

Approved by Civil Service Commission with conditions -67-

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Many highly specialized professional and technical skills are required on an as needed basis, depending on the project. Knowledge of specific types of hardware and software, business/IT analytical skills and programming experience for new application are needed to update, create and implement IT solutions.

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

104X,105X,106X,109X,

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

Training may occur on the City department location or, on occasion at the contractor's facilities. Additionally, the products or equipment may be temporarily warehoused at contractor's facilities.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Portions of the work may be performed by some of the following classifications, depending on the department's needs and project type.

This work is intermittent, highly skilled and highly specialized for as needed projects.

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

No. Technology changes too rapidly.

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

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

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Assessor-Recorder Data System

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$1,000,000

1. Description of Work

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

The Office of the Assessor-Recorder performs important City functions such as locating all taxable property in the City and identifying ownership, establishing taxable value, listing the value of all property on the assessment roll, maintaining public records, collecting revenues from the recording of legal documents and ensuring the equality of all assessments. This project is a multi-phase endeavor by the Assessor-Recorder to secure and modernize the City's recorder function by replacing the existing legacy system that performs the department's recording functions such as: archiving, cashiering, document scanning, fulfillment of requests for official records, indexing/data entry and verification, mail management, recording, and redaction. The selected vendor will be asked to provide development, configuration, and implementation of the proposed software solution; required professional services to implement the new system; and ongoing support and maintenance.

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

The current recorder system was purchased by a company that will not support the system once the contract expires in June 2020. The Assessor-Recorder must replace the system in order to continue provide a recorder function. A denial of this request would result the Assessor-Recorder using a data system that is old and would not be supported. The functions of the Assessor-Recorder are vital to the City's economy.

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

These services were provided under contract approved by the Civil Service Commission, but this is the first time the Assessor will take on such services.

D. Will the contract(s) be renewed?

Unknown. The Assessor may require 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):

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

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

REASON FOR CHECKING OTHER:

Need to replace an outdated legacy software system using proprietary software. This is a one time project plus ongoing maintenance if necessary.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expert functional and technical knowledge of the Recording System solution suite of products and experience with similar projects in California. The selected product will be a commercial of the shelf proprietary solution that will be implemented by the software vendor.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1054, IS Business Analyst-Principal; 1062, IS Programmer 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?

These services are not available through resources within the City and City employees do not have access to the proprietary software system.

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

- A. Explain why civil service classes are not applicable.
Civil services classifications do not have the expertise in the design of an integrated recording system. City employees will manage the system once in production. The vendor will be installing proprietary software that must be implemented and maintained by the vendor in order to maintain the warranty and receive their ongoing maintenance and support.
- 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 vendor will be installing proprietary software that must be implemented by the vendor in order to maintain the warranty and receive their ongoing maintenance.

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. See memorandum attached.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. **Union Notification:** On 05/07/2018, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48131 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/10/2018

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, May 07, 2018 4:35 PM
To: Lubamersky, Joan (ADM); tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48131 - 17/18

RECEIPT for Union Notification for PSC 48131 - 17/18 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 48131 - 17/18 for \$1,000,000 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/10965> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)



OFFICE OF THE CITY ADMINISTRATOR



Mark E. Farrell, Mayor
Naomi M. Kelly, City Administrator

May 7, 2018

MEMORANDUM

TO: Civil Service Commission

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

SUBJ: Training Memorandum, Assessor - PSC 48131 17.18

It is estimated that 24 City employees are to receive training. The vendor will provide the training plan according to their software solution and standard practice. The primary purpose of the training will be to teach City staff how to perform their primary functions using the new system. The training classes will total 4-8 hours for each employee.

The contractor will provide the following training:

Classification	Number of employees	Describe training	Number of hours of training to be provided
1752	1	End user training	4-8 hours
4213	7	End user training	4-8 hours
4214	6	End user training	4-8 hours
4215	9	End user training	4-8 hours
4216	1	End user training	4-8 hours
4310	1	End user training Administration tools	4-8 hours
1822	1	End user training Administration tools	4-8 hours 4-8 hours
1632	1	End user training, training on how to run reports on the new system.	2 hours
16454	1	End user training, training on how to run reports on the new system	2 hours
09xx (Manager series)	4	End user training, Administration tools	4-8 hours 4-8 hours
1053	1	End user training Administration tools	4-8 hours 4-8 hours

Please let me know if you have any questions. Joan.Lubamersky@sfgov.org; 415-554-4859.

