



Mark Farrell  
Mayor

Micki Callahan  
Human Resources Director

Date: June 28, 2019

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Joyce Kimotsuki, CON  
Alexander Burns, DPW  
Maureen Singleton, LIB  
Amy Nuque, MTA  
Bill Irwin / Daniel Kwon, PUC  
Sean McFadden, REC  
Marissa Bloom, ECN  
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains seventeen (17) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 19/20 to date:

Total of this Report	YTD Expedited Approvals FY2019-2020	Total for FY2019-2020
\$320,132,364	\$19,012,793	\$354,364,420

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**POSTING FOR**

July 15, 2019

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

2019-07-15

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
46073 - 18/19	CONTROLLER	\$8,000,000.00	Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.	July 15, 2019	June 30, 2024	REGULAR
41838 - 18/19	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$800,000.00	Provide technical assistance on how to structure a Public Private Partnership (P3) project, which involves the joint development of a public asset (building) and private asset (private development), all performed under one Developer Agreement. This will include advising on the procurement strategy, assisting with terms of the Development Agreement, Exclusive Negotiating Agreements, and the long-term lease. Will integrate all financial and legal aspects of the Development Agreement into the technical and commercial terms of the construction and maintenance support services of the public and private assets.	October 1, 2019	April 1, 2023	REGULAR
41873 - 18/19	PUBLIC LIBRARY	\$2,500,000.00	Provide online, live tutoring/homework help to students, elementary through college entry level, as well as adult learners, of the Public Library seven days a week from 2:00-9:00PST, at the library, home or other locations with computer access. Tutoring services will include Spanish and/or Cantonese Language assistance in math and science subjects as well as English in all subjects.	January 31, 2020	February 28, 2029	REGULAR
46973 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$3,500,000.00	Thales shall provide SFMTA the Base Support Services described herein to secure the reliability of the Automatic Train Control System (ATCS) for its design life by obtaining from Contractor maintenance support services.  Base Support Services: <ul style="list-style-type: none"> <li>• Maintenance Services Management</li> <li>• On-Call Remote Support</li> <li>• Emergency On-Site Support</li> <li>• Remote Technical Support</li> <li>• Obsolescence Management Report</li> <li>• Software Updates and Hardware Upgrades</li> <li>• Planned Software Releases</li> <li>• Semi-Annual Support Visits</li> <li>• Refresher Training Sessions</li> <li>• ATCS Asset Evaluation</li> </ul>	July 1, 2019	June 30, 2026	REGULAR
49842 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$1,500,000.00	Detailed facility and fleet assessment to address the following topics: a) maintenance facilities assessments, b) total power required at each facility, c) upgrades required to convert each of the facilities to accommodate battery electric buses, d) coordination with Pacific Gas and Electric (PG&E), San Francisco Public Utilities Commission (SFPUC), and all other stakeholders, e) review of the existing bus yard management practices and recommended best practices for operating battery electric buses out of each facility, f) schedule of cost and timeline for converting the facilities, g) proposal for a backup power solution at each facility, h) recommendation on ratio of replacement of	August 1, 2019	July 1, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			hybrid and trolley coaches with battery electric coaches, i) options available to use the existing overhead power distribution infrastructure, j) details needed to successfully submit the California Air Resources Board's (CARB) Zero Emission Bus (ZEB) Rollout Plan.			
46090 - 18/19	PUBLIC UTILITIES COMMISSION	\$6,300,000.00	<p>During the wet weather season (October 15th to April 15th), the contractor is responsible for providing sites for the beneficial use of biosolids.</p> <p>The contractor works with ranchers and farmers to use biosolids as a fertilizer. The contractor secures all necessary permitting required for the use of biosolids as a fertilizer. Fees for permitting are paid by the contractor. The contractor manages the agronomic application of biosolids so that nitrogen added to fields does not exceed crop uptake needs. When sufficient biosolids have been added to a field to meet its nitrogen needs, the contractor moves the application operation to a new field. When moving to a new field, the contractor is responsible for coordinating with the trucking contractor for the transportation of biosolids to the new location. The contractor is responsible for the spreading and discing (incorporation) of the biosolids on each field. Coordination with the ranchers, farmers, and the trucking contractor is the responsibility of the contractor.</p> <p>The contractor also secures agreements with landfills for the use of biosolids as an alternative daily cover or for disposal in the case where they cannot be reused. The contractor is responsible for coordinating between the trucking contractor and the landfill.</p> <p>The contractor secures agreements with a facility which can store biosolids until they can be used in certain counties which do not permit biosolids use during the wet weather season (October 15-April 15).</p>	June 1, 2019	May 30, 2024	REGULAR
40201 - 18/19	RECREATION AND PARK COMMISSION	\$5,000,000.00	Conduct pre-construction and construction management services for Recreation and Park Department bond projects. Potential Scope of Services includes constructability review, cost-estimating, project scheduling, testing services and construction management.	June 14, 2019	January 14, 2024	REGULAR

**TOTAL AMOUNT \$27,600,000**



Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For July 15, 2019****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2019-07-15

**APPLY**

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
49397 - 14/15 - MODIFICATIONS	July 15, 2019	PUBLIC UTILITIES COMMISSION -- PUC	\$170,000	\$470,000	Administer a program that sells discounted residential "laundry-to-landscape" graywater kits, rain barrels and cisterns and provides training and on-site consultation to participants on proper installation and use. Administration also to include program promotion, screening and verification of participant eligibility per San Francisco Public Utilities Commission (SFPUC) criteria, monthly reporting of program participation and progress.	01/01/2019	10/12/2023	REGULAR
36583 - 15/16 - MODIFICATIONS	July 15, 2019	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$375,000	\$950,000	The consultant will assist the Office of Economic and Workforce Development (OEWD) with designing, implementing, and transitioning the existing online Workforce Central (WFC) client tracking and performance management platform to integrate new federal Workforce Innovation and Opportunities Act (WIOA) provisions.	07/01/2020	06/30/2022	REGULAR
37184 - 18/19 - MODIFICATIONS	July 15, 2019	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$200,000	\$300,000	The Office of Economic and Workforce Development (OEWD), through its TechSF initiative, seeks to provide innovative information and communications technology (ICT) apprenticeship job placement and retention services for new and incumbent workers as well as pre-apprenticeship and other ICT training that supports jobseekers towards apprenticeship and other placement opportunities. The selected Contractor will provide a variety of services to San Francisco jobseekers and employers, to include but not limited to the following: maintain a co-branded online software solution and deploy a digital marketing campaign for TechSF Apprenticeship representation and industry engagement; provide retention services to jobseekers enrolled in registered apprenticeship programs; provide business services to employers serving as apprenticeship hosts; report data outcomes to OEWD to inform ongoing apprenticeship programming and services.	07/01/2019	12/31/2021	REGULAR
43499 - 17/18 - MODIFICATIONS	July 15, 2019	RECREATION AND PARK COMMISSION -- REC	\$1,065,000	\$2,565,000	Facilities capital planning software and associated facility assessment services for Recreation and Park assets and facilities, including storage, analysis and reporting of facility condition data on a proprietary software application.	09/02/2019	02/02/2021	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p><b>Scope Change:</b></p> <p>This request for a modification expands the existing scope of the contract. The original contract was for a Facility Condition Assessment to provide accurate data for capital bond planning purposes. As the Facility Assessment proceeded, and although requested prior to commencement of the assessment, it quickly became clear that the highly detailed data collection required for facility equipment information could not be completed within the time frame required for completion of the assessment for bond planning purposes. As such, the Facility Condition Assessment provides only partial facility equipment information and the detailed information required for equipment assessment and preventative maintenance planning and implementation must still be collected.</p>			
40587 - 17/18 - MODIFICATIONS	July 15, 2019	PUBLIC HEALTH -- DPH	\$154,291,200	\$292,051,200	<p>Contractors will provide services as part of the City's Adult/Older Adult Systems Of Care, including mental health outpatient, intensive case management, crisis stabilization, residential treatment services, supportive housing and other adjunct services (such as representative payee and income assistance advocacy) to the approximately 21,000 San Francisco residents who have serious mental illness and resulting significant functional impairments, including serious mood, schizophrenic/psychotic, anxiety, adjustment and other mental disorders, which may co-occur with substance use disorders and significant primary care, functional impairment and quality of life issues. In partnership with civil service staff, services provided by contractors provide flexible, integrated, seamless services based on the level and type of needs of the client, and responding as clients' needs change over time.</p>	01/01/2023	12/31/2027	REGULAR
49137 - 14/15 - MODIFICATIONS	July 15, 2019	PUBLIC HEALTH -- DPH	\$30,000,000	\$88,000,000	<p>Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training</p>	08/10/2018	12/31/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					simulations.			
					<p><b>Scope Change:</b></p> <p>The largest change to the scope is to provide for back-fill services for the readiness efforts for the SFDPH EHR project. Similar to what was done for the ZSFG rebuild project, the SFDPH EHR project will require back-fill staffing for nurses while they attend training on a new EHR. While the ZSFG project only affected the ZSFG campus, the SFDPH EHR project will cover all of the Department which includes Laguna Honda Hospital, the primary care clinics, and Jail Health. In addition, in the summer of 2017, the Department anticipates that the medical respite center will be fully functional, and will increase the need for qualified Certified Nursing Assistants (CNAs) to staff this program.</p>			
48427 - 17/18 - MODIFICATIONS	July 15, 2019	PUBLIC HEALTH -- DPH	\$22,400,000	\$42,800,000	<p>Work will include programs for Transition Age Youth (TAY) (16-24 years of age) who are hard to engage in services or socially excluded. These culturally appropriate mental health services will be provided by multiple contractors, which together form a System of Care to address the broad spectrum of needs and illnesses presented by these clients. Services will include full service partnership and intensive outpatient treatment activities; early psychosis intervention services; mental health assessment services; collateral and community based wrap-around services; and population-specific services for Black/African American, Asian and Pacific Islander, Latino/a and Mayan, homeless, and Lesbian, gay, bisexual, transgender, and questioning individuals. Work also will include providing employment for "peers," behavioral health clients with lived experience of mental illness and the mental health treatment system who perform specific peer-based activities for other clients/consumers of the behavioral health system.</p>	01/01/2023	12/31/2027	REGULAR
43897 - 14/15 - MODIFICATIONS	July 15, 2019	PUBLIC HEALTH -- DPH	\$448,000	\$848,000	<p>The contractor will develop a new Full Service Partnership program will be developed to support the stabilization and recovery of families in crisis who are also caring for children under the age of 5. The program will provide case management and therapeutic services to San Francisco's most vulnerable families, particularly those living in public housing developments.</p>	07/01/2020	06/30/2025	REGULAR
44670 - 16/17 - MODIFICATIONS	July 15, 2019	PUBLIC HEALTH -- DPH	\$22,400,000	\$38,400,000	<p>Mental Health Services Act (MHSA)-funded Prevention and Early Intervention (PEI) programs are designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, incarcerated youth and juvenile justice</p>	07/01/2021	06/30/2026	REGULAR



PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>system providers, adults and older adults who exhibit varying levels of risk of developing mental illness include severe psychosis, through peer outreach, screening and response, supportive services, consultation and training. Contractors will provide PEI services in two areas: --School-based Behavioral Health Services, including individual therapy and case management, group counseling, crisis intervention, leadership development, academic support, educational workshops, and family engagement, as well as regular mental health consultation for teachers, support staff and administrators at designated schools.</p> <p>--Population-focused Behavioral Health Services for Latino/a, Mayan, Native American and Socially Isolated Older Adults populations (initially referred to as holistic wellness prevention), including early needs identification and linkage to services; promotion of wellness and awareness to reduce the stigma associated with mental health care; and delivery of services responsive to community members in ways that are respectful and honor each person's heritage and cultural worldview.</p>			
47911 - 13/14 - MODIFICATIONS	July 15, 2019	PUBLIC HEALTH -- DPH	\$61,183,164	\$83,034,294	<p>Contractor(s) will provide four new crisis triage response teams to respond psychiatric emergency for children and youths age 17 and younger, and address and divert psychiatric crises before they will have major impact on communities and residents, and/or before they require emergency intervention or hospitalization. The services include crisis assessments, interventions, case management, medication support, clinical support, therapy.</p> <p>Two of the teams will focus on providing support to schools and youth centers, and the other two teams will focus on responding to community violence, trauma episodes, including homicides, critical shootings, stabbings, and suicides. The State is funding specifically for those services to reduce psychiatric emergency hospital stays among youths.</p>	07/01/2020	06/30/2025	REGULAR

**TOTAL AMOUNT \$292,532,364**

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: City Services Auditor Consulting Services

Funding Source: General Fund

PSC Duration: 4 years 50 weeks

PSC Amount: \$8,000,000

**1. Description of Work**

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

Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.

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

Proposition C, passed by the City's voters in November 2003, amending City Charter Section 3.105 to instruct the Controller to also serve as the City Services Auditor. Per Section F1 (112) of Appendix F, "the Controller shall be authorized to contract with outside, independent experts to assist in performing the requirements of this Appendix. In doing so, the Controller shall make good faith efforts as defined in Chapter 12D of the Administrative Code to comply with the provisions of Chapter 12 et seq. of the Administrative Code, but shall not be subject to the approval processes of other City Agencies."

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 through PSC 48282-17/18 and PSC 48282-17/18 Modification 1.

D. Will the contract(s) be renewed?

Contracts are not intended to be ongoing or long-term.

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).

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

B. Explain the qualifying circumstances:

Due to passage of Prop C, there is an emergent need to address this additional service. Requests for performance and financial audit services and analyses are unanticipated, short-term, and specialized in nature. Our current employees do not have the necessary expertise skills to perform the audits and analyses. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)

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

- A. Specify required skills and/or expertise: Contractors must have successfully performed at least two or more projects in a specified service area/type for a complex governmental organization or related enterprise and demonstrate expertise through firm and staff qualifications, project plans and approaches, and client references. Such services may include: financial, performance, and management auditing services; organizational and programmatic assessment and technical assistance services; establishing and implementing comparative jurisdictional performance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 1830, Perf Analyst III Project Mgr; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No.

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

Based on the qualifications stated above, no civil service class normally performs this work, as it includes a wide range of scale, scope and required expertise based on numerous factors including policymaker and department head requests and needs identified on both a periodic and ad-hoc basis. Selected consultants would work with the following job classifications: 0922 Manager I, 0923 Manager II, 0931 Manager III, 0933 Manager V, 1684 Auditor II, 1686 Auditor III, 1805 Performance Analyst II, 1830 Performance Analyst III-Project Manager, 1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst, 1825 Principal Administrative Analyst II. It is expected that services would result in knowledge transfer from contractors to City staff.

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

- A. Explain why civil service classes are not applicable.  
Current civil service classes do not possess expertise for highly specialized audits, investigations, comparative or best practice analyses, and training services to improve City department performance. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. These services are short-term, intermittent, and specialized in nature.

**6. Additional Information**

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. It is expected that services would result in knowledge transfer from contractors to City employees.
- 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 05/20/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Dr. Carlton B Goodlett Place, City Hall, Room 306 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46073 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2019

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [joyce.kimotsuki@sfgov.org](mailto:joyce.kimotsuki@sfgov.org)  
**To:** [RECEIPT for Union Notification for PSC 46073 - 18/19 more than \\$100k](mailto:Kimotsuki, Joyce (CON); amakayan@ifpte21.org; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Kimotsuki, Joyce (CON); DHR-PSCCoordinator, DHR (HRD)</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 46073 - 18/19<br/><b>Date:</b> Monday, May 20, 2019 4:37:36 PM</p><hr/></div><div data-bbox=)

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 46073 - 18/19 for \$8,000,000 for Initial Request services for the period 07/15/2019 – 06/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13060> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**



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

Department: CONTROLLERDept. Code: CONType of Request:  Initial  Modification of an existing PSC (PSC # 48282 - 17/18)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: City Services Auditor Consulting ServicesFunding Source: General FundPSC Original Approved Amount: \$5,000,000PSC Original Approved Duration: 03/05/18 - 03/04/23 (5 years)PSC Mod#1 Amount: \$2,499,999PSC Mod#1 Duration: 02/21/19-07/31/25 (2 years 21 weeks)PSC Cumulative Amount Proposed: \$7,499,999PSC Cumulative Duration Proposed: 7 years 21 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.

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

Proposition C, passed by the City's voters in November 2003, amending City Charter Section 3.105 to instruct the Controller to also serve as the City Services Auditor. Per Section F1 (112) of Appendix F, 'the Controller shall be authorized to contract with outside, independent experts to assist in performing the requirements of this Appendix. In doing so, the Controller shall make good faith efforts as defined in Chapter 12D of the Administrative Code to comply with the provisions of Chapter 12 et seq. of the Administrative Code, but shall not be subject to the approval processes of other City Agencies.'

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

Yes, PSC 48282-17.18

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

Contracts are not intended to be ongoing or long-term

**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 PSC duration requested is over 5 years due to the nature of the Controller's Office City Services Auditor function, per City Charter Section 3.105 in which ..."the Controller shall be authorized to contract with outside, independent experts to assist in performing the requirements of this Appendix." See attached 5 year explanation for details.

**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:

Current civil service classes do not possess expertise for highly specialized audits, investigations, comparative or best practice analyses, and training services to improve City department performance. These highly specialized and certified services are intermittent and short-term and highly specialized in nature.

B. Reason for the request for modification:

Modification to increase \$2,499,999 of funds and extend contract to 7/31/2025. Modification due to unanticipated increase in work needed by department.

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

A. Specify required skills and/or expertise: Contractors must have successfully performed at least two or more projects in a specified service area/type for a complex governmental organization or related enterprise and demonstrate expertise through firm and staff qualifications, project plans and approaches, and client references. Such services may include: financial, performance, and management auditing services; organizational and programmatic assessment and technical assistance services; establishing and implementing comparative jurisdictional performance.

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 1830, Perf Analyst III Project Mgr; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0933, Manager V;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Current civil service classes do not possess expertise for highly specialized audits, investigations, comparative or best practice analyses, and training services to improve City department performance.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. These services are short-term, intermittent, and specialized in nature.

**6. Additional Information**

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

No.

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

Current civil service classes do not possess expertise for highly specialized audits, investigations, comparative or best practice analyses, and training services to improve City department performance. These highly specialized and certified services are intermittent and short-term and highly specialized in nature.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 02/21/19, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: City Hall, Room 306, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48282 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/05/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Technical Advisory Services for a Developer Lead Public Private Partnership (P3) Project

Funding Source: To be determined

PSC Amount: \$800,000

PSC Est. Start Date: 10/01/2019

PSC Est. End Date 04/01/2023

**1. Description of Work**

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

Provide technical assistance on how to structure a Public Private Partnership (P3) project, which involves the joint development of a public asset (building) and private asset (private development), all performed under one Developer Agreement. This will include advising on the procurement strategy, assisting with terms of the Development Agreement, Exclusive Negotiating Agreements, and the long-term lease. Will integrate all financial and legal aspects of the Development Agreement into the technical and commercial terms of the construction and maintenance support services of the public and private assets.

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

This service is necessary in order to guide the City in how to mitigate the many risks present with such a complicated Development project. Denial of these services would lead to a loss of quality and value of the public asset, and also the risk of very costly change orders during construction. A denial of these services could also lead to a degradation of the quality of the Developer procurement process, which would in turn affect the quality and quantity of interested Developers.

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

This service has not been provided in the past.

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

No

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

not applicable

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

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

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

**B. Explain the qualifying circumstances:**

These services require extensive knowledge of a highly specialized and complex Development structure, involving both public assets and funding, and private assets and funding.

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

- A. Specify required skills and/or expertise: Strong experience with providing P3 Technical Advisory services to the public owner, specifically in shaping Development deal structures involving a significant and newly built asset for both the public and private entity.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5508, Project Manager 4;
- 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. Closest position may be 5508.

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

- A. Explain why civil service classes are not applicable.  
City staff do not possess the highly specialized qualifications or experience to deliver 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, complicated P3 projects are not common practice.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Yes. The scope contemplates informative case study reviews and deliverables that properly outline the process by which a P3 procurement strategy is determined. This will be provided to Project Managers involved in the planning and delivery of potential P3 projects.
- 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 05/10/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21**

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

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

Address: 1155 Market St. 4th Floor San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41838 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2019

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

**From:** [dhr-psscordinator@sfgov.org](mailto:dhr-psscordinator@sfgov.org) on behalf of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
**To:** [Burns, Alexander \(DPW\)](mailto:Burns.Alexander@DPW); [ecassidy@ifpte21.org](mailto:ecassidy@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Macaranas, Belle \(DPW\)](mailto:Macaranas,Belle@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41838 - 18/19  
**Date:** Friday, May 10, 2019 1:14:00 PM

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RECEIPT for Union Notification for PSC 41838 - 18/19 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 41838 - 18/19 for \$800,000 for Initial Request services for the period 10/01/2019 – 04/01/2023. 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/13009> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY -- LIB

Dept. Code: LIB

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

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

Type of Service: Internet live tutoring program for students

Funding Source: Library's Collection Development

PSC Amount: \$2,500,000 PSC Est. Start Date: 01/31/2020 PSC Est. End Date 02/28/2029

**1. Description of Work**

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

Provide online, live tutoring/homework help to students, elementary through college entry level, as well as adult learners, of the Public Library seven days a week from 2:00-9:00PST, at the library, home or other locations with computer access. Tutoring services will include Spanish and/or Cantonese Language assistance in math and science subjects as well as English in all subjects.

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

Programs and services supporting learning and literacy are a key part of the Public Library's mission. This service helps children and youth resolve homework problems after school and at night when teachers are no longer available. It also helps young adults who may be balancing college and jobs and adult learners balancing jobs and a desire to pursue furthering their education. Denying the service will affect all of the constituents, especially children and youth who come from economically challenged families and families who speak English as a second language.

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 4120- 12/13, awarded to Brainfuse via RFP process.

D. Will the contract(s) be renewed?

RFP will be done by Library to administer a new Contract for this service.

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.

Ongoing tutor support is a vital service of the Library. Interruption of this service deprives students without financial means of the ability to gain access to the educational supports that wealthier students enjoy.

**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:

Teacher and education-related classes are governed by the Board of Education. However, an online tutoring service helps children, youth, and adults resolve homework and job skills issues after school and at night when teachers are no longer available.

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

- A. Specify required skills and/or expertise: Ability to teach children, youth, young adults and adult learners. Requires education and knowledge of classroom instruction materials for grade school through college entry levels.
- 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 actual facilities and/or equipment will be provided. What will be provided is access to the contractor's online site, enabling internet communication between their tutors via their virtual classroom and its resources.

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

None. The City does not offer these services through its available resources. Non-profit and for-profit groups do offer in-person tutoring, but there is not enough free tutoring available to fill the need.

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

- A. Explain why civil service classes are not applicable.  
Teacher and education-related classes are governed by the Board of Education.
- 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 Board of Education already has classes to perform this kind of work.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. No 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 06/19/2019, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Maureen Singleton Phone: 4155574248 Email: MSingleton@sfpl.org

Address: 100 Larkin Street San Francisco, CA

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41873 - 18/19

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 07/15/2019

Civil Service Commission Action:

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

**Choi, Suzanne (HRD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of MSingleton@sfppl.org.  
**Sent:** Wednesday, May 29, 2019 5:24 PM  
**To:** Singleton, Maureen (LIB); camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; 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@opcmllocal300.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; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Yoshida, Shirley (LIB); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41873 - 18/19

RECEIPT for Union Notification for PSC 41873 - 18/19 more than \$100k

The PUBLIC LIBRARY -- LIB has submitted a request for a Personal Services Contract (PSC) 41873 - 18/19 for \$2,500,000 for Initial Request services for the period 01/31/2020 – 02/28/2029. 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/13096> 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: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: As-Needed Specialized Engineering Services

Funding Source: Funds: Federal and Local

PSC Duration: 7 years 1 day

PSC Amount: \$3,500,000

**1. Description of Work**

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

Thales shall provide SFMTA the Base Support Services described herein to secure the reliability of the Automatic Train Control System (ATCS) for its design life by obtaining from Contractor maintenance support services.

Base Support Services:

- Maintenance Services Management
- On-Call Remote Support
- Emergency On-Site Support
- Remote Technical Support
- Obsolescence Management Report
- Software Updates and Hardware Upgrades
- Planned Software Releases
- Semi-Annual Support Visits
- Refresher Training Sessions
- ATCS Asset Evaluation

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

The ATCS is a specialized system critical to the functioning and control of the City's public transit system and will require software maintenance support to realize its performance for its design life. Due to the proprietary nature of the ATCS, no vendor other than Contractor can supply the necessary maintenance services to the San Francisco Municipal Transportation Agency (SFMTA), and this Agreement is necessarily,

therefore, a sole source contract. In instances where independent review and inspection services are required, denial of the service will prevent project and service upkeep and operation.

- 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.

ATCS maintenance support contract was set up in 2009 for a duration of 9 years supporting ATCS based on the initial system implementation. But since then, features and functionality of ATCS have been upgraded and modified. The scope of work for maintenance support has since been modified. As a result, a new contract outlining a new Scope of Work (SOW) is now being set up based on the recent enhancement and modifications implemented.

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

No

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

This maintenance contract will be set up for 6 years as SFMTA has installed Thales developed Automatic Train Control System (ATCS) that is a proprietary product of the contractor. We do not foresee to replace Thales ATCS in the next 6 years. As a result, these maintenance support services is required for the duration we are using the system.

## 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:

Due to the proprietary nature of the ATCS system, City personnel does not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of proprietary train control system technology, software code, and hardware circuits, which are exclusive to the contractor. The general expertise of supplier's technical specialists includes electrical engineering, systems engineering, computer programming, safety validation, and verification in a rail environment, relevant regulatory requirements, complex performance simulation, tests, and commissioning experience.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5502, Project Manager 1; 5504, Project Manager 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?

Due to the proprietary nature of these software systems, City personnel does not have access to the trade-secret software source code or design of specialized electronic circuits. Maintenance support services must be contracted through the provider of the application and there are no applicable civil service classes who can perform this work.

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

A. Explain why civil service classes are not applicable.

Due to the proprietary nature of the software system, City personnel does not have access to the trade-secret software source code or design of specialized electronic circuits.

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. Due to the temporary need for services to assist with the completion of short-term ad-hoc projects, it is not practical to adopt a new civil service class to perform the highly specialized nature of the work defined by each project manager.

**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. Contractor shall provide three (3) standard refresher training sessions per year to SFMTA personnel on specific ATCS maintenance and/or operations topics, to be delivered by a Training Specialist.

Possible refresher training courses include: Course Title; Course Duration; Maximum Class Size a) System Overview, 1 day, 20 students b) Onboard Equipment Maintenance, 4 days, 6 students c) Wayside Equipment Maintenance, 4 days, 6 students d) Vehicle Control Center, 3 days, 6 students e) Central Operations, 5 days, 6 students

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

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

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

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

Yes. Yes, Thales is a contractor of ATCS projects to enhance and provide fixes to the existing train control system. Contact Information: David Bell, David.BELL@us.thalesgroup.com,+1 724 719 0062, Thales Transport & Security, Inc.,5500 Corporate Drive, Suite 500, Pittsburgh, PA 15237,+1 412 366 8814, www.thalesgroup.com

**7. Union Notification:** On 05/07/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Management & Superv Local 21



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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46973 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2019

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

**Nuque, Amy**

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**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Tuesday, May 07, 2019 9:33 AM  
**To:** Nuque, Amy; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46973 - 18/19

RECEIPT for Union Notification for PSC 46973 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 46973 - 18/19 for \$3,500,000 for Initial Request services for the period 07/01/2019 – 06/30/2026. 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/12985> 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: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: SFMTA Zero Emission Facility and Fleet Baseline Assessment and Master Plan

Funding Source: Local Funds

PSC Duration: 4 years 48 weeks

PSC Amount: \$1,500,000

**1. Description of Work**

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

Detailed facility and fleet assessment to address the following topics: a) maintenance facilities assessments, b) total power required at each facility, c) upgrades required to convert each of the facilities to accommodate battery electric buses, d) coordination with Pacific Gas and Electric (PG&E), San Francisco Public Utilities Commission (SFPUC), and all other stakeholders, e) review of the existing bus yard management practices and recommended best practices for operating battery electric buses out of each facility, f) schedule of cost and timeline for converting the facilities, g) proposal for a backup power solution at each facility, h) recommendation on ratio of replacement of hybrid and trolley coaches with battery electric coaches, i) options available to use the existing overhead power distribution infrastructure, j) details needed to successfully submit the California Air Resources Board's (CARB) Zero Emission Bus (ZEB) Rollout Plan.

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

At the SFMTA board meeting on May 15th, the San Francisco Municipal Transportation Agency (SFMTA) announced its Zero Emission Vehicle Policy Resolution. Per the adopted policy, SFMTA will begin procuring zero emission buses starting in 2025 with a goal of achieving a 100% battery electric vehicle fleet by 2035. This commitment exceeds CARB's goal of achieving a zero-emission fleet by 2040. The key piece of the resolution is the Zero Emission Battery Electric Bus (BEB) Program. In order to meet SFMTA's goal of procuring battery electric buses starting in 2025, SFMTA will need an in-depth facility and fleet assessment to address both required capital improvements to facilities and required changes to the SFMTA's transit operations. The SFMTA has assembled a Zero Emission Fleets and Facility Technical Advisory Committee (ZEFFTAC) to focus internal efforts on implementing this transition. The ZEFFTAC has identified this contract scope as above and beyond the capacity of internal staff.

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.

Zero-emission buses and transition of the fleet propulsion is emerging technology and has not been provided in the past, either internally or by personal services contract.

D. Will the contract(s) be renewed?

No

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

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

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

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

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:

This is a focused single deliverable that can then be maintained by staff for future reporting. The work is specific and time-bound and prepares the SFMTA to submit the CA Air Resources Board's Zero Emission Bus Rollout Plan.

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

A. Specify required skills and/or expertise: •Experience creating transition plans for major transit agencies to battery electric or zero-emission vehicles. •In-depth knowledge of the battery-electric bus infrastructure discipline, including emerging charging, battery, and power storage technologies. •Experience scoping complex capital projects at existing bus maintenance and operations facilities, including ensuring no gaps in operations during project implementation. •Deep cost estimation experience in the San Francisco industrial market.

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?**

As noted above, the SFMTA has assembled the ZEFFTAC to focus internal efforts on implementing this transition. The ZEFFTAC is a multi-disciplinary group of professionals from various job classifications at the SFMTA and SFMUC, including: 5502 Project Manager I, 5241 Engineer, 9172 Manager II, 5211 Senior Engineer, 9180 Manager VI - Senior Operations Manager, 5288 Planner II, 7216 Electrical Transit Shop Supervisor I, and 5506 Project Manager III. The ZEFFTAC meets monthly to plan the SFMTA's transition to BEB and has identified this scope of services as necessary and above and beyond the capacity of existing staff.

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

A. Explain why civil service classes are not applicable.

The main deliverable is a baseline assessment and planning recommendations for transition to BEB. This requires in-depth knowledge of emerging battery and charging infrastructure technology, and experience implementing this sort of transition for other large transit organizations around the country. This is a focused single deliverable that can then be maintained by staff for future reporting.

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, because the work is specific and time-bound

**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. The contractor will not provide formal classroom training to City and County employees. However, the contractor will build capacity with staff to develop knowledge and familiarity with the current state of the market in battery and power storage infrastructure technology, as well as provide tools that City and County employees may employ to implement projects in the future.
- 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 05/06/2019, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49842 - 18/19  
DHR Analysis/Recommendation: \_\_\_\_\_ Civil Service Commission Action:  
Commission Approval Required  
DHR Approved for 07/15/2019

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

**Nuque, Amy**

---

**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Monday, May 06, 2019 1:23 PM  
**To:** Nuque, Amy; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconillo, 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; rrmitchell@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; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49842 - 18/19

RECEIPT for Union Notification for PSC 49842 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 49842 - 18/19 for \$1,500,000 for Initial Request services for the period 08/01/2019 – 07/01/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12975> 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)**

Zero Emission Policy Resolution

SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

RESOLUTION No. 180515-080

WHEREAS, The San Francisco Municipal Transportation Agency has been one of the nation's leaders in supporting sustainable, reduced or zero emissions revenue transit vehicles; and,

WHEREAS, The SFMTA currently operates a fleet of low-emission electric hybrid vehicles which run on renewable diesel and the largest fleet of zero emissions electric trolley vehicles in North America; and,

WHEREAS, SFMTA has been aggressively pursuing and implementing the latest in reduced or zero emission technologies; and,

WHEREAS, The SFMTA has replaced its older diesel buses with cleaner, more efficient electric hybrid vehicles. Electric hybrid vehicles offer dramatically lower fuel consumption, decreased engine idle time while in service, and a substantial reduction in emissions; and,

WHEREAS, The switch from conventional diesel to diesel hybrid vehicles has reduced SFMTA's consumption of fuel by 5.4 million gallons and 82,000 tons of CO<sub>2</sub> over the 12-year life of the fleet; and,

WHEREAS, The SFMTA has taken steps toward converting its series electric hybrid vehicles to zero emissions battery buses, starting with the implementation of engine auto stop-start functionality in 54 buses which will reduce idling time and allow for vehicles to drive short distances entirely under battery power; and,

WHEREAS, While the SFMTA achieved many of the strategies in the 2004 Clean Air Plan, we cannot meet the 2020 goal of zero-emission vehicles outlined in the Plan due to lack of industry progress in fuel cell technology; and,

WHEREAS, In Fall 2018, the SFMTA will purchase 54 new electric hybrid buses with higher capacity on-board battery systems, allowing the SFMTA to run a test program to operate "Green Zones" along several electric hybrid routes; and,

WHEREAS, The "Green Zones" will be serviced by electric hybrid vehicles operating entirely on battery power with the vehicle engines off, and will encompass up to 25 percent engine off, zero emission driving daily; and,

WHEREAS, In 2019, the SFMTA intends to purchase a limited number of zero-emission battery electric buses and test them in revenue service throughout San Francisco to evaluate how they perform on crowded and hilly routes, and allow staff to evaluate the facility upgrades needed to house an all-electric fleet; and,

WHEREAS, The SFMTA will also begin a pilot program to explore the possibility of converting its existing electric hybrid vehicles into plug-in battery electric buses by replacing the hybrid diesel powertrains with battery packs in the Fall 2018; and,

WHEREAS, The battery conversion pilot program will pave the way towards a significant conversion of SFMTA's existing hybrid fleet; and,

WHEREAS, The SFMTA will conduct an assessment of each of its facilities to determine the infrastructure requirements to support a battery electric fleet; and,

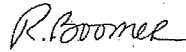
WHEREAS, The SFMTA will incorporate the electric bus charging requirements into future facility planning; and,

WHEREAS, On April 30, 2018, the SFMTA, under authority delegated by the Planning Department, determined that the Zero Emission Resolution is not defined as a "project" under the California Environmental Quality Act (CEQA) pursuant Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b); and,

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors, and is incorporated herein by reference; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors hereby commits to start procuring zero emission battery buses to replace the electric hybrid vehicles by 2025, with a goal of achieving a 100% electric vehicle fleet by 2035.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of May 15, 2018.



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Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Biosolids Wet-Weather Beneficial Use Services(68424)

Funding Source: Wastewater Enterprise -- Operating Budget PSC Duration: 5 years

PSC Amount: \$6,300,000

**1. Description of Work**

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

During the wet weather season (October 15th to April 15th), the contractor is responsible for providing sites for the beneficial use of biosolids.

The contractor works with ranchers and farmers to use biosolids as a fertilizer. The contractor secures all necessary permitting required for the use of biosolids as a fertilizer. Fees for permitting are paid by the contractor. The contractor manages the agronomic application of biosolids so that nitrogen added to fields does not exceed crop uptake needs. When sufficient biosolids have been added to a field to meet its nitrogen needs, the contractor moves the application operation to a new field. When moving to a new field, the contractor is responsible for coordinating with the trucking contractor for the transportation of biosolids to the new location. The contractor is responsible for the spreading and discing (incorporation) of the biosolids on each field. Coordination with the ranchers, farmers, and the trucking contractor is the responsibility of the contractor.

The contractor also secures agreements with landfills for the use of biosolids as an alternative daily cover or for disposal in the case where they cannot be reused. The contractor is responsible for coordinating between the trucking contractor and the landfill.

The contractor secures agreements with a facility which can store biosolids until they can be used in certain counties which do not permit biosolids use during the wet weather season (October 15-April 15).

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

The City's wastewater treatment plants separate solids out from influent and sends them to anaerobic digesters where they are biologically treated. The resulting material is called biosolids, a nutrient rich material which is used as a fertilizer. On average the city produces 175 wet tons of biosolids a day. This

material is a resource but there must be a system in place for its reuse. There is only storage for approximately 24 hours worth of biosolids production at the City's wastewater treatment plants.

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 always been provided through a contract. There was no previous PSC for this contract.

D. Will the contract(s) be renewed?

Yes.

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

not applicable

## 2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This service requires permits that can take multiple years to secure, heavy equipment, facilities in counties outside of San Francisco to store this equipment and to store biosolids and agreements with farmers, ranchers and landfills. The Wastewater Enterprise does not have these resources necessary for the execution of the services this contract provides.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This contract requires an agronomist with experience in biosolids application, biosolids permitting and biosolids regulations. Agronomic rates must be calculated for each field. Operations must abide by all regulatory requirements. The agricultural use portion of this service requires heavy equipment associated with the application of biosolids including front loaders, tractors, biosolids spreaders, and discs. The use of landfills for alternative daily cover or disposal requires agreements between the contractor, which specializes in biosolids management, and various landfills.

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, contractor provides permitted land for biosolids reuse, a storage facility and heavy equipment associated with the application of biosolids including front loaders, tractors, biosolids spreaders, and discs.

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

Wastewater Enterprise has not made an effort to obtain these services through available 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.

The city does not hold any permits for the application of biosolids for agricultural use. These permits are held by the contractor through an agreement with the farms and ranches where biosolids are applied. The city also does not own the equipment necessary for the application and incorporation of biosolids, nor does the city have a facility to store this equipment in the county where the work for this contract occurs. There is also no civil service classification for agronomist. Securing agreements with landfills is more efficient with a biosolids management company which specializes in this type of work and manages biosolids from multiple agencies. The City does not have an existing site which is set up for biosolids storage.

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. Agronomist could be adopted as a new civil service class. However the city would still not have the requisite permitting nor have the equipment or agreements with farms, ranches and landfills necessary to achieve this scope of work.

6. **Additional Information**

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

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

No. The contractor will not train City employees as there is no intention for the City to perform this work itself. This contract requires permitted sites which the City does not possess.

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. Yes, the contract, 68423, is currently performed by Synagro. It was not previously known to Wastewater Enterprise that this contract needed PSC approval. PSC approval is being requested for the extension of this contract.

7. **Union Notification:** On 05/13/2019, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

Address: 525 Golden Gate Avenue San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46090 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2019



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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org  
**Sent:** Monday, May 13, 2019 4:15 PM  
**To:** Irwin, William (PUC); camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconciello, 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; Christina@sfmea.com; eccdemvoter@aol.com; thomas.vitale@seiu1021.org; Irwin, William (PUC); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46090 - 18/19

RECEIPT for Union Notification for PSC 46090 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46090 - 18/19 for \$6,300,000 for Initial Request services for the period 06/01/2019 – 05/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13015> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION -- REC

Dept. Code: REC

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

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

Type of Service: Pre-Construction Services / Management

Funding Source: Capital Funds

PSC Amount: \$5,000,000

PSC Est. Start Date: 06/14/2019

PSC Est. End Date 01/14/2024

**1. Description of Work**

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

Conduct pre-construction and construction management services for Recreation and Park Department bond projects. Potential Scope of Services includes constructability review, cost-estimating, project scheduling, testing services and construction management.

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

These services are required in order to efficiently complete voter approved bond projects. In the past, these services have been provided through a combination of as-needed professional services contracts held by both the Recreation and Park Department and Public Works as well as through Public Works staff. Current staff levels at Public Works do not allow for adequate coverage for the number of upcoming projects. It is the Recreation and Park Department's responsibility to ensure that we are able to provide complete project delivery.

**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 by both Public Works and Recreation and Park Department as-needed contracts.

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

It is possible that the contracts will be extended, however, it depends on performance and staffing needs.

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

not applicable

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

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

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

**B. Explain the qualifying circumstances:**

As-needed pre-construction services are required as the projects come up. Each project may require different aspects of the pre-construction service menu. Construction Management will be required until Public Works is able to provide the level of staffing support required to meet demand.

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

**A. Specify required skills and/or expertise:** This effort requires 10 years of experience performing pre-construction services and construction management services including constructability reviews, cost-estimating and scheduling. The scope requires direct experience in detailed review of drawings to identify

project features that will be difficult or exceedingly costly to construct or difficult to interpret. Experience identifying project construction sequence and cost reduction opportunities. Experience in all phases of construction field work as a construction manager.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The Department has reached out to Public Works regarding staffing for the scope of services. At this point they do not have the staff in place to meet our project needs.

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

- A. Explain why civil service classes are not applicable.  
Civil Service classes are applicable for some of the scope of services, but due to availability, City staff may not be able to provide the full scope of services when needed. Some of the scope of work, Peer Constructability Review and Cost-Estimating, is not appropriate for our staff to provide.
- 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 existing classes are present and correct, however, they are unable to meet the coming workload demand.