Thank you for your consideration.

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 46266 - 14/15)

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

Type of Service: Peer-to-Peer Employment and Peer Specialist Mental Health Certificate Programs

Funding Source: Mental Health Services Act

PSC Original Approved Amount: \$15,260,000

PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)

PSC Mod#1 Amount: \$12,000,000

PSC Mod#1 Duration: 07/01/20-06/30/21 (1 year)

PSC Cumulative Amount Proposed: \$27,260,000

PSC Cumulative Duration Proposed: 6 years 1 day

1. Description of Work

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

The programs will provide specialized classroom training and employment support for over 150 consumers on an annual basis who wish to provide peer counseling services. Peers are defined as individuals with personal lived experience who are consumers of mental health services, former consumers, or family members of consumers. Peers utilize their lived experienced in peer counseling settings to benefit the wellness and recovery of the clients being served. These peers will provide peer counseling support to over 400 unduplicated clients in the mental health system. In collaboration with Behavioral Health Services (BHS) and consumers, the contractor will be responsible for the reorganization of the current peer-to-peer services and the implementation of a cohesive and collaborative peer-to-peer system. The contractor will be responsible for developing a peer-to-peer delivery system that promotes best practices, shared resources, and advancement opportunities for peers and quality-driven peer-to-peer services for behavioral health consumers. The contractor will also provide up-to-date and nationally recognized practices providing specialized curriculum in the field of peer counseling. The contractor will work in collaboration with BHS programs, the Department of Rehabilitation, other stakeholders and the broader Bay Area community.

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

The Mental Health Services Act (MHSA) requires that the input of consumers/clients/patients and their families play a significant role in the development of MHSA-funded programs, and as a result, their invaluable input has informed the development of this program. If this request is denied, peers who wish to enter the peer counseling workforce will not be able to do so, may not be able to find other employment due to their diagnoses, and their recovery may be adversely affected, which may lead to a de-compensation of their condition, placing a heavier burden both on themselves and on the mental health care system, while also denying the City an improved infrastructure in which to provide mental health treatment by utilizing peers to provide counseling support.

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

yes

D. Will the contract(s) be renewed?

Yes.

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

Based on available Mental Health Services Act (MHSA) funding, the Department expects the need for these services to continue for the next five years.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The nature of the needed services is to operate a program for and by peers to provide training to enable peers to provide counseling support for peers. Peers are people with personally lived experience of severe mental illness and as consumers of mental health services, former consumers, or family members of consumers. Their experience with mental illness and as consumers in the mental health system are resources the City does not have the capacity to provide. In addition, funding is variable, depending on the award of grants from the State which conform to the State's expectations for the involvement of peers at every level and phase of the program, as described earlier.

B. Reason for the request for modification:

To extend term and increase amount

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: In collaboration with BHS and consumers, the contractor will be responsible for the design and implementation of a cohesive and collaborative system of peer services to recruit, employ, train, place, support and supervise peer-to-peer staff within the Department of Public Health (DPH), BHS and community settings. The provider will also implement and evaluate the service delivery system and peer-to-peer services that are received by behavioral health consumers. The contractor must utilize several evidenced-based practices for the consumers receiving peer support services; support groups and activity groups on evidenced-based topics such as self-help, chronic disease self-management, Wellness Recovery Active Planning (WRAP), Seeking Safety, Illness (Wellness) Management and Recovery (IMR), basic psycho-education on the Wellness and Recovery principles, Emotional CPR, and more.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, to the extent that services will need to be housed in a facility (building) and utilize the equipment necessary for routine operations of the program.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The services require technical expertise and skills to employ and train peer counselors with severe mental illness. Peers are individuals with personally lived experience of severe mental illness who are consumers of mental health services, former consumers, or family members of consumers. Severe mental illness may include diagnoses such as schizophrenia, borderline personality disorder, bipolar disorder, clinical depression or anxiety, and/or post traumatic stress disorder.

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 intermittent as funded by the State and requires specialized knowledge and skills and expertise. As noted above, the needed services require technical expertise and skills to employ and train peer counselors with severe mental illness. (See attachment for full response)

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.