**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. It is not a question of training, but a question of workload and capacity.
- 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 05/03/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

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

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

Address: 501 Stanyan San Francisco, CA 94117

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40201 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2019

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

**McFadden, Sean (REC)**

---

**From:** DHR-PSCCoordinator, DHR (HRD) on behalf of McFadden, Sean (REC)  
**Sent:** Friday, May 03, 2019 9:48 AM  
**To:** McFadden, Sean (REC); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; McFadden, Sean (REC); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40201 - 18/19

RECEIPT for Union Notification for PSC 40201 - 18/19 more than \$100k

The RECREATION AND PARK COMMISSION -- REC has submitted a request for a Personal Services Contract (PSC) 40201 - 18/19 for \$5,000,000 for Initial Request services for the period 06/14/2019 – 01/14/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12926> 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)**





London N. Breed, Mayor  
Philip A. Ginsburg, General Manager

**ADDENDUM NO. 1**

**April 3, 2019**

**As-Needed Pre-Construction and Construction Phase Services**

Acknowledge receipt of this Addendum in the space provided on this notice below and submit with Declaration and Certification Forms by bid due date. Failure to do so may subject bidder to disqualification.

**PROPOSAL DUE DATE:**

The proposal due date has been extended to April 30, 2019, 4:00 pm

**ADDITIONAL NOTE:**

Please note that the Recreation and Park Department is considering adding an additional scope of services to include the responsibilities of a Construction Manager, Construction Inspector, Resident Engineer, and related professional services. A second addendum with this information will be posted shortly. Additionally, we will extend the period for submitting written questions. The deadline to submit questions will also be included in the next addendum.

Recommended:

A handwritten signature in cursive script that reads "Cara Ruppert".

Cara Ruppert, Project Manager  
Recreation and Park Department

Acknowledgement of Receipt:

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name and Title



London N. Breed, Mayor  
Philip A. Ginsburg, General Manager

**ADDENDUM NO. 2**

**April 18, 2019**

**As-Needed Pre-Construction and Construction Phase Services**

Acknowledge receipt of this Addendum in the space provided on this notice below and submit with Declaration and Certification Forms by bid due date. Failure to do so may subject bidder to disqualification.

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**DATE CHANGES:**

Given the change in the scope of services noted below, we have added a second round of questions and extended the proposal deadline again.

Deadline for Written Questions: April 25, 2019 4:00 pm

PROPOSALS DUE: MAY 6, 2019, 4:00 PM

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**PROPOSAL REQUIREMENTS**

All references to CMD Attachment 8 shall be replaced with CMD Attachment 2. Please note that Form 8 is not required for this contract.

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**POTENTIAL SCOPE OF SERVICES:**

The following task shall be included as a potential scope of service under this contract, listed as Task V. Please note that these services will only be contracted when the San Francisco Public Works team does not have staff available.

**Task V – Resident Engineer, Construction Manager and Construction Inspector**

**A. Preconstruction Services:** Provide services that relate to the organization and development of the project prior to the start of construction including:

1. **Coordination of Public Utilities:** When necessary, coordinate and manage all new utility service and applications with appropriate public utilities to meet project schedules.
2. **Construction Phasing/Logistics Plans:** When necessary, coordinate with the Architect to develop construction phasing plans that accomplish construction in an occupied facility, including location of interim housing, construction trailer, material storage and lay down area, site access and safety routes.
3. **Hazardous Material Coordination:** Coordinate the work of the Industrial Hygiene Consultants required by the contract documents.

**B. Bid/Award Phase Services:** Provide comprehensive Bid and Award Phase Services including the following:

1. **Bid Strategy:** Assist RPD PM in developing bidding strategies with an emphasis upon timing, development of alternates, and bid package scoping.
2. **Review of Div. 0 & Div. 1:** Review Architect and/or Engineer prepared specifications for each project in particular, Div 00 and 01 specifications to confirm compatibility with project delivery.
3. **Bid Documents:** Assist RPD PM in the distribution of all plan sets, bid packages, and addenda.



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Philip A. Ginsburg, General Manager

4. Bid Marketing: Provide services for bid marketing and bidder solicitation. Set up outreach meetings to ensure Contractor's local subcontractors' participation.
5. Job-Walk: Assist RPD PM in scheduling and coordinate pre-bid Job Walk(s).
6. Bids: Assist RPD PM in reviewing bids for responsiveness. Coordinate all preconstruction tasks, etc.
7. Document Phase: Assist in procuring executed contracts, purchase orders, affidavits of assurance, insurance certificates, performance and payment bonds, and distribute copies to owner.

**C. Administration of the Construction Contracts:** Coordinate with RPD Project Manager (PM) and Design team to maintain frequent and accurate communication regarding construction status, and coordinate with the General Contractor and Project Design Teams to ensure work is performed in conformance with the contract drawings, specifications, and applicable City regulations. CM should assume full project responsibility including management and coordination of all construction activities including but not limited to:

1. Conduct Pre-Construction Conference: Schedule, coordinate and conduct preconstruction conference with General Contractor and all team members. Provide information with regard to reporting procedures and site rules/regulations prior to the start of construction.
2. Review and comment on the Contractor's schedule of values.
3. Review and comment on the Contractor's staging and traffic control plans. Ensure the plans are followed throughout the duration of construction.
4. Enforce contract document requirements and monitor construction progress. Resolve construction issues (always inform RPD PM).
5. Perform field and off-site inspections, coordinate material testing services and special inspections.
6. Daily Log: Maintain daily onsite project log indicating at a minimum, weather, photos, contractor staffing of the construction work, construction progress, deliveries and any potential project delays.
7. Schedule Maintenance: Evaluate and monitor through construction: Contractor baseline CPM schedule, all monthly updates and two week look-ahead schedules. In addition, the review of Recovery and Impact schedules shall be anticipated during the course of construction. Note that progress payments can be withheld to contractor until schedules are submitted & accepted by RPD.
8. Project Monthly Report: Submit a monthly project report (due on the seventh day of the following month) that includes a summary of construction activities; identifies any critical issues including possible delays and suggested mitigation; and records monthly project budget reports updated with the latest construction cost, including proposed change orders.
9. Shop Drawings & Submittals: Review for completeness and monitor the status of all submittals, shop drawings and related correspondence.
10. Change Order Review: Analyze and review all change order proposals to verify validity, purpose, scope and cost. Negotiate with Contractor. Forward written recommendations to RPD PM. Provide to RPD PM an updated COR log for review on a monthly basis.
11. Contractor Claims: Evaluate all claims and make written recommendations to RPD PM on the most effective way to mitigate and/or resolve.
12. Project Record Documents: Coordinate and expedite all activities in connection with the Contractors' obligation to provide "as-built" documents. Ensure that all revisions are incorporated into a single set of Project Record Documents on an ongoing basis. Contractor shall furnish to RPD on a monthly basis updated record drawings for review. RPD reserves the right to withhold 25% of progress payments to contractor if contractor fails to adhere to this provision.



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Philip A. Ginsburg, General Manager

13. Document Control: Establish and implement procedures with the General Contractor and the design team to utilize RPD's Project Management software to organize submittals, change orders, and requests for information. Maintain logs, files, and other necessary documentation. Prepare supplemental instructions, clarifications, and sketches as required.
14. Construction Photographs: Photograph construction on a weekly basis to document construction progress, unforeseen conditions, non-compliant work, etc. Provide progress photos to RPD PM on a bi-monthly basis.
15. Project Meetings: Coordinate and lead the weekly job-site progress meetings with RPD PM, Architect, and Contractors. Issue project meeting notes to document these meetings.
16. Payment Applications: Compile payment requests, verify correctness and forward to Architect and RPD PM for approval. CM to sign cover sheet stating the application has been reviewed and is recommended for payment.
17. Storm Water Pollution Prevention Plan: Ensure the SWPPP is initiated and maintained.
18. Agency and Public Utility Interface: Point of contact for all public agency and utility coordination during construction. This includes but not limited to PG&E, Hetch Hetchy, SF Water, Bureau of Streets and Highways, Department of Parking & Traffic, Department of Building Inspection.
19. Establish and track substantial & final completion dates per the contract
20. Perform tasks as mentioned in the Project Specifications for City Representative.

**D. Post Construction and Project Close-Out Services:** Manage and coordinate all postconstruction and close out activities in accordance with the Construction Documents. Verify that all requirements of Construction Documents are met including:

1. Punch lists: Coordinate with Architect the development of the punchlist of incomplete or defective work. Monitor the schedule and completion of the punchlist work. Verify completion of punchlist items.
2. Conduct closeout walk with RPD Operations, compile additional punch list comments.
3. Relocation and move in: Assist RPD PM in the coordination and installation of RPD furnished materials and FF&E. Provide coordination schedules for all user relocation required for the completion of construction.
4. User Training: Schedule, coordinate and document all training sessions with Facility, maintenance and operations staff. Arrange for supplementary information as needed.
5. Schedule maintenance period site visits as required within warranty period.
6. As-Built Documents: Review contractual requirements for record documents. Coordinate with General Contractor and Architect to ensure that contract requirements are met.
7. Project Closeout and Warranties: Coordinate all required Contract close-out documents and transmit to RPD. This includes resolution of all project documents; RFIs, ASIs submittals, PCOs and COs. Secure affidavit of release of liens/stop notices, affidavit of payment, consent of surety from contractor.
8. Close Out: Provide all closeout documents to RPD PM and Accounting.

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**PROPOSAL QUESTIONS & ANSWERS:**

The following questions have been answered to provide additional clarification to proposers.

1. Q: Will there be any inspection work during the construction phases?



London N. Breed, Mayor  
Philip A. Ginsburg, General Manager

A: With the additional scope of services listed above, Construction Inspector services is included within this contract. Materials testing and special inspections during the construction phase is not anticipated at this time.

2. Q: Can the same firm be on multiple teams? A prime on a contract and a sub for others?

A: Yes.

3. Q: How much of the previous contracts were utilized? How much of the contract amount did the consultants actually receive?

A: The individual contract utilizations varied by consultant team, up to full utilization.

4. Q: Can you release a list of prior as-needed consultants and incumbents?

A: The previous contract included ABA Global, CM Pros, CPM ECS, and Swinerton MCK.

5. Q: The RFP identifies 4 potential scopes of work (Constructability, Estimating, Scheduling, and Testing). The first 3 categories can be performed by professional service firms or general contractors, while the last category (destructive and non-destructive testing) requires a contractor's license from Contractors State License Board (CSLB). While destructive testing services would require a license to be performed by General Contractor (A), (B) or (C21-demolition), for non-destructive testing, should proposers assume this could include Special Inspections, Material Testing and other testing that does not require contractor's license? Will responsive proposals need to include resources/subconsultants/contractors to cover all 4 scopes of work? Is it SFRPD's intent to combine all 4 scopes under the same as-needed contract?

A: Special inspections and material testing services during the construction phase is not anticipated. Testing services listed within this contract is meant to cover analysis of existing conditions and not as verification of newly constructed work.

Responsive proposals should include all scopes of work within the proposing team. It is SFRPD's intent to combine all scopes under the same as-needed contract, with each team being able to perform all scopes of work.

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Recommended:

Cara Ruppert, Project Manager  
Recreation and Park Department

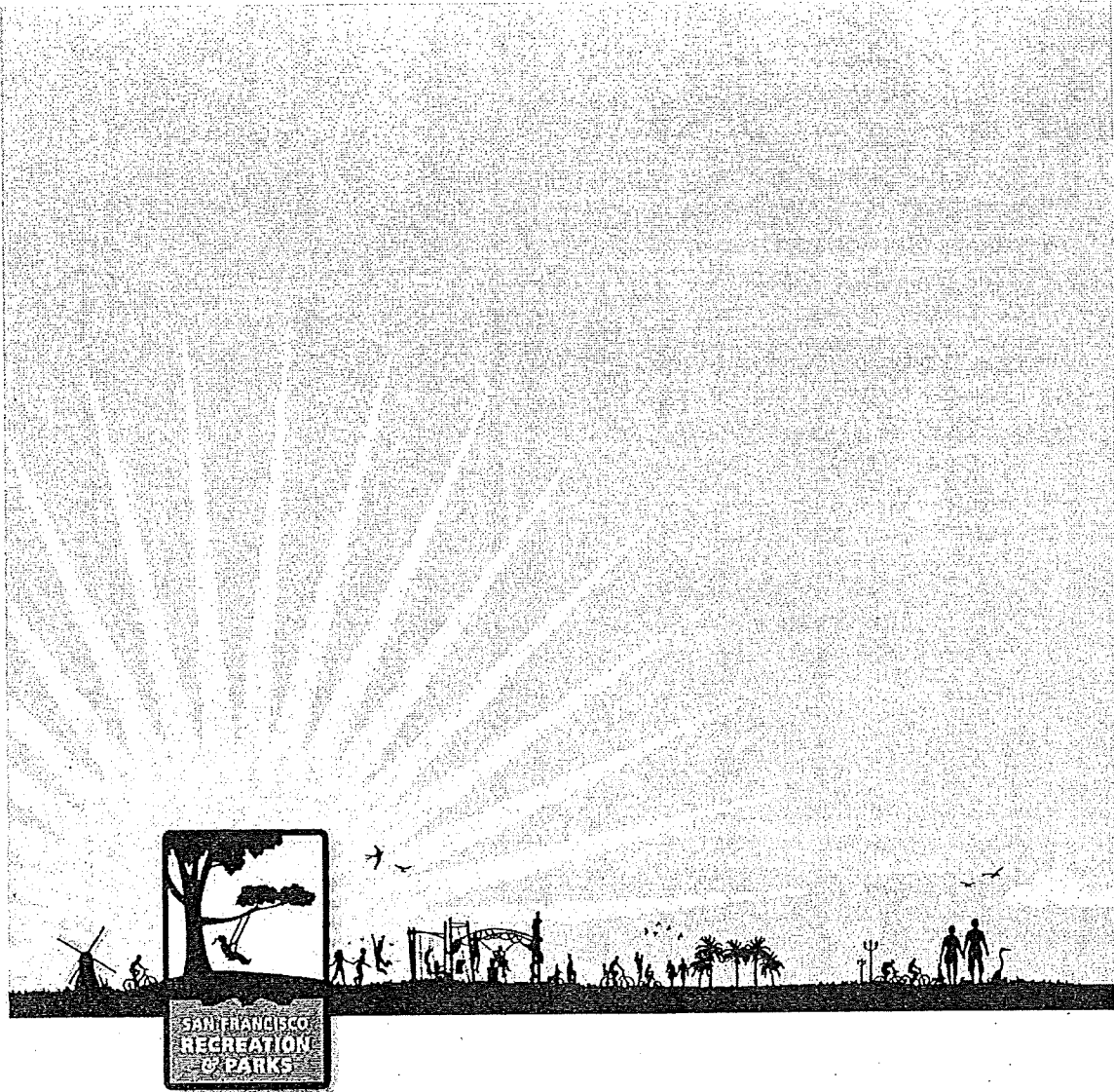
Acknowledgement of Receipt:

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Signature of Authorized Representative

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Print Name and Title



San Francisco Recreation and Park Department  
**REQUEST FOR QUALIFICATIONS**  
For  
**As-Needed Pre-Construction and Construction Phase Services**

Date issued:

March 13, 2019

Pre-proposal conference:

March 19, 2019, 1:00 pm

Proposal due:

April 9, 2019, 4:00 pm

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**WEBSITES AND CONTACT INFORMATION**

Website or Email Address	For	Contact No.	Comments
<a href="http://mission.sfgov.org/OCABidPublication/">http://mission.sfgov.org/OCABidPublication/</a> (Click on category Architects and Engineers)	CCSF	-	Bids and Contract Listings
<a href="mailto:Cara.Ruppert@sfgov.org">Cara.Ruppert@sfgov.org</a>	RPD	(T) 415-581-2547 (F) 415-581-2540	Project Manager
<a href="mailto:Sean.McFadden@sfgov.org">Sean.McFadden@sfgov.org</a>	RPD	(T) 415-831-2779	RPD Contract Administration
<a href="mailto:Diane.Mai-Tran@sfgov.org">Diane Mai-Tran@sfgov.org</a>	CMD	(T) 415-558-4080	Contract Compliance Officer
<a href="mailto:Elizabeth.Fitzgerald@sfgov.org">Elizabeth.Fitzgerald@sfgov.org</a> Department of Administrative Services	CCSF	(T) 415-554-6278 (F) 415-554-6168	Risk Mgmt. Program
<a href="http://www.sf-CMD.org">http://www.sf-CMD.org</a>	CMD	(T) 415-252-2500	CMD Home Page
<a href="http://sfgsa.org/index.aspx?page=5368">http://sfgsa.org/index.aspx?page=5368</a> (Click on 'Option A')	CMD	-	List of Certified LBEs
<a href="http://sfgsa.org/index.aspx?page=5358#item8">http://sfgsa.org/index.aspx?page=5358#item8</a>	CMD	(T) 415-252-2500 (F) 415-431-5764	Equal Benefits Compliance Officer
<a href="http://sfgsa.org/index.aspx?page=5358">http://sfgsa.org/index.aspx?page=5358</a>	CMD	-	Equal Benefits Information
<a href="http://sfgsa.org/index.aspx?page=5358#item6">http://sfgsa.org/index.aspx?page=5358#item6</a>	CMD	-	Equal Benefits Compliance Forms
<a href="http://sfgsa.org/ftp/for_GSA/uploadedfiles/sfhumanrights/docs/ResourceMaterials9-07.pdf">http://sfgsa.org/ftp/for_GSA/uploadedfiles/sfhumanrights/docs/ResourceMaterials9-07.pdf</a> and <a href="http://sfgsa.org/index.aspx?page=6065">http://sfgsa.org/index.aspx?page=6065</a>	CMD	(T) 415-252-2500	Equal Benefits Resource Materials
<a href="http://www.amlegal.com/nxt/gateway.dll?f=templates&amp;fn=default.htm&amp;vid=amlegal:sanfrancisco_ca">http://www.amlegal.com/nxt/gateway.dll?f=templates&amp;fn=default.htm&amp;vid=amlegal:sanfrancisco_ca</a>	CCSF	-	Codes
<a href="http://www.dir.ca.gov/dlsr/PWD/index.htm">http://www.dir.ca.gov/dlsr/PWD/index.htm</a>	CCSF	-	Department of Industrial Relations – Minimum Wage Rates
<a href="http://www.sftreasurer.org/">http://www.sftreasurer.org/</a>	CCSF	(T) 415-554-4426	Treasurer & Tax Collector



**WEBSITES AND CONTACT INFORMATION (Continued)**

Website or Email Address	For	Contact No.	Comments
First Source Hiring Administrator: James Whelly, Tiffany Garcia (tiffany.garcia@sfgov.org) <a href="http://www.sfhsa.org/">http://www.sfhsa.org/</a> <a href="http://www.workforcedevelopmentsf.org/">http://www.workforcedevelopmentsf.org/</a>	CCSF	(T) 415-401-4960 415-581-2322	First Source Hiring Program (FSHP)
<a href="http://www.sfethics.org/">http://www.sfethics.org/</a>	CCSF	(T) 415-252-3100	San Francisco Ethics Commission
<a href="http://sfrecpark.org/">http://sfrecpark.org/</a>	RPD		RPD General Information
<a href="http://sfrecpark.org/park-improvements/capital-publications/">http://sfrecpark.org/park-improvements/capital-publications/</a>	RPD		Recreation and Park Department – Capital Improvement Division
<a href="http://www.sfgov2.org/index.aspx?page=4346">http://www.sfgov2.org/index.aspx?page=4346</a>	MOD	(T) 415-554-6789 (F) 415-554-6159 (TTY) 415-6799	Mayor’s Office on Disability and the City’s ADA Transition Plan

**Abbreviations:**

- CCSF (SF) – City and County of San Francisco
- RFQ – Request for Qualifications
- RPD – Recreation and Park Department
- REC – Recreation and park Commission
- ADA – Americans with Disabilities Act
- CMD – Contract Monitoring Division
- MOD – Mayor’s Office on Disability
- (F) - Fax
- (T) – Telephone
- (TTY) – Text Telephone
- TBD – To Be Determined as part of the scope of the RFQ

## ANNOUNCEMENT

The City and County of San Francisco (City), through the San Francisco Recreation and Park Department (RPD), announces a Request for Qualifications (RFQ) for As-Needed Consultants to provide Construction Management Services. Services include, but not limited to, work on projects that are part of the City's 2012 Clean and Safe Neighborhood Parks Bond Program (CSNBP). The selected consultants will support the Capital and Planning Division of RPD.

The RFQ Package may be obtained at the San Francisco Recreation and Park Department, Contract's Administration Office, 501 Stanyan Street, San Francisco, CA 94117 on weekdays between 8:00 a.m. and 5:00 p.m. or by downloading the document(s) from the following website:

<http://mission.sfgov.org/OCABidPublication> or  
<http://mission.sfgov.org/OCABidPublication/ReviewBids.aspx>

A Pre-Proposal Meeting will be held at 1:00 pm, March 19, 2019 at our main office at 30 Van Ness Avenue, 3<sup>rd</sup> floor, San Francisco CA 94102, Golden Gate Park Conference Room.

Questions regarding the RFQ must be submitted in writing, no later than 12:00 pm Noon, Friday, March 29, 2019, by email to the Contract Manager, Sean McFadden, at: [sean.mcfadden@sfgov.org](mailto:sean.mcfadden@sfgov.org) and the Project Manager, Cara Ruppert, at [cara.ruppert@sfgov.org](mailto:cara.ruppert@sfgov.org)

Only those that attend and sign in at the Pre-Proposal Conference will automatically receive any addendum that is issued through email. If you wish to be added to the list of recipients, please contact the Project Manager, Cara Ruppert, at [cara.ruppert@sfgov.org](mailto:cara.ruppert@sfgov.org) and specifically ask to be added to the recipient list. Addendums will also be posted on the document website above.

Proposals are due on April 9, 2019 by 4:00 P.M. Submit proposals to the attention of Cara Ruppert, Project Manager, San Francisco Recreation and Park Department, 30 Van Ness Avenue, 3<sup>rd</sup> Floor, San Francisco, California 94102. Late submissions will not be considered. Postmarks will not be accepted. Candidates are required to comply with all San Francisco Contract Monitoring Division (CMD) requirements. Candidates shall submit, along with their responses, all information required by the CMD. CMD will participate in the Pre-Proposal Meeting to answer questions regarding CMD requirements.

Prime contractors and subcontractors who are awarded contracts as a result of the bid process are required to use the the City's Financial System (FSP) to submit 14B prime contractor and subcontractor payment information, including monthly progress payment invoices. Refer to CMD Attachment 1 for more details.

## 1. INTRODUCTION

With the passage of the 2012 CSNPB, the City embarked on a new era of long term strategic and fiscally responsible capital planning. The Mayor and Board of Supervisors adopted this strategy in 2005 with the implementation of the City and County of San Francisco Ten Year Capital Plan. The result was a system-wide facilities deficiency assessment. The assessment identified San Francisco Recreation and Park Department (RPD) facilities with the most critical need. The Bond focuses on the basic critical needs of the park system by addressing earthquake safety risks and renovating deteriorating parks and playgrounds. RPD projects include the renovation of recreation centers, gymnasiums, pools, playgrounds, and other facilities. Additionally, many of the projects require United States Green Building Council's (USGBC) LEED Silver certification. In addition to completing work from the 2012 Bond, the Rec and Park Department is currently planning for another General Obligation Bond in 2020, including preliminary design and outreach work for multiple projects.

Contractor selection will be based on screening and evaluation of written proposals. Prior RPD work completed by firms responding to this RFQ will be considered. The RPD selection panel will evaluate the Respondents' Qualification Statements. Up to 4 of the most qualified respondents, at the sole discretion of RPD, will be selected and each awarded a 4-year contract (Master Agreement) to provide services on an as-needed basis. The maximum amount of each Master Agreement will not exceed \$1,250,000 each and the maximum amount of all Master Agreements combined shall not exceed \$5,000,000.

Award of a Master Agreement does not guarantee that the selected firms will perform all or any portion of the services described in this RFQ, nor does it guarantee that the maximum amount will be expended. The maximum contract dollar amount does not represent a guaranteed revenue source for any of the selected firms. Consultants may be used for more than one project or for none. There is no guarantee of, or minimum amount of, work for any individual firm or Consultant team as a result of this RFQ or any subsequent agreements.

Projects will be assigned at the City's discretion. RPD may issue purchase orders based on the best match of consultant management team qualifications with project requirements, or previous performance, or in order of importance according to the final ranking. If it is not possible to complete negotiations with a selected firm within a one-month period, the City may elect to drop the candidate from the pool or negotiate with another candidate.

This RFQ sets forth the qualifications needed, describes the submittal requirements, establishes the criteria for selection and defines the selection process. All requirements of the Local Business Enterprise (LBE) Ordinance (Chapter 14B of the San Francisco Administrative Code) may apply to this RFQ and any subsequent professional services contracts. Further information regarding CMD is contained in Section 7 of this RFQ. The subsequent sections of this request define further the submittal requirements, the background of the 2012 Bond Program, the specific areas of work being requested, and the evaluation criteria to be used in selecting the team, and the terms and conditions of City agreements that shall be executed for the project.

## 2. BACKGROUND

The San Francisco Recreation and Park Department is in the process of implementing dozens of capital improvement projects throughout our properties. Many of these projects are funded through the 2012 General Obligation Bond (information below), as well as from additional funding sources, such as private philanthropy, developer impact fees, and general funds. In addition, the Rec and Park Department is currently planning for another General Obligation Bond in 2020, including preliminary design and outreach work for multiple projects.

### 2012 General Obligation Bond:

In November of 2012 the citizens of the City and County of San Francisco passed Proposition A, a \$195 Million General Obligation Bond identified as the 2012 Clean and Safe Neighborhood Park Bond. The objectives of this bond program are to: 1) Fix and improve parks citywide; 2) Eliminate serious earthquake safety risks in neighborhood and waterfront park facilities; 3) Renovate parks, playground, recreation centers and clubhouses that are in poor condition; 4) Replace dilapidated playfields; 5) Repair nature trail systems in the city's parks; and 6) Attract complementary community and philanthropic support. The \$195M in bond funding is divided into two allocations based on jurisdiction of the parks and facilities scheduled to receive funding. A total of \$160.5M is allocated for improvements to RPD properties and the remaining \$34.5M has been allocated to the San Francisco Port. This RFQ is to provide services for RPD only.

The RPD 2012 CSNPB is divided into one major program and eight (8) sub-programs. The bulk of the funding (60%) is dedicated to funding Major Capital Renovations of Neighborhood Parks. The remaining funds (40%) are allocated to the eight (8) smaller programs.

Additional information can be found on our website: <http://sfrecpark.org/park-improvements/2012-bond/>

### 3. RFQ SCHEDULE

#### Pre-Proposal Conference

A Pre-Proposal Conference will be held **March 19, 2019 at 1:00 pm** at RPD offices at 30 Van Ness Ave, 3<sup>rd</sup> Floor, Suite 3000. At the pre-proposal conference, City staff will review the provisions of this Request For Qualifications, and the requirements of the Local Business Enterprise (LBE) participation program.

Questions from interested proposers will be addressed at this conference and any new applicable information may be provided at that time. Questions raised at the pre-proposal conference may be answered verbally. If any substantive new information is provided in response to questions raised at the pre-proposal conference, it will be memorialized in a written addendum to this RFQ and distributed to all parties that are on the sign-in sheet at the pre-proposal conference.

A tentative schedule of events for the submittal and evaluation of Proposals is as follows. RFQ recipients will be notified of any changes to this schedule.

RFQ advertised and published	Wednesday	March 13, 2019
Pre-Proposal Conference	Tuesday, 1:00 pm	March 19, 2019
Deadline for written questions	Friday, 12:00 Noon	March 29, 2019
Proposal Submittal Due	Tuesday, 4:00	April 9, 2019
Notify successful candidates		Mid-April
Complete agreement negotiations		Late April
RPD COMMISSION Award		Mid-May
Agreement certification/Notice of Award		Mid-May

#### 4. POTENTIAL SCOPE OF SERVICES

Scope of Services Requested includes all services necessary to deliver the completed project, including but not limited to:

##### Task I - Review Construction Documents / Constructability Review

Conduct a thorough constructability review of drawings and specifications for completeness and coordination of trades. Provide a written report to RPD Project and Construction Managers of all findings within 21 days of receiving documents, including a thorough review of the design and/or contract documents relative to issues that could impact the actual construction process, established Project Design Standards, intersystem compatibility, subsurface information, existing facilities and utilities, interfaces with existing operations and other construction projects, access, egress, availability of proposed building materials, long lead procurement, and labor sources. The constructability review shall include but is not limited to the items below:

##### A. Documentation Clarity and Consistency

- Verify that the drawings and specifications are clear and will allow bidders to prepare intelligent bids.
- Verify the practicality of major details.
- Conduct a walkthrough of the property to ensure that assumptions made in the current set of documents are consistent with actual site conditions

##### B. Implementation Planning & Special considerations

- Verify assumptions relative for sequencing construction activities.
- Provide recommendations for material lay-down areas, trailer locations and ensure site issues have been resolved.
- Verify the proposed utility tie-in locations are feasible and coordinate with PG&E and Public Utilities Commission.
- Verify provisions for the prompt testing and off-haul of contaminated soils.
- Verify provisions for hazardous materials testing of existing building materials.
- Provide recommendations regarding the limitations of the contractors use of a crane, scaffolding, and/or swing stages.

##### Task II - Provide Construction Cost Estimates

- Verify that the cost estimate generally meets all pertinent rules and square foot guidelines.
- Verify costs for major trades, equipment or materials.
- Verify costs for implementation of various scopes of work.
- Verify that cost adjustments are based upon historical data.
- Verify that major materials and material assemblies are practical and cost effective.

##### Task III - Project Schedule Review (contractor submitted)

- Verify that construction performance period is realistic and based on the project requirements & dense site conditions.
- Verify that schedule accurately reflects sequencing and implementation assumptions.
- Verify that schedule reflects man-hour quantities identified in the cost estimate.
- Verify that long lead items have been identified, base performance period and on availability dates.
- Verify that the schedule reflects accurate material availability.
- Verify that the construction performance period is realistic.

Task IV – Testing Services

- A. Destructive Testing Services: This task shall include, but is not limited to:
- The drilling, digging/trenching, and/or sampling to understand the materials, dimensions, direction, quality, density, and location of items requested.
  - Removal and replacement of existing materials to verify materials below/behind
  - Ability to work at historically and archaeologically sensitive properties, where the most minimal destruction is required and delicate in-kind replacement is critical
  - Restoring in-kind
- B. Non-Destructive Testing Services: This task shall include, but is not limited to:
- Visual Analysis for cracks, leaks, corrosion, etc.
  - Materials scanning services
  - Testing services, such as: Chloride testing, Ultrasonic pulse testing, XRay, Rebound Hammer testing, Cover Meter testing
  - Measuring surface materials, cracks, etc. for their dimensions
  - Wood grading
  - Leak identification and discovery, including water testing with spray racks or nozzles
  - Electrical load testing
  - Assessing condition, code-compliance, and useful life of existing pumps, boilers, electrical panels, and similar equipment

## 5. ESSENTIAL QUALIFICATIONS

### A. Prime Consultant and Joint Venture (JV) Partners Qualifications

1. Any Joint Venture (JV) responding to this RFQ must clearly identify the lead Consultant (referred to hereafter as the Lead JV Partner). Additional administrative responsibilities and duties may be required of the Lead JV Partner.
2. The Prime Consultant or JV Partners must either individually, or collectively, demonstrate relevant expertise to successfully perform their role and responsibilities in the scope of services described in the RFQ.
3. To qualify as a Prime Consultant or JV Partner for this RFQ, a Consultant must possess experience with a minimum of five (5) relevant projects within the past 10 years that demonstrates the capability to provide the professional services described in the scope of services or the Consultant must have been in business for a minimum of one year providing the scope of services AND have an owner, partner or principal responsible for making significant administrative and business decisions on behalf of the firm with a minimum of 10 years experience in providing the scope services.

### B. Subconsultant Qualifications

1. To qualify as a Subconsultant that will provide technical services described in this RFQ, the Subconsultant(s) must possess a minimum of five (5) years experience in one or more technical fields required under the scope of services, or have been in business for a minimum of one (1) year providing services in the technical field(s) required under the scope of services for which the Subconsultant is being proposed AND have an owner, partner or principal responsible for making significant administrative and business decisions on behalf of the firm with a minimum of five (5) years experience in the technical field(s) required under the scope of services for which the Subconsultant is being proposed.

### C. Key/Lead Personnel Qualifications

1. To qualify for performing the services under this RFQ, an individual must possess the following:
  - a. A minimum of five (5) years of experience performing scope of services.
  - b. Knowledge of current local, State, and Federal regulations governing design, construction, contracting, environmental, and safety measures.
  - c. Experience in at least three (3) relevant, verifiable projects.



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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 49397 - 14/15)

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

Type of Service: Residential Graywater and Rainwater Barrel Incentive Program (CS-387)

Funding Source: Water Conservation Operating

PSC Original Approved Amount: \$300,000

PSC Original Approved Duration: 11/01/14 - 12/31/18 (4 years 8 weeks)

PSC Mod#1 Amount: \$170,000

PSC Mod#1 Duration: 01/01/19-10/12/23 (4 years 40 weeks)

PSC Cumulative Amount Proposed: \$470,000

PSC Cumulative Duration Proposed: 8 years 49 weeks

**1. Description of Work**

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

Administer a program that sells discounted residential "laundry-to-landscape" graywater kits, rain barrels and cisterns and provides training and on-site consultation to participants on proper installation and use. Administration also to include program promotion, screening and verification of participant eligibility per San Francisco Public Utilities Commission (SFPUC) criteria, monthly reporting of program participation and progress.

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

This contract is proposed as a key part of the SFPUC's overall water conservation efforts to reduce water use both immediately to help meet the urgent need to reduce potable water use and preserve dwindling supplies, and to meet stringent local and state directives to save water by and before 2020. Failure to meet local and state water reduction directives may result in ineligibility for the SFPUC to receive any statewide grant funds and other resources and would put the SFPUC in highly visible noncompliance with a number of state requirements.

**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 49397 - 14/15

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

No.

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

The contractor is a unique storefront within the City of San Francisco that serves the vital role of not only providing trainings and workshops in a convenient and accessible space but also procuring and storing large cisterns, rain barrels, and Laundry-2-Landscape kits in which our program applicants can easily pick up. The contractor administers the program, processing and

confirming eligibility of SFPUC customers while conveniently providing a one-stop-shop for the applicant to complete their participation by visiting the necessary storefront to pick up or, in some cases, deliver the program device(s) they applied for. The convenience and accessibility that the contractor provides for our programs has greatly contributed to the continuing success of our SFPUC customers participation in outdoor water conservation practices.

## 2. Reason(s) for the Request

### A. Display all that apply

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

Explain the qualifying circumstances:

The Urban Farmer Store, LP (UFS) supports both the Rainwater Harvesting and Laundry to Landscape Programs through the administration, hosting, and teaching of training workshops composed of guiding the program applicant through the various installation, logistical, and practical uses that should be considered when installing a rainbarrel, cistern, or laundry-to-landscape graywater kit. The Urban Farmer Store is a store front within the city of San Francisco that allows quick access to our program devices. UFS is capable of holding trainings on site as well as providing a space to house large rainbarrels and cisterns for easy pickup or delivery to our program participants. The UFS staff are experts in rainwater harvesting and irrigation system, landscape, and garden supplies and design. They assist customers in projects ranging from simple drip-irrigation system design to more complex cistern installations that provide supplemental water to a variety of landscapes within San Francisco while providing a scalable array of technology and products for rainwater harvesting.

### B. Reason for the request for modification:

This contract is a key part of the SFPUC's overall water conservation efforts to reduce water use both immediately to help meet the urgent need to reduce potable water use and preserve dwindling supplies, and to meet stringent local and state directives to save water by and before 2020. Failure to meet local and state water reduction directives may result in ineligibility for the SFPUC to receive any statewide grant funds and other resources and would put the SFPUC in highly visible noncompliance with a number of state requirements. This contract includes the Laundry-2-Landscape (L2L) Program and the Rainwater Harvesting (RWH) Program. The L2L Program educates customers about residential graywater systems for outdoor irrigation and also enables the SFPUC to collect and analyze data about how such systems work in the City. The program provides participants training workshops and onsite technical assistance, a graywater installation manual, and a \$125 subsidy off the purchase price of a kit of basic system components that retails for \$175 plus tax. The L2L program is open to residents of single-family and two-unit residential water customers in San Francisco that meet eligibility criteria. The RWH Program provides a discount of \$100 for the purchase of a pre-approved 50-gallon rain barrel, up to two per customer, and a \$350 discount off the purchase of one large capacity cistern per customer.

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The required skills needed for these services include expertise in landscape irrigation equipment related to graywater and rainwater use,

understanding of California graywater and rainwater codes, experience with program administration and reporting, and ability to organize trainings and present to the public.

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: None.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes with the necessary expertise in rainwater and graywater systems do not directly sell irrigation components to the public.

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 services requested through this program are highly specialized and best performed by a City-approved vendor with the ability to sell irrigation components directly to the public.

**6. Additional Information**

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

No.

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

The additional funding and term extension supports continues to provide funding to approximately 30 L2L graywater kits per year, 200 rain barrels per year, and up to 100 205-gallon or larger cisterns per year, as well as the scheduling, organizing, hosting, and staffing, of up to four 2-hour L2L Program workshops per year, and as-needed Rainwater Harvesting training workshops, up to 12 per year. In coordination with the SFPUC, the contractor also performs additional L2L Program duties, including scheduling, organizing, and staffing as-needed on-site technical assistance visits. UFS will continue administering all Rainwater Harvesting and Laundry-2-Landscape training workshops for participants interested in the program. There is potential for approximately 32 hours of workshop trainings per year. The Water Conservation Division and its Field Inspector Team perform routine inspections on rainbarrels, cisterns, and L2L Graywater kits that have been installed through the program. Inspectors are trained to check for appropriate installation of rainbarrels, checking for leaks, position of the device in the landscape, and how the flow of water is used to provide supplemental irrigation to the landscape. L2L kits are further inspected to check for correct number of discharge outlets within the system, confirming no runoff occurs or blockage in the lines exists. The inspection team is trained to identify all components of a simple rainwater harvesting device, including diverter valves, spigots, first-flush containers, and that the devices provide protection from mosquito vectors. Since both programs provide water that is not potable, the inspectors are aware to also check for any edible gardens in which its root-vegetables and fruiting plants are not exposed to

water collected by the rainbarrels and cisterns or directly from the clothes washers via the L2L kits.

- 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 05/28/19, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49397 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2019

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

**Irwin, William**

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**From:** dhr-pscccoordinator@sfgov.org on behalf of wirwin@sfwater.org  
**Sent:** Tuesday, May 28, 2019 5:18 PM  
**To:** Irwin, William; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Kathy; 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; rritchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@aol.com; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 49397 - 14/15 - MODIFICATIONS

1 69 1

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$170,000 for services for the period January 1, 2019 – October 12, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13107>

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 UTILITIES COMMISSION -- PUC Dept. Code: PUC

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

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

Type of Service: Residential Graywater and Rainwater Barrel Incentive Program (CS-387)

Funding Source: Water Conservation Operating PSC Duration: 4 years 8 weeks
PSC Amount: \$300,000 PSC Est. Start Date: 11/01/2014 PSC Est. End Date: 12/31/2018

1. Description of Work

A. Scope of Work:

Administer a program that sells discounted residential "laundry-to-landscape" graywater kits, rain barrels and cisterns and provides training and on-site consultation to participants on proper installation and use. Administration also to include program promotion, screening and verification of participant eligibility per San Francisco Public Utilities Commission (SFPUC) criteria, monthly reporting of program participation and progress.

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

This contract is proposed as a key part of the SFPUC's overall water conservation efforts to reduce water use both immediately to help meet the urgent need to reduce potable water use and preserve dwindling supplies, and to meet stringent local and state directives to save water by and before 2020. Failure to meet local and state water reduction directives may result in ineligibility for the SFPUC to receive any statewide grant funds and other resources and would put the SFPUC in highly visible noncompliance with a number of state requirements.

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. No, this service has not been provided in the past.

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

2. Union Notification: On 07/18/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49397 - 14/15

DHR Analysis/Recommendation:

09/15/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 09/15/2014

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

A. Specify required skills and/or expertise:

The required skills needed for these services include expertise in landscape irrigation equipment related to graywater and rainwater use, understanding of California graywater and rainwater codes, experience with program administration and reporting, and ability to organize trainings and present to the public.

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:  
None.

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

A. Explain why civil service classes are not applicable:

Civil service classes with the necessary expertise in rainwater and graywater systems do not directly sell irrigation components to the public.

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

No, the services requested through this program are highly specialized and best performed by a City-approved vendor with the ability to sell irrigation components directly to the public.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 07/21/2014 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request:  Initial  Modification of an existing PSC (PSC # 36583 - 15/16)

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

Type of Service: Web based software development, maintenance, and reporting consultant

Funding Source: Federal Funds and General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/20/15 - 07/19/16 (1 year)

PSC Mod#1 Amount: \$475,000 PSC Mod#1 Duration: 02/15/16-06/30/20 (3 years 49 weeks)

PSC Mod#2 Amount: \$375,000 PSC Mod#2 Duration: 07/01/20-06/30/22 (2 years)

PSC Cumulative Amount Proposed: \$950,000 PSC Cumulative Duration Proposed: 6 years 49 weeks

**1. Description of Work**

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

The consultant will assist the Office of Economic and Workforce Development (OEWD) with designing, implementing, and transitioning the existing online Workforce Central (WFC) client tracking and performance management platform to integrate new federal Workforce Innovation and Opportunities Act (WIOA) provisions.

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

The new federal Workforce Innovation and Opportunities Act (WIOA) provisions took effect on July 1, 2015, and the OEWD has been working diligently with our grantees over the past year to prepare for implementation. These changes are largely programmatic in nature, including major shifts to the way that clients are categorized and tracked. While grantees have anticipated the changes to their program design and service delivery models, these changes have yet to be fully incorporated into the online tracking system. Over the next year, adjustments will need to be made to the Workforce Central (WFC) system to ensure that grantees can continue to meet their performance goals, improve monitoring outcomes, and securely track and share client information. Additionally, the OEWD continues to apply to new sources of federal revenue and needs to ensure that the WFC system can be flexible to changing federal funding requirements.