This is a training program for consumers of mental health services who wish to become certified peer counselors to provide support of consumers in the mental health system. Peers are individuals with personally lived experience who are consumers of mental health services, former consumers, or family members of consumers.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 05/23/18, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46266 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/10/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Wednesday, May 23, 2018 7:05 PM
To: Hale, Jacquie (DPH); tekpro49@comcast.net; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; mathews.timothy@gmail.com; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46266 - 14/15 - 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 \$12,000,000 for services for the period July 1, 2020

– June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/11085>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Peer-to-Peer Employment and Peer Specialist Mental Health Certificate Programs

Funding Source: Mental Health Services Act PSC Duration: 5 years 1 day
PSC Amount: \$15,260,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/30/2020

1. Description of Work

A. Scope of Work:

The programs will provide specialized classroom training and employment support for over 150 consumers on an annual basis who wish to provide peer counseling services. Peers are defined as individuals with personal lived experience who are consumers of mental health services, former consumers, or family members of consumers. Peers utilize their lived experienced in peer counseling settings to benefit the wellness and recovery of the clients being served. These peers will provide peer counseling support to over 400 unduplicated clients in the mental health system. In collaboration with Behavioral Health Services (BHS) and consumers, the contractor will be responsible for the reorganization of the current peer-to-peer services and the implementation of a cohesive and collaborative peer-to-peer system. The contractor will be responsible for developing a peer-to-peer delivery system that promotes best practices, shared resources, and advancement opportunities for peers and quality-driven peer-to-peer services for behavioral health consumers. The contractor will also provide up-to-date and nationally recognized practices providing specialized curriculum in the field of peer counseling. The contractor will work in collaboration with BHS programs, the Department of Rehabilitation, other stakeholders and the broader Bay Area community.

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

The Mental Health Services Act (MHSA) requires that the input of consumers/clients/patients and their families play a significant role in the development of MHSA-funded programs, and as a result, their invaluable input has informed the development of this program. If this request is denied, peers who wish to enter the peer counseling workforce will not be able to do so, may not be able to find other employment due to their diagnoses, and their recovery may be adversely affected, which may lead to a de-compensation of their condition, placing a heavier burden both on themselves and on the mental health care system, while also denying the City an improved infrastructure in which to provide mental health treatment by utilizing peers to provide counseling support.

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. The services were previously provided under 4156-09/10.

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

2. Union Notification: On 04/11/2015, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46266 - 14/15

DHR Analysis/Recommendation:

06/15/2015

Commission Approval Required

DHR Approved for 06/15/2015

-84 Approved by Civil Service Commission with Conditions

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

In collaboration with BHS and consumers, the contractor will be responsible for the design and implementation of a cohesive and collaborative system of peer services to recruit, employ, train, place, support and supervise peer-to-peer staff within the Department of Public Health (DPH), BHS and community settings. The provider will also implement and evaluate the service delivery system and peer-to-peer services that are received by behavioral health consumers. (Continued on attachment)

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, to the extent that services will need to be housed in a facility (building) and utilize the equipment necessary for routine operations of the program.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The services require technical expertise and skills to employ and train peer counselors with severe mental illness. Peers are individuals with personally lived experience of severe mental illness who are consumers of mental health services, former consumers, or family members of consumers. Severe mental illness may include diagnoses such as schizophrenia, borderline personality disorder, bipolar disorder, clinical depression or anxiety, and/or post traumatic stress disorder.

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

No. The work is intermittent as funded by the State and requires specialized knowledge and skills and expertise. As noted above, the needed services require technical expertise and skills to employ and train peer counselors with severe mental illness. Peers are individuals with personally lived experience of severe mental illness who

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/20/2015 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4045-04/05)

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

Type of Service: Reimbursement and revenue optimization services

Funding Source: DPH - Community Health Network F

PSC Original Approved Amount: \$1,300,000

PSC Original Approved Duration: 04/01/05 - 03/31/10 (4 years 52 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 04/01/10-03/31/14 (4 years 1 day)

PSC Mod#2 Amount: \$2,500,000

PSC Mod#2 Duration: 04/01/14-03/31/19 (5 years 1 day)

PSC Mod#3 Amount: \$1,200,000

PSC Mod#3 Duration: no duration added

PSC Mod#4 Amount: \$2,000,000

PSC Mod#4 Duration: no duration added

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

PSC Mod#5 Duration: 04/01/19-03/31/22 (3 years 1 day)

PSC Cumulative Amount Proposed: \$12,000,000

PSC Cumulative Duration Proposed: 17 years 2 days

1. Description of Work

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

Generation of highly specialized step-down cost reports to allocate administrative and other costs to revenue-generating units of San Francisco General Hospital, Laguna Honda Hospital, and the Health At Home agency, along with financial consultation services for specific areas of hospital operations to optimize DPH's revenues and reimbursements within the regulations and instructions of Medicare, Medi-Cal and other third-party insurers.