**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, this is a request to extend the existing authorization

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

Unknown at this time.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
The services provided through this contract are not currently available within the City. The Department still anticipates the need for this online business tool through at least June 2022 to ensure compliance with Federal grant requirements.

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

- A. Display all that apply

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

Explain the qualifying circumstances:

This is a short-term, transitional project that will require specific technical skills not currently available in the department or DTIS.

- B. Reason for the request for modification:

Department requests additional time and dollars to provide ongoing customization and maintenance of the web-based platform, including the incorporation of new features to improve system functionality and reporting tools.

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

- A. Specify required skills and/or expertise: Software development, query building, project management, maintenance of software specific to grant and performance management for workforce programs. Requires familiarity with social service programs and web-based applications in an extra-net environment.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: They will "host" the application on their servers, which will be customized to the needs of the OEWD. We are contracting for professional services and will pay a minimal maintenance fee for nightly back ups of data.

**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.  
We do not currently have this series of classifications in our department. DTIS stated that this project is not within their typical scope of work, and other City agencies that we have approached have contracted this work out to professional services vendors.
- 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 - we will select a vendor that has specific expertise in developing performance management and grant management software. Developing such expertise is not core to our department's work.

**6. Additional Information**

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

No.

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

Employees will be trained on the changes to the software and learn how to create reports using data from the platform. Those employees will also learn how to train grantees to use the platform. Current employees are two (2) 1823s and one (1) 9775. Time required for training will depend on the final contract specifications.

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

No.

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

No.

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

No.

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

Yes - this extension is a continuation of existing work.

**7. Union Notification:** On 05/28/19, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

Address: 1 South Van Ness Ave, 5th Floor, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 36583 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2019

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



## **Additional Attachment(s)**





**FOR IMMEDIATE RELEASE:**

Friday, September 11, 2015

Contact: Mayor's Office of Communications, 415-554-6131

**\*\*\* PRESS RELEASE \*\*\***

**MAYOR LEE ANNOUNCES \$2.9 MILLION FEDERAL GRANT TO  
PROVIDE APPRENTICESHIPS IN TECHNOLOGY**

*Federal American Apprenticeship Grant Awarded to San Francisco will Connect More than 300 Residents to  
Tech Jobs*

**San Francisco, CA**— Mayor Edwin M. Lee today announced the U.S. Department of Labor has awarded San Francisco a \$2.9 million American Apprenticeship grant to launch the TechSF Accelerator Program. The City's Office of Economic and Workforce Development will partner with 20 leading technology companies through the Mayor's TechSF initiative to provide more than 300 residents over the next five years with pre-apprenticeships and apprenticeships within the technology industry.

"Helping our residents gain the skills and training needed to succeed in the 21<sup>st</sup> Century economy is what TechSF is all about, and it's already shown tremendous results," said Mayor Lee. "Through the TechSF Accelerator Program, we will connect unemployed and underemployed residents, especially our veterans, women, and minorities, to apprenticeship training programs that will help them land a job while diversifying the technology industry. I thank the U.S. Department of Labor for selecting San Francisco to receive funding for training and job opportunities to build a stronger workforce."

Through on-the-job learning, accelerated classroom training, mentoring and accelerated "bootcamp" and online education, more than 300 individuals will be connected to high growth occupations that include web developers, computer programmers, and data scientists. Half of the individuals will be employees who want to move upward within the industry. Individuals will be able to earn and learn on the job led by recognized tech companies within the industry. San Francisco companies committed to partnering with the City include: ModCloth, 12FPS, Pinterest, BonFire Labs, Zendesk, LinkedIn, Salesforce, Jawbone, Autodesk, TEAK and other leading technology companies.

"The Mayor and the City has built a nationally recognized model for bringing together private industry and nonprofits through its TechSF initiative," said Zendesk CEO Mikkel Svane. "The American Apprenticeship grant will help companies like ours continue to build innovative and relevant career paths for San Francisco jobseekers, while diversifying and enriching the tech sector."

Individuals will be placed in both pre-apprenticeships and apprenticeship programs with TechSF's regional public and private sector partners and realize transferable college credits and wage gains as they develop portable, industry-recognized credentials and advance in their occupation. The apprenticeship program will further articulate pathways for individuals seeking four-year degrees in Science, Technology, Engineering and Mathematics (STEM) and will create new linkages between online training platforms and higher education. In addition to the American Apprenticeship grant, the Mayor is also investing \$1.5 million from the City budget to TechSF over the next two years to offset expiring Federal grants. TechSF is a committed partner to President

Obama's TechHire initiative, and its effective practices, strong employer partnerships and national recognition will create numerous opportunities for the dissemination and replication of the apprenticeship model.

"Apprenticeships are a tried-and-true job training strategy that offer tremendous value for both employers and workers, and can be particularly effective in high-skilled, high-growth industries like Information Technology," said U.S. Secretary of Labor Thomas E. Perez. "Programs like TechSF Applied Learning Accelerator are great examples of new industries utilizing apprenticeships to help more people punch their ticket to the middle class."

According to the Department of Labor hands-on apprenticeships, where workers earn and learn at the same time, are a proven path to good, secure middle-class jobs. In fact, 87 percent of apprentices are employed after completing their programs. Studies from around the globe suggest that for every dollar spent on apprenticeship, employers get an average of \$1.47 back in increased productivity, reduced waste and greater front-line innovation.

The U.S. Department of Labor's American Apprenticeship grant awarded \$175 million to 46 communities throughout the United States. Each grantee has pledged to train and hire more than 34,000 new apprentices in the tech industry over the next five years. Each grantee has also committed to expanding apprenticeship programs and to align apprenticeships with further education and career advancement, and to scale proven apprenticeship models that work.

#### About TechSF

TechSF is an initiative of the Office of Economic and Workforce Development which was launched in 2012 to provide jobseekers with industry-recognized skills and experience, and secure internships and employment in high-tech occupations. The program launched with an \$8 million in Federal grants from the Department of Labor. Since the program launched in 2012, approximately 1,000 people have been trained, and placed in jobs and internships. For more information on TechSF and other workforce training programs, go to: [www.oewd.org](http://www.oewd.org).

###

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

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECNType of Request:  Initial  Modification of an existing PSC (PSC # 36583 - 15/16)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Web based software development, maintenance, and reporting consultantFunding Source: Federal Funds and General FundPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 07/20/15 - 07/19/16 (1 year)PSC Mod#1 Amount: \$475,000PSC Mod#1 Duration: 02/15/16-06/30/20 (3 years 49 weeks)PSC Cumulative Amount Proposed: \$575,000PSC Cumulative Duration Proposed: 4 years 49 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will assist the Office of Economic and Workforce Development (OEWD) with designing, implementing, and transitioning the existing online Workforce Central (WFC) client tracking and performance management platform to integrate new federal Workforce Innovation and Opportunities Act (WIOA) provisions.

**Scope Change**

The OEWD was awarded a \$2.9 million dollar grant to expand its TechSF initiative under the Department of Labor's American Apprenticeship program. In addition to ongoing maintenance, the contractor will assist the department with incorporating new data elements into the existing WorkforceCentral (WFC) platform.

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

The new federal Workforce Innovation and Opportunities Act (WIOA) provisions took effect on July 1, 2015, and the OEWD has been working diligently with our grantees over the past year to prepare for implementation. These changes are largely programmatic in nature, including major shifts to the way that clients are categorized and tracked. While grantees have anticipated the changes to their program design and service delivery models, these changes have yet to be fully incorporated into the online tracking system. Over the next year, adjustments will need to be made to the Workforce Central (WFC) system to ensure that grantees can continue to meet their performance goals, improve monitoring outcomes, and securely track and share client information. Additionally, the OEWD continues to apply to new sources of federal revenue and needs to ensure that the WFC system can be flexible to changing federal funding requirements.

**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?

Unknown at this time.

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

This is a short-term, transitional project that will require specific technical skills not currently available in the department or DTIS.

B. Reason for the request for modification:

The vendor is on track to complete the initial design, implementation, and transition of the existing online Workforce Central (WFC) client tracking and performance management platform by June 30, 2016. Once system integration is complete, the consultant will assist the Office of Economic and Workforce Development (OEWD) with ongoing customization and maintenance of the web-based platform, including the incorporation of additional requirements related to the Department of Labor's American Apprenticeship Grant and any new federal awards.

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

A. Specify required skills and/or expertise: Software development, query building, project management, maintenance of software specific to grant and performance management for workforce programs. Requires familiarity with social service programs and web-based applications in an extra-net environment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: They will "host" the application on their servers, which will be customized to the needs of the OEWD. We are contracting for professional services and will pay a minimal maintenance fee for nightly back ups of data.

**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.

We do not currently have this series of classifications in our department. DTIS stated that this project is not within their typical scope of work, and other City agencies that we have approached have contracted this work out to professional services vendors.

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 - we will select a vendor that has specific expertise in developing performance management and grant management software. Developing such expertise is not core to our department's work.

6. **Additional Information**

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

No.

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

The vendor will train department staff on new features and provide manuals. Department staff will then train grantees as needed. Expected that, at a minimum, 3-9775s 1-0923, and 2-1822s will receive 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.

Yes - this extension is a continuation of existing work.

7. **Union Notification:** On 01/14/16, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

Address: 1 South Van Ness Ave, 5th Floor, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 36583 - 15/16

DHR Analysis/Recommendation:

03/07/2016

Commission Approval Required

Approved by Civil Service Commission

03/07/2016 DHR Approved for 03/07/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request:  Initial  Modification of an existing PSC (PSC # 37184 - 18/19)

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

Type of Service: Apprenticeship Job Placement and Retention Services

Funding Source: Federal - Department of Labor

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 12/01/18 - 12/31/21 (3 years 4 weeks)

PSC Mod#1 Amount: \$200,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$300,000 PSC Cumulative Duration Proposed: 3 years 4 weeks

**1. Description of Work**

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

The Office of Economic and Workforce Development (OEWD), through its TechSF initiative, seeks to provide innovative information and communications technology (ICT) apprenticeship job placement and retention services for new and incumbent workers as well as pre-apprenticeship and other ICT training that supports jobseekers towards apprenticeship and other placement opportunities.

The selected Contractor will provide a variety of services to San Francisco jobseekers and employers, to include but not limited to the following: maintain a co-branded online software solution and deploy a digital marketing campaign for TechSF Apprenticeship representation and industry engagement; provide retention services to jobseekers enrolled in registered apprenticeship programs; provide business services to employers serving as apprenticeship hosts; report data outcomes to OEWD to inform ongoing apprenticeship programming and services.

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

The TechSF initiative began in the 2012-13 program year after OEWD received \$3 million dollars in H-1B Technical Skills Training dollars from the Department of Labor Employment and Training Administration. In 2015, OEWD received an additional \$2.9 million dollars from the Department of Labor to provide apprenticeship and pre-apprenticeship occupational skills training within the technology industry. Now well into its seventh program year, TechSF has only continued to grow and expand its programmatic offerings to both jobseekers and employers in the region, and has developed partnerships and revenue streams at both the local and federal level. This rapid growth has created increasing demand for innovative business tools and solutions. This service will enable TechSF to target needed services to individuals and companies, support the hiring and retention of individuals currently underrepresented within the technology industry, and remain nimble to the ever-changing needs of the industry.

- 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.  
Currently being provided
- D. Will the contract(s) be renewed?  
Unknown at this time.
- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

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

A. Display all that apply

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

Explain the qualifying circumstances:

The selected contractor will need to possess specific skills and expertise not currently available within the Department or the City.

B. Reason for the request for modification:

Increasing dollar amount by \$200k to expand employment and training opportunities for local job seekers. This authorization will be used to expand a current contract to provide coordinated industry engagement and recruitment, referral, and training services, with a specific focus on populations that are currently under-represented in technology occupations.

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

- A. Specify required skills and/or expertise: The selected Contractor should possess, at minimum, the following skills and expertise: - Experience delivering innovative and responsive business tools that will help coordinate, enhance and scale labor exchange operations (i.e. jobseeker talent recruitment and referral services) by utilizing a dual-customer approach for both business partners and jobseekers - Experience planning and providing industry engagement activities that effectively connect diverse and under-represented populations to employment in technology occupations across multiple industries - Established referral networks with citywide service providers and resources
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
This project is short-term and requires specific skills.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this project is short-term and requires specific skills.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
The selected Contractor will provide data and analysis to City staff and other initiative stakeholders throughout the contract term, but will not be providing training or oversight to City staff. The staff classifications that will work most closely with the Contractor are: 9775, 9774

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes - this modification is a continuation of existing work.

**7. Union Notification:** On 06/11/19, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

Name: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

Address: 1 South Van Ness, 5th Floor, San Francisco, CA, 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 37184 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2019



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

# Receipt of Modification Request to PSC # 37184 - 18/19 - MODIFICATIONS

dhr-psccordinator@sfgov.org on behalf of marissa.bloom@sfgov.org

Tue 6/11/2019 11:20 AM

To: Bloom, Marissa (ECN) <marissa.bloom@sfgov.org>; ecassidy@ifpte21.org <ecassidy@ifpte21.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>;

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$200,000 for services for the period July 1, 2019 – December 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13198>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.org

## **Additional Attachment(s)**

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

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECNDept. Code: ECNType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Apprenticeship Job Placement and Retention ServicesFunding Source: Federal - Department of LaborPSC Duration: 3 years 4 weeksPSC Amount: \$100,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of Economic and Workforce Development (OEWD), through its TechSF initiative, seeks to provide innovative information and communications technology (ICT) apprenticeship job placement and retention services for new and incumbent workers as well as pre-apprenticeship and other ICT training that supports jobseekers towards apprenticeship and other placement opportunities.

The selected Contractor will provide a variety of services to San Francisco jobseekers and employers, to include but not limited to the following: maintain a co-branded online software solution and deploy a digital marketing campaign for TechSF Apprenticeship representation and industry engagement; provide retention services to jobseekers enrolled in registered apprenticeship programs; provide business services to employers serving as apprenticeship hosts; report data outcomes to OEWD to inform ongoing apprenticeship programming and services.

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

The TechSF Initiative began in the 2012-13 program year after OEWD received \$3 million dollars in H-1B Technical Skills Training dollars from the Department of Labor Employment and Training Administration. In 2015, OEWD received an additional \$2.9 million dollars from the Department of Labor to provide apprenticeship and pre-apprenticeship occupational skills training within the technology industry. Now well into its seventh program year, TechSF has only continued to grow and expand its programmatic offerings to both jobseekers and employers in the region, and has developed partnerships and revenue streams at both the local and federal level. This rapid growth has created increasing demand for innovative business tools and solutions. This service will enable TechSF to target needed services to individuals and companies, support the hiring and retention of individuals currently underrepresented within the technology industry, and remain nimble to the ever-changing needs of the industry.

**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 specific service has not been provided in the past.

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

Unknown at this time.

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

The selected contractor will need to possess specific skills and expertise not currently available within the Department or the City.

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

- A. Specify required skills and/or expertise: The selected Contractor should possess, at minimum, the following skills and expertise: - Experience delivering innovative and responsive business tools that will help coordinate, enhance and scale labor exchange operations (i.e. jobseeker talent recruitment and referral services) by utilizing a dual-customer approach for both business partners and jobseekers - Experience planning and providing industry engagement activities that effectively connect diverse and under-represented populations to employment in technology occupations across multiple industries - Established referral networks with citywide service providers and resources

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

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

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

OEWD solicited a Request for Proposals to obtain qualified entities to implement the services described and received no applications from City departments. Further, the Department regularly works with several local and regional agencies to ensure the integration of TechSF services with other local strategies, and has not found an entity that provides the complement of services described herein.

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

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

This project is short-term and requires specific skills.

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

**6. Additional Information**

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

No.

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

No. The selected Contractor will provide data and analysis to City staff and other initiative stakeholders throughout the contract term, but will not be providing training or oversight to City staff. The staff classifications that will work most closely with the Contractor are: 9775, 9774

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 11/20/2018, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

Address: 1 South Van Ness, 5th Floor San Francisco, CA, 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 37184 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/30/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION

Dept. Code: REC

Type of Request:  Initial  Modification of an existing PSC (PSC # 43499 - 17/18)

Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Software

Funding Source: Open Space Fund

PSC Original Approved Amount: \$1,500,000

PSC Original Approved Duration: 02/01/18 - 01/01/23 (4 years 47 weeks)

PSC Mod#1 Amount: \$1,065,000

PSC Mod#1 Duration: 09/02/19-02/02/21 (0 sec)

PSC Cumulative Amount Proposed: \$2,565,000

PSC Cumulative Duration Proposed: 3 years 2 days

**1. Description of Work**

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

Facilities capital planning software and associated facility assessment services for Recreation and Park assets and facilities, including storage, analysis and reporting of facility condition data on a proprietary software application.

**Scope Change**

This request for a modification expands the existing scope of the contract. The original contract was for a Facility Condition Assessment to provide accurate data for capital bond planning purposes. As the Facility Assessment proceeded, and although requested prior to commencement of the assessment, it quickly became clear that the highly detailed data collection required for facility equipment information could not be completed within the time frame required for completion of the assessment for bond planning purposes.

As such, the Facility Condition Assessment provides only partial facility equipment information and the detailed information required for equipment assessment and preventative maintenance planning and implementation must still be collected.

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

Recreation and Park wishes to develop a Deferred Maintenance Plan to provide direction on the investments required to preserve and/or extend the life of assets renovated through the Bond program; identify assets ready for replacement or renovation through the anticipated 2018 Go Bond; and establish preventative maintenance activities to keep core assets in good working condition. Without this service, Recreation and Park would not be able to complete its Deferred Maintenance Plan before the anticipated 2018 GO Bond.

**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.**

No

D. Will the contract(s) be renewed?

Ongoing fees will support software upgrades and help desk support. The software's function is to provide long term capital planning so by its nature, the minimum practical period for maintaining the software will be 10 years, so 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

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

Explain the qualifying circumstances:

Condition assessment occurs on a comprehensive basis only once every 5 to 10 years, and annual assessments only require a few weeks worth of work each year.

B. Reason for the request for modification:

The existing contract is being revised to include data collection of facility equipment information in addition to the Facility Condition Assessment. The detailed equipment information will then be used to create our Preventive Maintenance Program in order to enhance and maintain facility condition.

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

A. Specify required skills and/or expertise: Facility assessment services; storage, analysis and reporting of facility condition data; forecasting impacts of different spending levels; cost estimates; budget prioritization and progress benchmarking.

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; 5268, Architect;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor would provide Recreation and Park with proprietary capital planning computer software not currently possessed by the City. The software would be provided as a Software as a Service-based application on an enterprise basis, meaning unlimited users, and the possibility of scaling the application based on the Department's needs.

**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 other providers offer facility condition assessment storage, Four Rivers is the only company to offer a software with the robust analysis and reporting capabilities required for Recreation and



Park Capital Planning program, and the knowledge and skill-set required to populate and maintain its proprietary software.

- 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, condition assessment occurs on a comprehensive basis only once every 5 to 10 years, and annual assessments only require a few weeks worth of work each year.

**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 will be conducted.
- 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.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Current contractor required to complete additional scope of work.

- 7. Union Notification:** On 06/12/19, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Architect & Engineers, Local 21;

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

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

Address: 501 Stanyan Street, San Francisco, CA 94117

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43499 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2019

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of sean.mcfadden@sfgov.org  
**Sent:** Wednesday, June 12, 2019 4:34 PM  
**To:** McFadden, Sean (REC); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 43499 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The RECREATION AND PARK COMMISSION -- REC has submitted a modification request for a Personal Services Contract (PSC) for \$1,065,000 for services for the period September 2, 2019 – February 2, 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/13208>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.org

## **Additional Attachment(s)**

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

Department: RECREATION AND PARK COMMISSION -- RECDept. Code: RECType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: SoftwareFunding Source: Open Space FundPSC Amount: \$1,500,000PSC Est. Start Date: 02/01/2018 PSC Est. End Date 01/01/2023**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Facilities capital planning software and associated facility assessment services for Recreation and Park assets and facilities, including storage, analysis and reporting of facility condition data on a proprietary software application.

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

Recreation and Park wishes to develop a Deferred Maintenance Plan to provide direction on the investments required to preserve and/or extend the life of assets renovated through the Bond program; identify assets ready for replacement or renovation through the anticipated 2018 Go Bond; and establish preventative maintenance activities to keep core assets in good working condition. Without this service, Recreation and Park would not be able to complete its Deferred Maintenance Plan before the anticipated 2018 GO Bond.

**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.**  
Not applicable.**D. Will the contract(s) be renewed?**

Ongoing fees will support software upgrades and help desk support. The software's function is to provide long term capital planning so by its nature, the minimum practical period for maintaining the software will be 10 years, so yes.

**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.**  
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

**B. Explain the qualifying circumstances:**

Condition assessment occurs on a comprehensive basis only once every 5 to 10 years, and annual assessments only require a few weeks worth of work each year.

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

A. Specify required skills and/or expertise: Facility assessment services; storage, analysis and reporting of facility condition data; forecasting impacts of different spending levels; cost estimates; budget prioritization and progress benchmarking.

- 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; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor would provide Recreation and Park with proprietary capital planning computer software not currently possessed by the City. The software would be provided as a Software as a Service-based application on an enterprise basis, meaning unlimited users, and the possibility of scaling the application based on the Department's needs.

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

No other service class provides condition assessment services for all asset types and classes, and the ability to populate and maintain a technical database with the collected assessment data.

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

- A. Explain why civil service classes are not applicable.  
While other providers offer facility condition assessment storage, Four Rivers is the only company to offer a software with the robust analysis and reporting capabilities required for Recreation and Park Capital Planning program, and the knowledge and skill-set required to populate and maintain its proprietary software.
- 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, condition assessment occurs on a comprehensive basis only once every 5 to 10 years, and annual assessments only require a few weeks worth of work each year.

**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. 2-day training course to about 10-20 Recreation and Park staff members. Recreation and Park employees to be trained include the following: senior management, project managers, planners, IS Business analyst, superintendents, analysts, structural maintenance yard leadership.
- 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 10/10/2017, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 501 Stanyan Street San Francisco, CA 94117

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43499 - 17/18

DHR Analysis/Recommendation:

action date: 12/04/2017

Commission Approval Required

Approved by Civil Service Commission

12/04/2017 DHR Approved for 12/04/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 40587 - 17/18)

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

Type of Service: Behavioral Health Services - Outpatient

Funding Source: General Fund, Medi-Cal

PSC Original Approved Amount: \$137,760,000 PSC Original Approved Duration: 01/01/18 - 12/31/22 (5 years)

PSC Mod#1 Amount: \$154,291,200 PSC Mod#1 Duration: 01/01/23-12/31/27 (5 years 1 day)

PSC Cumulative Amount Proposed: \$292,051,200 PSC Cumulative Duration Proposed: 10 years 1 day

**1. Description of Work**

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

Contractors will provide services as part of the City's Adult/Older Adult Systems Of Care, including mental health outpatient, intensive case management, crisis stabilization, residential treatment services, supportive housing and other adjunct services (such as representative payee and income assistance advocacy) to the approximately 21,000 San Francisco residents who have serious mental illness and resulting significant functional impairments, including serious mood, schizophrenic/psychotic, anxiety, adjustment and other mental disorders, which may co-occur with substance use disorders and significant primary care, functional impairment and quality of life issues. In partnership with civil service staff, services provided by contractors provide flexible, integrated, seamless services based on the level and type of needs of the client, and responding as clients' needs change over time.

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

Without these services, transitional age youth, adults and older adults will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, violence, trauma, post-trauma, and other symptoms. There will also be a generalized sense of increased collective helplessness throughout the community as related to untreated mental illness, leading to communities to feel besieged and victimized. Not providing the services may result in increased lawsuits and related costs, as well as disallowance of State and Federal funding for failing to expend funds within regulatory guidelines.

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

Yes. PSC 4151-09/10

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

Yes, as the need continues and funding is available.



- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
The Department expects the need for these services to continue.

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

A. Display all that apply

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

Explain the qualifying circumstances:

These services are provided by community-based behavioral health non-profit organizations/service providers which are able to provide a broad range of cultural expertise and linkages unavailable through Civil Service classifications alone. Due to their ability to provide a greater array of diversity and expertise, they are able to work in partnership with Civil Service staff, thereby increasing the value of their output, as well enabling the City to provide the highest quality, most accessible mental health and substance abuse treatment services to its residents as is possible.

B. Reason for the request for modification:

To extend term, with a corresponding increase in amount, to align with Request For Proposal duration and Board of Supervisors' approvals.

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

- A. Specify required skills and/or expertise: Contractors must be Mental Health Medi-Cal and/or Medicare providers with proper licenses and service facilities, appropriately trained licensed and certified staff and facilities which comply with applicable State laws and regulations, as well have experience in providing the needed services to the identified target population(s), including working collaboratively with families, support systems, and other agencies/providers on- and off- site to ensure continuity and coordination of care, and with high-risk clients, using strategies to help clients discharged from hospitals and long-term care to engage with needed services, and, where applicable, providing wrap-around services.
- 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; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2706, Housekeeper/Food Service Clnr; 2822, Health Educator; 2908, Hospital Eligibility Worker; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2920, Medical Social Worker; 2930, Psychiatric 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 maintain appropriate community facilities that are licensed and otherwise compliant with external funding and regulatory requirements for provision of contracted services.

**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.

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with contractors, which are non-profit organizations, and through these collaborations the City is able to offer more quality, accessible mental health and substance abuse treatment services to its residents than it would be able to do alone. These collaborative mental health and substance abuse treatment services are best provided by community-based service providers which have the required expertise, often specific to the target population they serve, and who have the trust of and credibility in the community, as well as linkages and resources unavailable to the City at a comparable level. They are able to operate the small, flexible, community-based programs required by State law and found to be most effective in treatment residents who are mentally ill.

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. Existing classifications currently perform this work. However, demand exceeds the capacity at City facilities to provide these services so that City uses contractors to meet as many of the client's needs as possible.

**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

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 04/19/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU 1021 Miscellaneous; 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 405, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40587 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2019

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

## Girma, Mahlet (DPH)

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**From:** DHR-PSCCoordinator, DHR (HRD) on behalf of Hale, Jacquie (DPH)  
**Sent:** Friday, April 19, 2019 5:30 PM  
**To:** Hale, Jacquie (DPH); kcartermartinez@cirseiu.org; Sandeep.lal@seiu1021.me; 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; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; tjenkins@uapd.com; jduritz@uapd.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 40587 - 17/18 - 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 \$154,291,200 for services for the period January 1, 2023 – December 31, 2027. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12897>

Email sent to the following addresses: jduritz@uapd.com tjenkins@uapd.com L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org Sandeep.lal@seiu1021.me kcartermartinez@cirseiu.org

## **Additional Attachment(s)**

40587-1718 List of Contracts

PSC 40587-14/18 Behavioral Health Services – Outpatient  
List of Contracts  
4/19/19

BAART Community Health Care  
Baker Places  
Bayview Hunters Point Foundation  
Community Awareness Treatment Services (CATS)  
Community Housing Partnership  
Conard House  
Episcopal Community Services  
Family Service Agency/Felton Institute  
Health Right 360  
Hyde Street Community Services  
Instituto Familiar de la Raza  
Jewish Family & Children Services  
Justice and Diversity of the Bar  
Larkin Street Youth Services  
Mission Neighborhood Health Center  
NICOS  
Progress Foundation  
Regents of UCSF (Alliance Health Project)  
Regents of UCSF (Citywide Case Management)  
Regents of UCSF (Single Point of Responsibility)  
Richmond Area Multi Services (RAMS)  
San Francisco AIDS Foundation  
San Francisco Mental Health and Education Funds  
San Francisco Public Health Foundation  
St. James Infirmary  
Superior Court of California, San Francisco  
Swords to Plowshares  
Westside Community Center



Previous PSCs

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 4151-09/10)

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

Type of Service: Behavioral Health Integrated and Full Service Outpatient Services

Funding Source: Realignment, Medi-Cal, Gen Funds

PSC Original Approved Amount: \$150,074,786

PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/15-12/31/15 (26 weeks 2 days)

PSC Mod#2 Amount: \$117,951,000

PSC Mod#2 Duration: 01/01/16-12/31/17 (2 years 1 day)

PSC Cumulative Amount Proposed: \$268,025,786

PSC Cumulative Duration Proposed: 7 years 26 weeks

**1. Description of Work**

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

Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.

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

Without these services, transitional age youth, adults and older adults will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, violence, trauma, post-trauma, and other symptoms. There will also be a generalized sense of increased collective helplessness throughout the community, when related to the untreated mental illness, leading to communities to feel besieged and victimized. Not providing the services may result in increased lawsuits and related costs, as well as disallowance of State and Federal funding for failing to expend funds within regulatory guidelines.

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

Yes, by 4151-09/10 Mod 1

D. Will the contract(s) be renewed?

Yes, if funding is available.

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

The Department expects the need for these services to continue, as the City continues to serve as the social

safety net for a large and diverse population of San Francisco residents who need behavioral health and mental health services.

**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:

These services are provided by community-based behavioral health non-profit organization service providers which are able to provide cultural expertise and linkages otherwise unavailable through Civil Service classifications alone, since, due to their ability to provide a greater array of diversity and expertise, they are able to work in partnership with Civil Service staff, thereby increasing the value of their output, as well in order to order the highest quality, most accessible mental health and substance abuse treatment services to its residents possible.

B. Reason for the request for modification:  
increase amount and duration

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

A. Specify required skills and/or expertise: The contractors must have appropriately trained licensed and certified staff and facilities which comply with applicable State laws and regulations, chiefly California Welfare and Institutions Code Sec. 5000.

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; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2706, Housekeeper/Food Service Clnr; 2822, Health Educator; 2908, Hospital Eligibility Worker; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2920, Medical Social Worker; 2930, Psychiatric Social Worker; 2930, Psychiatric 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 maintain appropriate community facilities that are licensed and otherwise compliant with external funding and regulatory requirements for provision of contracted services.

**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**



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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4151-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/16/2015

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: Behavioral Health Services - Outpatient

Funding Source: General Fund, Medi-Cal

PSC Duration: 5 years

PSC Amount: \$137,760,000

**1. Description of Work**

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

Contractors will provide services as part of the City's Adult/Older Adult Systems Of Care, including mental health outpatient, intensive case management, crisis stabilization, residential treatment services, supportive housing and other adjunct services (such as representative payee and income assistance advocacy) to the approximately 21,000 San Francisco residents who have serious mental illness and resulting significant functional impairments, including serious mood, schizophrenic/psychotic, anxiety, adjustment and other mental disorders, which may co-occur with substance use disorders and significant primary care, functional impairment and quality of life issues. In partnership with civil service staff, services provided by contractors provide flexible, integrated, seamless services based on the level and type of needs of the client, and responding as clients' needs change over time.

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

Without these services, transitional age youth, adults and older adults will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, violence, trauma, post-trauma, and other symptoms. There will also be a generalized sense of increased collective helplessness throughout the community as related to untreated mental illness, leading to communities to feel besieged and victimized. Not providing the services may result in increased lawsuits and related costs, as well as disallowance of State and Federal funding for failing to expend funds within regulatory 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.

PSC 4151-09/10

D. Will the contract(s) be renewed?

Yes, as the need continues and 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 that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

These services are provided by community-based behavioral health non-profit organizations/service providers which are able to provide a broad range of cultural expertise and linkages unavailable through Civil Service classifications alone. Due to their ability to provide a greater array of diversity and expertise, they are able to work in partnership with Civil Service staff, thereby increasing the value of their output, as well enabling the City to provide the highest quality, most accessible mental health and substance abuse treatment services to its residents as is possible.

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

- A. Specify required skills and/or expertise: Contractors must be Mental Health Medi-Cal and/or Medicare providers with proper licenses and service facilities, appropriately trained licensed and certified staff and facilities which comply with applicable State laws and regulations, as well have experience in providing the needed services to the identified target population(s), including working collaboratively with families, support systems, and other agencies/providers on- and off- site to ensure continuity and coordination of care, and with high-risk clients, using strategies to help clients discharged from hospitals and long-term care to engage with needed services, and, where applicable, providing wrap-around services.
- 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; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2706, Housekeeper/Food Service Clnr; 2822, Health Educator; 2908, Hospital Eligibility Worker; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2920, Medical Social Worker; 2930, Psychiatric 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 maintain appropriate community facilities that are licensed and otherwise compliant with external funding and regulatory requirements for provision of contracted services.

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

The Department continues to fill the many civil service positions which work in close partnership with community-based organizations/contractors to provide the entire array of services which comprise the City's Mental Health System Of Care. Contracting for these services provides for more accessible, culturally competent, and flexible services to be available for the best client care, and responds to funding/legislative requirements to ensure that the County utilizes "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....(and to make) optimum use...of appropriate and local public and private organizations, community professional personnel, and state agencies." (California Welfare and Institutions Code, Sections 5652.5 and 5653) (State Medi-Cal legislation)

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

A. Explain why civil service classes are not applicable.

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with contractors, which are non-profit organizations, and through these collaborations the City is able to offer more quality, accessible mental health and substance abuse treatment services to its residents than it would be able to do alone. These collaborative mental health and substance abuse treatment services are best provided by community-based service providers which have the required expertise, often specific to the target population they serve, and who have the trust of and credibility in the community, as well as linkages and resources unavailable to the City at a comparable level. They are able to operate the small, flexible, community-based programs required by State law and found to be most effective in treatment residents who are mentally ill.

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. Existing classifications currently perform this work. However, demand exceeds the capacity at City facilities to provide these services so that City uses contractors to meet as many of the client's needs as possible.

**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. While the primary purpose of the services under this PSC is not to provide formal training to civil service staff, knowledge transfer may occur as civil service staff work closely in partnership with contractor staff.

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

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

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

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

**7. Union Notification:** On 08/12/2017, the Department notified the following employee organizations of this PSC/RFP request:  
Physicians and Dentists - 8CC; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse)

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40587 - 17/18

DHR Analysis/Recommendation:

action date: 11/20/2017

Commission Approval Required

Approved by Civil Service Commission

11/20/2017 DHR Approved for 11/20/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 49137 - 14/15)

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

Type of Service: Intermittent, supplemental temporary nursing personnel for San Francisco Health Network

Funding Source: General Fund

PSC Original Approved Amount: \$18,000,000

PSC Original Approved Duration: 07/01/15 - 12/31/17 (2 years 26 weeks)

PSC Mod#1 Amount: \$40,000,000

PSC Mod#1 Duration: 05/01/17-12/31/21 (4 years 1 day)

PSC Mod#2 Amount: \$30,000,000

PSC Mod#2 Duration: 08/10/18-12/31/22 (1 year)

PSC Cumulative Amount Proposed: \$88,000,000

PSC Cumulative Duration Proposed: 7 years 26 weeks

**1. Description of Work**

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

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations.

**Scope Change**

The largest change to the scope is to provide for back-fill services for the readiness efforts for the SFDPH EHR project. Similar to what was done for the ZSFG rebuild project, the SFDPH EHR project will require back-fill staffing for nurses while they attend training on a new EHR. While the ZSFG project only affected the ZSFG campus, the SFDPH EHR project will cover all of the Department which includes Laguna Honda Hospital, the primary care clinics, and Jail Health. In addition, in the summer of 2017, the Department anticipates that the medical respite center will be fully functional, and will increase the need for qualified Certified Nursing Assistants (CNAs) to staff this program.

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

The ability to access supplemental, temporary nursing personnel enables SFGH and LHH to reduce the frequency and duration of ambulance diversions, creating flexibility in responding to crisis, such as multiple victim situations and maintaining inpatient revenue-generating capacity in the face of an ongoing shortage of nursing staff. In 1999, the State passed AB 394 mandating specific nurse-to-patient ratios for acute care hospitals and specialty hospitals in California. This requires SFGH and LHH to maintain adequate nurse staffing. Without these contract services, the SFGH and LHH will not be

able to maintain required nurse-to-patient ratios during unexpected staff shortages. (Continued on attachment)

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

Services have been provided in the past through earlier PSC request. See 49137 - 14/15

D. Will the contract(s) be renewed?

If 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:

The duration of this PSC is more than five years because there continues to be a nationwide shortage of nurses. In order to maintain mandated nurse staffing ratios the Department must continue to utilize temporary staff. The Department forecasts this trend to continue for the foreseeable future.

## 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:

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. Contractors will also allow current staff to be trained on the new equipment, technology, patient flow and workflow processes in the new SFGH hospital building by assisting with maintaining nursing staff in the present building during training.

B. Reason for the request for modification:

The requested modification is needed to continue services for intermittent, supplemental temporary nursing personnel for San Francisco Health Network. There is an ongoing shortage of qualified nurses throughout the country, therefore the Department still needs to utilize supplemental nurse staffing services. The hospital has an increase in patient census, and as the E H R moves toward implementation and adoption, back-fill resources will be required.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must be able to provide traveling personnel who are California-licensed nurses with a minimum of one year of nursing experience as well as specialty experience where applicable, current CardioPulmonary Resuscitation (CPR) certifications, and current health and safety classes congruent with City and County policy (DPH Health and Safety Policy) and Joint Commission requirements for hospital accreditation and California Title 22 Standards. (Continued on attachment)

B. Which, if any, civil service class(es) normally perform(s) this work? 2302, Nursing Assistant; 2303, Patient Care Assistant; 2310, Surgical Procedures Technician; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2340, Operating Room Nurse; 2430, Medical Evaluations Assistant;

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

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

Not Applicable

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

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

Civil service classifications already exist. These registry services are necessary for intermittent, temporary, as-needed services to provide back-up coverage during times of high patient census, high acuity, unexpected staff illnesses and/or vacations and/or unanticipated staff shortages. It is standard practice to use surge staffing during transitions requiring training of large numbers of staff. The expected length of the surge registry services would be from August 2015 to December 2015.

- 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, because the City currently has Civil Service classifications used to provide a portion of these services on a regular basis. These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of civil service employees (Continued on attachment)

**6. Additional Information**

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

No.

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

Please see attachment.

- 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.

Cross Country Staffing

**7. Union Notification: On 08/10/18, the Department notified the following employee organizations of this PSC/RFP request:**

SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous;  
Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;  
Architect & Engineers, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49137 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2019

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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Friday, August 10, 2018 10:51 AM  
**To:** Hale, Jacquie (DPH); kcartermartinez@cirseiu.org; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; Wanless, Annie (HRD); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 49137 - 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 \$30,000,000 for services for the period August 10, 2018 – December 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/8552>

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

## **Additional Attachment(s)**





City and County of San Francisco  
London Breed, Mayor

## San Francisco Department of Public Health

Dr. Grant Colfax  
Director of Health

DATE: June 19, 2019

TO: Suzanne Choi, DHR PSC Coordinator

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

RE: PSC 49137-14/15 Intermittent, supplemental temporary nursing personnel for the San Francisco Health Network – Modification 2

This is to request that the above Personal Services Contract (PSC) modification be calendared for the July 15, 2019, meeting of the Civil Service Commission. We respectfully request approval of this modification, so that we may go ahead with nursing registry contracts recently awarded from an RFP, which help us to maintain mandated nurse-to-patient staffing ratios and enable civil service employees' positions to be backfilled while they are trained in the Department's new Electronic Health Record (EHR) system ("Epic").

At its request, the Department of Public Health (DPH) has met with and provided information regarding use of nursing registry services, civil service staff vacancies, and hiring plans. When we found a mutually agreeable time to meet, DPH engaged in the meeting after preparing for questions regarding Zuckerberg San Francisco General (ZSFG) Hospital and Laguna Honda Hospital (LHH) registry services, as that had been the focus in the past. At our meeting, all or most of the questions posed by employees were related to DPH Primary Care services, which required further research. DPH has subsequently provided information on Primary Care's minimal and temporary use of nursing registries.

It is only in FY18-19 that Primary Care has needed to use registry contracts, due to the expansion of services at DPH's Medical Respite and Sobering Center. Primary Care does not utilize Registered Nurses, only Patient Care Assistants (PCAs), and at that program. DPH has included five (5) civil service positions for PCAs in its FY19-20 budget request. If that request is approved by the Board of Supervisors and Mayor, we expect to be able to start recruitment for those positions in Fall 2019, with the aim of filling positions as soon as possible in FY19-20. Filling these positions is expected to preclude the need for Primary Care's use of registry services.

DPH has also provided SEIU with information on registry usage, vacancies and hiring for ZSFG and LHH.

For your information, the following is provided as background regarding DPH's response to SEIU regarding this PSC modification.

8/10/2018	Notified union(s)
8/16/2019	Received union request to meet
11/29/19-1/3/19	Emails to schedule meeting
1/16/19	Meeting scheduled for 1/8/19, rescheduled to 1/16/19 at DPH's request; employees present for caucus, DPH present for meeting; SEIU stated meeting not confirmed because employees not released in time
2/27/19	Information to be provided at meeting of 1/16/19 sent to SEIU
2/27/19	Meeting scheduled, information provided
2/6/2019	Email to SEIU with materials intended to be presented at meeting of 1/16/19 re: registry usage
2/7/2019-2/20/19	Emails to schedule meeting
2/27/2019	SEIU email with list of remaining information requests and additional information request; DPH emailed December 2018 vacancy report for ZSFG, and HR Service report for Health Commission Joint Conference Committee, as of January 2018
3/11/2019	SEIU email following up on outstanding information requested (re: Primary Care)
6/14/2019	Emails to SEIU with information requested re: DPH Primary Care
6/19/2019	Email to SEIU with remainder of outstanding information requested

In addition to the above, DPH regularly provides information on vacancies and hiring at meetings of the Joint Conference Committee of the Health Commission, which is provided online, at Committee meetings attended by SEIU, and is available on request.