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

These services enable DPH to file annual cost reports to third party insurers and maximize its revenues from non-City revenue sources. Denial of services could result in lost revenue and reduction of services to the City.

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

yes

D. Will the contract(s) be renewed?

Yes, as funding is available

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
This modification will extend the duration of the PSC to correspond to a contract amendment extending contract term to the maximum stated in the RFP.

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

The department does not currently have the additional resources to perform these services

- B. Reason for the request for modification:
increase amount and extend term

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: At least eight years of experience with health care industry regulations (as changes in regulations and rulings on the interpretation of these regulations can be retroactive for as many as seven years), working with governmental teaching hospitals and Medicare and Medi-Cal cost reports and other high-level, highly specialized regulatory issues, including at least five years of extensive experience in all aspects of financial accounting in the health care industry is necessary to perform the services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0923, Manager II; 0943, Manager VIII; 0955, Dep Dir 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.
The services require technical expertise to generate Federal and State step-down cost reports, the requirements for which are constantly changing. No civil service classification requires this specialized knowledge or expertise.
- 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 as-needed and requires highly specialized knowledge and expertise.

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

7. **Union Notification:** On 05/24/18, the Department notified the following employee organizations of this PSC/RFP request:
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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4045-04/05

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/10/2018

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Thursday, May 24, 2018 5:31 PM
To: Hale, Jacquie (DPH); camaguey@sfmea.com (contact); staff@sfmea.com; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4045-04/05 - 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 \$5,000,000 for services for the period April 1, 2019

– March 31, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1099>

Email sent to the following addresses: staff@sfmea.com camaguey@sfmea.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 4045-04/05)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Reimbursement and revenue optimization servicesFunding Source: DPH - Community Health Network FPSC Original Approved Amount: \$1,300,000 PSC Original Approved Duration: 04/01/05 - 03/31/10 (4 years 52 weeks)PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 04/01/10-03/31/14 (4 years 1 day)PSC Mod#2 Amount: \$2,500,000 PSC Mod#2 Duration: 04/01/14-03/31/19 (5 years 1 day)PSC Mod#3 Amount: \$1,200,000 PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: \$2,000,000 PSC Mod#4 Duration: no duration addedPSC Cumulative Amount Proposed: \$7,000,000 PSC Cumulative Duration Proposed: 14 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Generation of highly specialized step-down cost reports to allocate administrative and other costs to revenue-generating units of San Francisco General Hospital, Laguna Honda Hospital, and the Health At Home agency, along with financial consultation services for specific areas of hospital operations to optimize DPH's revenues and reimbursements within the regulations and instructions of Medicare, Medi-Cal and other third-party insurers.

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

These services enable DPH to file annual cost reports to third party insurers and maximize its revenues from non-City revenue sources. Denial of services could result in lost revenue and reduction of services to the City.

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 4045-04/05

D. Will the contract(s) be renewed?

Yes, as funding is available

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

This modification will extend the duration of the PSC to correspond to a contract amendment extending contract term to the maximum stated in the RFP.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The department does not currently have the additional resources to perform these services

B. Reason for the request for modification:

to increase amount to accurately reflect need

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: At least eight years of experience with health care industry regulations (as changes in regulations and rulings on the interpretation of these regulations can be retroactive for as many as seven years), working with governmental teaching hospitals and Medicare and Medi-Cal cost reports and other high-level, highly specialized regulatory issues, including at least five years of extensive experience in all aspects of financial accounting in the health care industry is necessary to perform the services.

B. Which, if any, civil service class(es) normally perform(s) this work? 0923, Manager II; 0943, Manager VIII; 0955, Dep Dir 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.

The services require technical expertise to generate Federal and State step-down cost reports, the requirements for which are constantly changing. No civil service classification requires this specialized knowledge or expertise.

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 as-needed and requires highly specialized knowledge and expertise.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
no training involved

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

No.

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

No.

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

No.

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

Toyon Associates

7. **Union Notification:** On 03/02/15, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association;

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

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4045-04/05

DHR Analysis/Recommendation:

06/01/2015

Commission Approval Required

Approved by Civil Service Commission

06/01/2015 DHR Approved for 06/01/2015