We are happy to provide further information to the Commission or to SEIU on these contracts and this PSC. Please let me know if you need further information. Thank you.

cc: Mario Moreno, Director, Office of Contract Management and Compliance

Suzanne Choi, DHR PSC Coordinator  
June 19, 2019  
Page 2 of 2

11-49137-1415 Emails sending SEIU info 6-19-19

## Hale, Jacquie (DPH)

---

**From:** Hale, Jacquie (DPH)  
**Sent:** Wednesday, June 19, 2019 6:55 PM  
**To:** 'XiuMin Li'  
**Cc:** Dentoni, Terry (DPH); Otway, Gillian (DPH); Robert, Anna (DPH); Burbage, Heidi (DPH); David, Aldrich (DPH); Moreno, Mario C. (DPH); Longhitano, Robert (DPH); Lee, Arlene (DPH)  
**Subject:** FW: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN  
**Attachments:** YTD REGISTRY REPORT 7.1.18 - 6.12.19 with Units\_.pdf; RFP2-2019.pdf; Response to SEIU re PSC 49137-1415 Nursing Registries.pdf

XiuMin,

This is to complete our response to your questions regarding this PSC. Attached is our updated response, an updated Registry Report for ZSFH and Laguna Honda Hospital, and the recent RFP we conducted for these services.

We remain willing to meet to provide information on this PSC. We will be submitting this PSC for calendaring for the Civil Service Commission meeting of July 15, 2019.

Thank you,

Jacquie Hale, Manager (*she, her*)  
Office of Contract Management & Compliance  
Business Office, San Francisco Department of Public Health  
1380 Howard Street, Room 421b  
San Francisco, CA 94103  
(415) 255-3508

---

**From:** Hale, Jacquie (DPH)  
**Sent:** Friday, June 14, 2019 10:53 AM  
**To:** XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Cc:** Dentoni, Terry (DPH) <[terry.dentoni@sfdph.org](mailto:terry.dentoni@sfdph.org)>; Otway, Gillian (DPH) <[gillian.otway@sfdph.org](mailto:gillian.otway@sfdph.org)>; David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>; DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Hogan, Freneau (DPH) <[freneau.hogan@sfdph.org](mailto:freneau.hogan@sfdph.org)>; Moreno, Mario C. (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; Mincher, Amy (DPH) <[amy.mincher@sfdph.org](mailto:amy.mincher@sfdph.org)>; Robert, Anna (DPH) <[anna.robert@sfdph.org](mailto:anna.robert@sfdph.org)>; Burbage, Heidi (DPH) <[heidi.burbage@sfdph.org](mailto:heidi.burbage@sfdph.org)>; Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)>  
**Subject:** FW: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

XiuMin,

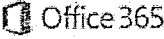
I received the message shown below, which is (I think) because I had sent you a zip file that apparently couldn't make it through your system's security, so I'm re-sending you here what was in that zip file, for your reference, as they are documents that have already been provided to SEIU.

Back to message

Last changed: Friday, June 14, 2019

Undeliverable: RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN  
Outlook Item

Undeliverable: RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN  
pcthsdph@seiu1021.onmicrosoft.com  
Sent: Fri 6/14/2019 10:45 AM  
To: Hale, Jacquie (DPH)

 Office 365

Your message to [XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org) couldn't be delivered.

A custom mail flow rule created by an admin at [seiu1021.onmicrosoft.com](mailto:pcthsdph@seiu1021.onmicrosoft.com) has blocked your message.

Attachments of this type are NOT allowed at SEIU Local 1021; if you need a clarification please call IT at 415-848-3614

<a href="mailto:jacquie.hale@seiu1021.org">jacquie.hale</a> Sender	<a href="#">Office 365</a>	<a href="#">seiu1021.org</a> Action Required
Blocked by mail flow rule		

How to Fix It

Thank you,

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

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**From:** Hale, Jacquie (DPH)  
**Sent:** Friday, June 14, 2019 10:45 AM  
**To:** XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Cc:** Dentoni, Terry (DPH) <[terry.dentoni@sfdph.org](mailto:terry.dentoni@sfdph.org)>; Otway, Gillian (DPH) <[gillian.otway@sfdph.org](mailto:gillian.otway@sfdph.org)>; David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>; DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Hogan, Freneau (DPH) <[freneau.hogan@sfdph.org](mailto:freneau.hogan@sfdph.org)>; Moreno, Mario C. (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; Mincher, Amy (DPH) <[amy.mincher@sfdph.org](mailto:amy.mincher@sfdph.org)>; Robert, Anna (DPH) <[anna.robert@sfdph.org](mailto:anna.robert@sfdph.org)>; Burbage, Heidi (DPH) <[heidi.burbage@sfdph.org](mailto:heidi.burbage@sfdph.org)>; Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)>  
**Subject:** RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

XiuMin,

We would like to get back to you about this PSC. We are planning to ask that this PSC be calendared for the Civil Service Commission meeting of July 15.

At our last meeting, while we had been prepared to answer questions regarding ZSFG, most of your members' questions were about Primary Care, as are your questions in your email below, as I understand them. This is the information we have from Primary Care:

- Primary Care only uses registry services for Patient Care Assistants (PCAs) for the Medical Respite and Sobering programs; they do not use it for Registered Nurses (RNs).
- They have used the registry more in FY18-19 due to the programs' expansion, while they were getting additional positions approved.
- Those positions are now in the FY19-20 budget and job announcements have been posted.
- Primary Care anticipates continuing to use registry services until all positions are filled.
- Once positions are filled, registry use should be limited to maintaining staffing levels when there are unanticipated absences or vacancies.
- Primary Care civil service nursing staff are 2320 Registered Nurses. There are 65.2 FTE RNs in the current budget, with a vacancy rate of 13%.

We expect to be able to provide more information on the breakdown of the PSC amount later today or Monday, as well as an explanation for the unit codes used in the Registry Nursing Summary report.

If you would still would like to meet, the times we are available are: Monday, 6/17 from 12-2pm and Wednesday, 6/19 from 1-2pm. We have reserved Room H7126 at ZSFG for both our meeting and for you to caucus with your members one hour before our meeting.

I've checked with the DPH Labor team, and the following employees for whom you requested releases the last time are approved to be released for the above times: Debir Arzadon, Aaron Cramer, and Jennifer Esteen. Please continue to submit any request for employee releases for these or other employees directly to the DPH Labor team, to Freneau Hogan, with a copy to Dave Aldrich.

Of course, we remain willing to meet about this PSC, but as you know, this PSC helps us to maintain mandated patient-to-staff ratios when there are unanticipated absences, etc., and to provide training for civil service staff for the new Electronic Health Record system, and we will need to proceed with requesting approval for the PSC and the contract.

For your reference, I'm attaching the PSC and the information sent to you previously. Please send us any more specific questions you may have. If you do want to meet, please send them prior to the meeting.

Thank you,

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

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---

**From:** XiuMin Li <XiuMin.Li@seiu1021.org>

**Sent:** Monday, March 11, 2019 1:51 PM

**To:** Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>

**Cc:** Dentoni, Terry (DPH) <terry.dentoni@sfdph.org>; Otway, Gillian (DPH) <gillian.otway@sfdph.org>; David, Aldrich (DPH) <aldrich.david@sfdph.org>; DHR Info <SF-DHR-Info@seiu1021.org>

**Subject:** RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

Hi Jacquie,

I want to follow up on the additional info we requested at the last meeting:

- What percentage of the 30 million budgeted in the PSC is for Epic vs ongoing use of the registry
- Registry use of the following classifications for ALL of DPH and of the entire contract (what you provided to us at the meeting only has ZSFGH data)
  1. Registered Nurse (Specialty 1 - Operating Room, Critical Care, Emergency Department, NICU, Labor and Delivery, Cath Lab, PeriOp, Acute HD, Radioogy, Peds, Tele)
  2. Registered Nurse: Non Specialty
  3. Licensed Vocational Nurse
  4. Licensed vocational Nurse
  5. Certified Nursing Assistant (A.k.a Patient Care Assistant)
  6. Social Worker
- Explanation for the unit codes used in the Registry Nursing Summary report
- Vacancy report for the last 3 years for all of DPH for the aforementioned classifications (again the report you provided at the meeting was only for ZSFGH).

Please let me know when this info will be available.

Thank you,

XiuMin Li  
Field Supervisor  
SEIU 1021

Join our next joint action with IFPTE Local 21: <http://bit.ly/WomensDayAction2019>.

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

Direct: 415-848-3686

SF Office Fax: 415-431-6241

***Sign up to become a Union Member! Together We Rise Up! <http://bit.ly/SFMembershipForm>***

---

**From:** Hale, Jacquie (DPH) [<mailto:jacquie.hale@sfdph.org>]

**Sent:** Wednesday, February 27, 2019 1:53 PM

**To:** XiuMin Li

**Cc:** Dentoni, Terry (DPH); Otway, Gillian (DPH); David, Aldrich (DPH)

**Subject:** FW: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

XiuMin,



Here are the vacancy reports for both December and January. The January report is in the attached document named "HR Service Report Jan 2019 Vacancies."

Thank you,

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

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---

**From:** Hale, Jacquie (DPH)  
**Sent:** Wednesday, February 27, 2019 11:46 AM  
**To:** 'XiuMin Li' <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>; David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>  
**Cc:** Dentoni, Terry (DPH) <[terry.dentoni@sfdph.org](mailto:terry.dentoni@sfdph.org)>; Otway, Gillian (DPH) <[gillian.otway@sfdph.org](mailto:gillian.otway@sfdph.org)>; Moreno, Mario C. (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)>; DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Eng, Sandra (CSC) <[sandra.eng@sfgov.org](mailto:sandra.eng@sfgov.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>; Mincher, Amy (DPH) <[amy.mincher@sfdph.org](mailto:amy.mincher@sfdph.org)>; Robert Ivory <[bobivoryrn@comcast.net](mailto:bobivoryrn@comcast.net)>; 'aaron.cramer@seiu1021.me' <[aaron.cramer@seiu1021.me](mailto:aaron.cramer@seiu1021.me)>; Williams, Johnnie (DPH) <[johnnie.williams@sfdph.org](mailto:johnnie.williams@sfdph.org)>; Esteen, Jennifer (DPH) <[jennifer.esteen@sfdph.org](mailto:jennifer.esteen@sfdph.org)>; Jessica Inouye <[Jessica.Inouye@seiu1021.org](mailto:Jessica.Inouye@seiu1021.org)>; Alberto Mejia <[Alberto.Mejia@seiu1021.org](mailto:Alberto.Mejia@seiu1021.org)>; Gustavo Corral <[Gustavo.Corral@seiu1021.org](mailto:Gustavo.Corral@seiu1021.org)>  
**Subject:** RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

XiuMin,

Sorry, I thought I had included this with my earlier email. I'll check on the hiring plan.

Thank you,

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

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---

**From:** XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Sent:** Wednesday, February 27, 2019 11:38 AM  
**To:** Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>; David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>  
**Cc:** Dentoni, Terry (DPH) <[terry.dentoni@sfdph.org](mailto:terry.dentoni@sfdph.org)>; Otway, Gillian (DPH) <[gillian.otway@sfdph.org](mailto:gillian.otway@sfdph.org)>; Moreno, Mario C. (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)>; DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Eng, Sandra (CSC) <[sandra.eng@sfgov.org](mailto:sandra.eng@sfgov.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>; Mincher, Amy (DPH) <[Amy.Mincher@sfdph.org](mailto:Amy.Mincher@sfdph.org)>; Robert Ivory <[bobivoryrn@comcast.net](mailto:bobivoryrn@comcast.net)>; 'aaron.cramer@seiu1021.me' <[aaron.cramer@seiu1021.me](mailto:aaron.cramer@seiu1021.me)>; Williams, Johnnie (DPH) <[johnnie.williams@sfdph.org](mailto:johnnie.williams@sfdph.org)>; Esteen, Jennifer (DPH) <[Jennifer.Esteen@sfdph.org](mailto:Jennifer.Esteen@sfdph.org)>; Jessica Inouye

<Jessica.Inouye@seiu1021.org>; Alberto Mejia <Alberto.Mejia@seiu1021.org>; Gustavo Corral  
<Gustavo.Corral@seiu1021.org>

**Subject:** RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

Hi Jacquie,  
Do you have the info here that I requested in my Jan 16 email?

We also need:

1) A list of vacancies in DPH for the following SEIU classifications that are used in this contract:

- Registered Nurse (Specialty 1 - Operating Room, Critical Care, Emergency Department, NICU, Labor and Delivery, Cath Lab, PeriOp, Acute HD, Radioogy, Peds, Tele)
- Registered Nurse: Non Specialty
- Licensed Vocational Nurse
- Licensed vocational Nurse
- Certified Nursing Assistant (A.k.a Patient Care Assistant)
- Social Worker

2) A hiring plan and timeline for these vacancies in order to reduce registry use.

XiuMin Li  
Field Supervisor  
SEIU 1021

Member Resource Center (MRC): 1-877-687-1021  
Direct: 415-848-3686  
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---

**From:** Hale, Jacquie (DPH) [mailto:[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)]

**Sent:** Wednesday, February 06, 2019 5:50 PM

**To:** XiuMin Li; David, Aldrich (DPH)

**Cc:** Dentoni, Terry (DPH); Otway, Gillian (DPH); Moreno, Mario C. (DPH); Longhitano, Robert (DPH); Lee, Arlene (DPH); DHR Info; Eng, Sandra (CSC); DHR-PSCCoordinator, DHR (HRD); Mincher, Amy (DPH); Robert Ivory; 'aaron.cramer@seiu1021.me'; Williams, Johnnie (DPH); Esteen, Jennifer (DPH); Jessica Inouye; Alberto Mejia; Gustavo Corral

**Subject:** RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

XiuMin,

Thank you for your email. We actually had the attached ready for our meeting that had been scheduled for January 16. I had inadvertently sent you the attached copy of the single contract under this PSC (Cross Country) in an email referencing another PSC, on January 15. I will send you information on the reports in a separate email. I will check on meeting dates and email you, also. I copy Rich David on requests for releases, but you should continue to make your requests for releases directly to him, since I don't have authority over releases, and I understand that he needs a direct request from you or the employee.

Thank you,

Jacquie Hale

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

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---

**From:** XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Sent:** Wednesday, February 06, 2019 4:26 PM  
**To:** Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>; David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>  
**Cc:** Dentoni, Terry (DPH) <[terry.dentoni@sfdph.org](mailto:terry.dentoni@sfdph.org)>; Otway, Gillian (DPH) <[gillian.otway@sfdph.org](mailto:gillian.otway@sfdph.org)>; Moreno, Mario C. (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)>; DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Eng, Sandra (CSC) <[sandra.eng@sfgov.org](mailto:sandra.eng@sfgov.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>; Mincher, Amy (DPH) <[Amy.Mincher@sfdph.org](mailto:Amy.Mincher@sfdph.org)>; Robert Ivory <[bobivoryrn@comcast.net](mailto:bobivoryrn@comcast.net)>; 'aaron.cramer@seiu1021.me' <[aaron.cramer@seiu1021.me](mailto:aaron.cramer@seiu1021.me)>; Williams, Johnnie (DPH) <[johnnie.williams@sfdph.org](mailto:johnnie.williams@sfdph.org)>; Esteen, Jennifer (DPH) <[Jennifer.Esteen@sfdph.org](mailto:Jennifer.Esteen@sfdph.org)>; Jessica Inouye <[Jessica.Inouye@seiu1021.org](mailto:Jessica.Inouye@seiu1021.org)>; Alberto Mejia <[Alberto.Mejia@seiu1021.org](mailto:Alberto.Mejia@seiu1021.org)>; Gustavo Corral <[Gustavo.Corral@seiu1021.org](mailto:Gustavo.Corral@seiu1021.org)>  
**Subject:** RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

Jacquie,

The Union requested the info below since August. The only thing I received is the Crossing Country Staffing contract highlighted below. Is that the only Contractor under this PSC? When will you be able to provide the other information we asked for and a time to meet and to make sure our members are released with sufficient notice to attend?

- Monthly usage of the registry by FTE, classifications, programs, units and departments since 2015
- A breakdown of the \$88,000,000 the PSC total amount by year for each year of the PSC duration
- a copy of the contract with the vendor (s).
- a copy of the original RFP and notice to the Union of the RFP per MOU
- A copy of the annual report and any subsequent reports as mandated by the Civil Service Commission as part of their conditional approval in 2015.

Cheers,

XiuMin Li  
Field Supervisor  
SEIU 1021

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

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---

**From:** Hale, Jacquie (DPH) [mailto:jacquie.hale@sfdph.org]

**Sent:** Wednesday, January 16, 2019 3:32 PM

**To:** XiuMin Li; David, Aldrich (DPH)

**Cc:** Dentoni, Terry (DPH); Otway, Gillian (DPH); Moreno, Mario C. (DPH); Longhitano, Robert (DPH); Lee, Arlene (DPH); DHR Info; Eng, Sandra (CSC); DHR-PSCCoordinator, DHR (HRD); Mincher, Amy (DPH); Robert Ivory; 'aaron.cramer@seiu1021.me'; Williams, Johnnie (DPH); Esteen, Jennifer (DPH); Jessica Inouye; Alberto Mejia; Gustavo Corral

**Subject:** Re: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

Hi we been waiting for you since 3 PM in 87124 and I understood that you were here earlier. We only have the room until 4 o'clock so if you're somewhere in the building could you please let me know? We have the information you requested. Including the vacancy information. Hope to hear from you soon

Jacquie Hale

Manager, Office of Contracts Management and Compliance

DPH Business Office

1380 Howard Street #421B / San Francisco, CA 94103

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

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---

**From:** XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>

**Sent:** Wednesday, January 16, 2019 11:10:39 AM

**To:** Hale, Jacquie (DPH); David, Aldrich (DPH)

**Cc:** Dentoni, Terry (DPH); Otway, Gillian (DPH); Moreno, Mario C. (DPH); Longhitano, Robert (DPH); Lee, Arlene (DPH); DHR Info; Eng, Sandra (CSC); DHR-PSCCoordinator, DHR (HRD); David, Aldrich (DPH); Mincher, Amy (DPH); Robert Ivory; 'aaron.cramer@seiu1021.me'; Williams, Johnnie (DPH); Esteen, Jennifer (DPH); Jessica Inouye; Alberto Mejia; Gustavo Corral

**Subject:** RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

We also need:

1) A list of vacancies in DPH for the following SEIU classifications that are used in this contract:

- Registered Nurse (Specialty 1 - Operating Room, Critical Care, Emergency Department, NICU, Labor and Delivery, Cath Lab, PeriOp, Acute HD, Radioogy, Peds, Tele)
- Registered Nurse: Non Specialty
- Licensed Vocational Nurse
- Licensed vocational Nurse
- Certified Nursing Assistant (A.k.a Patient Care Assistant)
- Social Worker

2) A hiring plan and timeline for these vacancies in order to reduce registry use.

Cheers,

XiuMin Li  
Field Supervisor  
SEIU 1021

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

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

From: XiuMin Li  
Sent: Wednesday, January 16, 2019 10:55 AM  
To: 'Hale, Jacquie (DPH)'; 'David, Aldrich (DPH)'  
Cc: 'Dentoni, Terry (DPH)'; 'Otway, Gillian (DPH)'; 'Moreno, Mario C. (DPH)'; 'Longhitano, Robert (DPH)'; 'Lee, Arlene (DPH)'; 'DHR Info'; 'Eng, Sandra (CSC)'; 'DHR-PSCCoordinator, DHR (HRD)'; 'David, Aldrich (DPH)'; 'Mincher, Amy (DPH)'  
Subject: RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

To be clear, today's meeting is pertaining to PSC 49137-14/15. Jacquie had started a different email chain (of a different PSC) about this PSC and sent us one contract pertaining to this PSC, from Cross Country staffing, which I believe is for nursing staffing.

The following info are still missing. This request was made back in August 2018. When will these be available? We can't meet without all the info prior to the meeting to evaluate this PSC.

- Monthly usage of the registry by FTE, classifications, programs, units and departments since 2015
- A breakdown of the \$88,000,000 the PSC total amount by year for each year of the PSC duration
- a copy of the original RFP and notice to the Union of the RFP per MOU
- A copy of the annual report and any subsequent reports as mandated by the Civil Service Commission as part of their conditional approval in 2015.

XiuMin Li  
Field Supervisor  
SEIU 1021

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

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

From: XiuMin Li  
Sent: Tuesday, January 15, 2019 3:36 PM  
To: 'Hale, Jacquie (DPH)'; David, Aldrich (DPH)  
Cc: Dentoni, Terry (DPH); Otway, Gillian (DPH); Moreno, Mario C. (DPH); Longhitano, Robert (DPH); Lee, Arlene (DPH); DHR Info; Eng, Sandra (CSC); DHR-PSCCoordinator, DHR (HRD); David, Aldrich (DPH); Mincher, Amy

(DPH)

Subject: RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

Jacquie,

I accepted your meeting request contingent on my members being released and you providing the information. The info request was made and resent on multiple occasions. It is DPH's responsibility to make sure my members are released to attend this meeting, you need to work with your colleagues to ensure this happens so we can proceed.

XiuMin Li  
Field Supervisor  
SEIU 1021

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

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

From: Hale, Jacquie (DPH) [<mailto:jacquie.hale@sfdph.org>]

Sent: Tuesday, January 15, 2019 3:29 PM

To: XiuMin Li; David, Aldrich (DPH)

Cc: Dentoni, Terry (DPH); Otway, Gillian (DPH); Moreno, Mario C. (DPH); Longhitano, Robert (DPH); Lee, Arlene (DPH); DHR Info; Eng, Sandra (CSC); DHR-PSCCoordinator, DHR (HRD); David, Aldrich (DPH); Mincher, Amy (DPH)

Subject: RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

I sent you the meeting request and you accepted. That was the confirmation. The room is reserved from 2:00 p.m., so you're welcome to caucus from 2:00 p.m.-3:00 p.m. (same room as what was in the meeting request). Could you please send me your request about "the information I requested pertaining to this PSC"? We're happy to answer as many of your questions at the meeting that we can, and can provide information as follow up to the meeting as well. As I've noted before, I don't have authority to release employees to attend these meetings, so you need to present that request directly to David Aldrich, which I think you've done? We are anxious to keep talking and to make sure we cover all of your questions, so we would like to meet if possible.

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

From: XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>

Sent: Tuesday, January 15, 2019 3:12 PM

To: David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>

Cc: Dentoni, Terry (DPH) <[terry.dentoni@sfdph.org](mailto:terry.dentoni@sfdph.org)>; Otway, Gillian (DPH) <[gillian.otway@sfdph.org](mailto:gillian.otway@sfdph.org)>; Boffi, Jennifer (DPH) <[jennifer.boffi@sfdph.org](mailto:jennifer.boffi@sfdph.org)>; Moreno, Mario C. (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)>; DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Eng, Sandra (CSC) <[sandra.eng@sfgov.org](mailto:sandra.eng@sfgov.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>

Subject: RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

Jacquie,

It's past 3pm, I did not receive any confirmation for the meeting that you had asked to reschedule to, a caucus room, the information I requested pertaining to this PSC, nor any notice that my members have been released for this meeting. It is too late for us to move forward at this point.

Please let us know when you would be ready to meet with the Union and provide us with the necessary conditions and

information in order for the meeting to be productive. Meanwhile, please do NOT schedule this PSC for civil service approval as we will strongly protest that the Department has not fulfilled its requirement to meet with the Union or provide the necessary information in good faith.

Cheers,

XiuMin Li  
Field Supervisor  
SEIU 1021

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

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

From: XiuMin Li  
Sent: Tuesday, January 15, 2019 9:12 AM  
To: David, Aldrich (DPH); Hale, Jacquie (DPH)  
Cc: Dentoni, Terry (DPH); Otway, Gillian (DPH); Boffi, Jennifer (DPH); Moreno, Mario C. (DPH); Longhitano, Robert (DPH); Lee, Arlene (DPH); DHR Info  
Subject: Re: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

Morning,

Can DPH confirm if my members have been released starting 1pm so we can caucus at 2pm. Please confirm if a caucus room is arranged for us. Please let me know by 3pm today otherwise I assume we can't proceed. Thank you.

XiuMin Li  
Field Supervisor  
SEIU 1021

Sent from my phone on the go, please excuse brevity. -

> On Jan 15, 2019, at 6:44 AM, Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)> wrote:

>  
>  
>

> From: XiuMin Li  
> Sent: Thursday, January 03, 2019 12:26:50 PM  
> To: XiuMin Li  
> Cc: Dentoni, Terry (DPH); Otway, Gillian (DPH); Boffi, Jennifer (DPH); David, Aldrich (DPH); Moreno, Mario C. (DPH); Longhitano, Robert (DPH); Lee, Arlene (DPH); DHR Info  
> Subject: RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

> Hi All,  
> Some of our members are just receiving notice of release to attend this meeting but it appears that it still has the old meeting time on them. Please confirm the meeting and location with all involved.

>  
> Thanks,

>  
 >  
 > XiuMin Li  
 > Field Supervisor  
 > SEIU 1021  
 >  
 > Member Resource Center (MRC): 1-877-687-1021  
 > Direct: 415-848-3686  
 > SF Office Fax: 415-431-6241  
 >  
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 >  
 >  
 >  
 >  
 >  
 >  
 >  
 > From: Hale, Jacquie (DPH) [<mailto:jacquie.hale@sfdph.org>]  
 > Sent: Wednesday, January 02, 2019 11:23 AM  
 > To: XiuMin Li  
 > Cc: Dentoni, Terry (DPH); Otway, Gillian (DPH); Boffi, Jennifer (DPH); David, Aldrich (DPH); Moreno, Mario C. (DPH); Longhitano, Robert (DPH); Lee, Arlene (DPH); DHR Info  
 > Subject: RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN  
 >  
 > Hi, XiuMin,  
 >  
 > Thanks for the quick reply. I'll confirm on our side and email you again with the confirmation. As for releases, I still don't have any authority to grant releases. You need to talk directly to Rich David ([Aldrich.David@SFDPH.org](mailto:Aldrich.David@SFDPH.org)).  
 >  
 > Thank you,  
 >  
 > Jacquie  
 > (415) 255-3508  
 >  
 >  
 >  
 > From: XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
 > Sent: Wednesday, January 02, 2019 11:15 AM  
 > To: Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
 > Cc: Dentoni, Terry (DPH) <[terry.dentoni@sfdph.org](mailto:terry.dentoni@sfdph.org)>; Otway, Gillian (DPH) <[gillian.otway@sfdph.org](mailto:gillian.otway@sfdph.org)>; Boffi, Jennifer (DPH) <[jennifer.boffi@sfdph.org](mailto:jennifer.boffi@sfdph.org)>; David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>; Moreno, Mario C. (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)>; DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>  
 > Subject: RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN  
 >  
 > Hi Jacquie,  
 > We can meet Wednesday, 1/16, 3-4pm. the Union will caucus from 2pm on.  
 >  
 > Here are the names for release:  
 > 1. Aaron Cramer  
 > 2. Johnnie Williams  
 > 3. Jennifer Esteen  
 > 4. Robert Ivory



>  
> Please confirm the time and the release.  
>  
> Cheers,  
>  
>  
> XiuMin Li  
> Field Supervisor  
> SEIU 1021  
>  
> Member Resource Center (MRC): 1-877-687-1021  
> Direct: 415-848-3686  
> SF Office Fax: 415-431-6241  
>  
> Sign up to become a Union Member! Together We Rise Up!  
<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fbit.ly%2FSFMembershipForm&data=02%7C01%7C%7C4c56985280ed4879b83708d67b4138c7%7Ce35c5b2684f74b9ba7c591278c732568%7C0%7C0%7C636831917396665270&data=E4fiDPNYyXWsbGVCwB8Qh1a5QORf8Qt&nEa%2Bw5woMmM%3D&reserved=0>  
>  
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>  
>  
> From: Hale, Jacquie (DPH) [<mailto:jacquie.hale@sfdph.org>]  
> Sent: Wednesday, January 02, 2019 10:38 AM  
> To: XiuMin Li  
> Cc: Dentoni, Terry (DPH); Otway, Gillian (DPH); Boffi, Jennifer (DPH); David, Aldrich (DPH); Moreno, Mario C. (DPH); Longhitano, Robert (DPH); Lee, Arlene (DPH)  
> Subject: FW: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN  
>  
> Hi, Xiu Min,  
>  
> Hi. I wanted to follow up with you on arranging a time to meet, since January 7 is just around the corner. If you can let me know if you are able to meet on January 7, or if you're able to meet on the other dates (below), please let me know?  
>  
> Thank you,  
>  
> Jacquie  
> (415) 255-3508  
>  
>  
>  
> From: Hale, Jacquie (DPH)  
> Sent: Thursday, December 27, 2018 12:42 PM  
> To: 'XiuMin Li' <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
> Cc: Dentoni, Terry (DPH) <[terry.dentoni@sfdph.org](mailto:terry.dentoni@sfdph.org)>; Otway, Gillian (DPH) <[gillian.otway@sfdph.org](mailto:gillian.otway@sfdph.org)>; Moreno, Mario (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)>; Moreno, Mario (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>; Boffi, Jennifer (DPH) <[jennifer.boffi@sfdph.org](mailto:jennifer.boffi@sfdph.org)>; DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Mincher, Amy (DPH) <[amy.mincher@sfdph.org](mailto:amy.mincher@sfdph.org)>  
> Subject: RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN  
>  
> XiuMin,  
>  
> Hi. Unfortunately, we've developed a couple of scheduling conflicts, so we need to try to coordinate another date and

time. Here is our current availability:

- >
- > Monday, 1/7, 11-12pm
- > Wednesday, 1/16, 3-4pm
- > Friday, 1/18, 2-3pm

> If you let us know how many people you expect to have, we can try to find a place to meet at ZSFG.

> Thank you,

> Jacquie Hale

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

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> From: XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>

> Sent: Friday, December 14, 2018 11:22 AM

> To: Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>

> Cc: Dentoni, Terry (DPH) <[terry.dentoni@sfdph.org](mailto:terry.dentoni@sfdph.org)>; Otway, Gillian (DPH) <[gillian.otway@sfdph.org](mailto:gillian.otway@sfdph.org)>; Moreno, Mario (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)>; Moreno, Mario (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>; Boffi, Jennifer (DPH) <[jennifer.boffi@sfdph.org](mailto:jennifer.boffi@sfdph.org)>; DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Mincher, Amy (DPH) <[Amy.Mincher@sfdph.org](mailto:Amy.Mincher@sfdph.org)>

> Subject: RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

> We are also requesting that this meeting be at the Union since we will be a big group.

> Cheers,

> XiuMin Li

> Field Supervisor

> SEIU 1021

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

> Direct: 415-848-3686

> SF Office Fax: 415-431-6241

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

> <https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fbit.ly%2FsfMembershipForm&data=02%7C01%7C%7C4c56985280ed4879b83708d67b4138c7%7Ce35c5b2684f74b9ba7c591278c732568%7C0%7C0%7C636831917396665270&data=E4flDPNYyXWsBGVCwB8Qh1a5QORf8Qt8nEa%2Bw5woMmM%3D&reserved=0>

> From: Hale, Jacquie (DPH) [<mailto:jacquie.hale@sfdph.org>]  
> Sent: Wednesday, December 12, 2018 11:21 AM  
> To: XiuMin Li  
> Cc: Dentoni, Terry (DPH); Otway, Gillian (DPH); Moreno, Mario (DPH); Longhitano, Robert (DPH); Lee, Arlene (DPH); Moreno, Mario (DPH); David, Aldrich (DPH); Boffi, Jennifer (DPH); DHR Info; Mincher, Amy (DPH)  
> Subject: FW: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

> XiuMin,

> Hi. In addition to 12/13/18 2-3pm, here are some more times that we are available:

> 12/18: 3-4pm  
> 1/4: 2-3pm  
> 1/7: 11-12pm | 12-1pm  
> 1/8: 12-1pm | 1-2pm

> Please let me know when you're available?

> Thank you,

> Jacquie Hale

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

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> From: Hale, Jacquie (DPH)

> Sent: Tuesday, December 04, 2018 9:53 AM

> To: 'XiuMin Li' <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>

> Cc: Dentoni, Terry (DPH) <[terry.dentoni@sfdph.org](mailto:terry.dentoni@sfdph.org)>; Otway, Gillian (DPH) <[gillian.otway@sfdph.org](mailto:gillian.otway@sfdph.org)>; Moreno, Mario (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)>; Moreno, Mario (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>; Boffi, Jennifer (DPH) <[jennifer.boffi@sfdph.org](mailto:jennifer.boffi@sfdph.org)>; 'DHR Info' <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>

> Subject: FW: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

> Hi. I'm just following up so that we can schedule the meeting you've requested. Could you please let me know your availability? Thank you.

> From: Hale, Jacquie (DPH)

> Sent: Thursday, November 29, 2018 1:09 PM

> To: 'XiuMin Li' <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>

> Cc: Dentoni, Terry (DPH) <[terry.dentoni@sfdph.org](mailto:terry.dentoni@sfdph.org)>; Otway, Gillian (DPH) <[gillian.otway@sfdph.org](mailto:gillian.otway@sfdph.org)>; Moreno, Mario (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)>; Moreno, Mario (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>; Boffi, Jennifer (DPH) <[jennifer.boffi@sfdph.org](mailto:jennifer.boffi@sfdph.org)>; DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>

> Subject: RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

>

> Would 12/13 from 2:00 p.m.-3:00 pm work?

>

>

>

> From: XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>

> Sent: Thursday, November 29, 2018 11:00 AM

> To: Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>

> Cc: Dentoni, Terry (DPH) <[terry.dentoni@sfdph.org](mailto:terry.dentoni@sfdph.org)>; Otway, Gillian (DPH) <[gillian.otway@sfdph.org](mailto:gillian.otway@sfdph.org)>; Moreno, Mario (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)>; Moreno, Mario (DPH) <[mario.c.moreno@sfdph.org](mailto:mario.c.moreno@sfdph.org)>; David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>; Boffi, Jennifer (DPH) <[jennifer.boffi@sfdph.org](mailto:jennifer.boffi@sfdph.org)>; DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>

> Subject: RE: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

>

>

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

>

>

> HI Jacquie,

> Unfortunately I am out of the office for work on a training that week on December 7. My earliest availability are:

>

> - December 11 anytime between 10 or 3pm

> - Friday, December 14 3pm

> - December 18 or 20; 10 or 3pm

>

> Cheers,

>

>

> XiuMin Li

> Field Supervisor

> SEIU 1021

>

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

> Direct: 415-848-3686

> SF Office Fax: 415-431-6241

>

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

> <https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fbit.ly%2FsfMembershipForm&data=02%7C01%7C%7C4c56985280ed4879b83708d67b4138c7%7Ce35c5b2684f74b9ba7c591278c732568%7C0%7C0%7C636831917396665270&data=E4f1DPNYyXWsbGVcWb8Qh1a5QORf8Qt8nEa%2Bw5woMmM%3D&reserved=0>

>

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>

>

> From: Hale, Jacquie (DPH) [<mailto:jacquie.hale@sfdph.org>]

> Sent: Thursday, November 29, 2018 10:22 AM

> To: XiuMin Li

> Cc: Dentoni, Terry (DPH); Otway, Gillian (DPH); Moreno, Mario (DPH); Longhitano, Robert (DPH); Lee, Arlene (DPH); Moreno, Mario (DPH); David, Aldrich (DPH); Boffi, Jennifer (DPH)

> Subject: 49137-14/15 Intermittent, supplemental temporary nursing personnel for SFHN

>

> XiuMin,

>  
> Hi. We would like to try to schedule the meeting for this PSC soon. The time we've found that we have available is December 7, 2018, from 2:00 p.m.-3:00 p.m. Would you be able to attend at that time?  
>  
> We are working on responses to your questions on this PSC, which we hope to have either before or at the meeting.  
>  
> Thank you,  
>  
> Jacquie Hale  
> Manager, Office of Contracts Management and Compliance, DPH Business Office  
> 1380 Howard Street #421B / San Francisco, CA 94103 / [Jacquie.Hale@SFDPH.org](mailto:Jacquie.Hale@SFDPH.org)  
> (415) 255-3508  
>  
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>  
> <meeting.ics>

49137-1415 Registry usage reports

ZUCKERBERG SAN FRANCISCO GENERAL HOSPITAL AND TRAUMA CENTER

REGISTRY NURSING SUMMARY REPORT

YTD REPORT - JULY 1, 2018 to JUNE 12, 2019

UNIT	RN		LVN		MEA		CNA		PCA		TOTAL		REGISTRY HOURS			TOTAL		
	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	LVN/MEA/CNA/PCA	CROSS COUNTRY	CROSS COUNTRY		HRN	
INTENSIVE CARE UNITS (34&6)	14,594	\$1,426,564	0	\$0	0	\$0	0	\$0	0	\$0	14,594	\$1,426,564	0	0	14,594	0	0	14,594
INTENSIVE CARE UNITS (32&8)	13,077	\$1,278,277	0	\$0	0	\$0	0	\$0	24	\$642	13,101	\$1,278,919	24	0	13,077	0	0	13,101
SKILLED NURSING FACILITY (4A)	0	\$0	0	\$0	8	\$304	0	\$0	36	\$975	44	\$1,279	44	0	0	0	0	44
MEDICAL/SURGICAL (66&8)	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	3,960	\$84,066	3,960	0	0	0	0	3,960
MEDICAL/SURGICAL (42&4)	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	6,479	\$174,480	6,479	0	0	0	0	6,479
MEDICAL/SURGICAL (54&6)	0	\$0	0	\$0	0	\$0	0	\$0	4,775	\$130,930	4,775	\$130,930	4,775	0	0	0	0	4,775
MEDICAL/SURGICAL - ACUTE CARE FOR ELDERLY (76&8)	0	\$0	0	\$0	0	\$0	0	\$0	2,782	\$74,455	2,782	\$74,455	2,782	0	0	0	0	2,782
MEDICAL/SURGICAL (62&4)	0	\$0	0	\$0	4,390	\$166,830	0	\$0	3,619	\$98,956	8,009	\$265,785	8,009	0	0	0	0	8,009
MEDICAL/SURGICAL (45&8)	0	\$0	0	\$0	0	\$0	0	\$0	48	\$1,284	48	\$1,284	48	0	0	0	0	48
LABOR & DELIVERY (22&5)	0	\$0	0	\$0	0	\$0	0	\$0	232	\$5,683	232	\$5,683	232	0	0	0	0	232
PEDIATRICS (26)	0	\$0	0	\$0	0	\$0	0	\$0	131	\$3,498	131	\$3,498	131	0	0	0	0	131
NEONATAL INTENSIVE CARE UNIT (24)	577	\$45,598	0	\$0	0	\$0	0	\$0	0	\$0	577	\$45,598	577	0	0	0	0	577
EMERGENCY DEPARTMENT	20,145	\$1,962,174	0	\$0	2,898	\$55,924	0	\$0	11,219	\$288,330	34,262	\$2,353,428	14,117	0	20,145	0	0	34,262
PSYCHIATRIC EMERGENCY SERVICES	0	\$0	0	\$0	0	\$0	0	\$0	807	\$22,163	807	\$22,163	807	0	0	0	0	807
PSYCHIATRY (7B)	0	\$0	0	\$0	0	\$0	0	\$0	785	\$21,105	785	\$21,105	785	0	0	0	0	785
PSYCHIATRY (7C)	0	\$0	0	\$0	0	\$0	0	\$0	658	\$17,650	658	\$17,650	658	0	0	0	0	658
PSYCHIATRY (7I)	0	\$0	0	\$0	0	\$0	0	\$0	80	\$2,131	80	\$2,131	80	0	0	0	0	80
TOTAL	48,393	\$4,719,613	0	\$0	7,296	\$263,058	0	\$0	35,635	\$926,348	91,324	\$5,909,018	42,931	0	48,393	0	0	91,324

ZUCKERBERG SAN FRANCISCO GENERAL HOSPITAL AND TRAUMA CENTER

REGISTRY NURSING SUMMARY REPORT

YTD REPORT - JULY 01, 2017 TO JUNE 30, 2018

UNIT	RN		LVN		MEA		CNA		PCA		TOTAL		REGISTRY HOURS			
	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	LVN/MEA/CNA/PCA CROSS COUNTRY	RN TRAVELERS CROSS COUNTRY	HRN	TOTAL
3A&6	14,979	\$1,467,942	0	\$0	0	\$0	0	\$0	36	\$973	15,015	\$1,468,915	36	14,979	0	15,015
32&8	10,360	\$996,785	0	\$0	0	\$0	0	\$0	41	\$1,123	10,401	\$997,908	41	10,360	0	10,401
PACU	0	\$0	0	\$0	0	\$0	0	\$0	12	\$321	12	\$321	12	0	0	12
4A	0	\$0	0	\$0	0	\$0	0	\$0	552	\$13,582	552	\$13,582	552	0	0	552
6&8&8	0	\$0	0	\$0	0	\$0	0	\$0	9,440	\$247,345	9,452	\$247,345	9,452	0	0	9,452
42&4	0	\$0	0	\$0	0	\$0	0	\$0	8,158	\$213,177	8,158	\$213,177	8,158	0	0	8,158
54&6	0	\$0	0	\$0	0	\$0	0	\$0	12,461	\$339,388	12,461	\$339,388	12,461	0	0	12,461
76&8	0	\$0	0	\$0	0	\$0	0	\$0	4,114	\$108,496	4,114	\$108,496	4,114	0	0	4,114
IMRT	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
62&4	0	\$0	0	\$0	4,244	\$161,272	0	\$0	8,449	\$230,901	12,693	\$392,173	12,693	0	0	12,693
H58 *	0	\$0	0	\$0	0	\$0	0	\$0	502	\$12,257	502	\$12,257	502	0	0	502
26	0	\$0	0	\$0	0	\$0	0	\$0	120	\$2,913	120	\$2,913	120	0	0	120
52	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
24	0	\$0	0	\$0	0	\$0	0	\$0	12	\$333	12	\$333	12	0	0	12
ED	16,828	\$1,649,144	0	\$0	4,358	\$140,393	0	\$0	17,145	\$460,005	38,331	\$2,249,542	21,503	16,828	0	38,331
OR	0	\$0	0	\$0	0	\$0	0	\$0	6,127	\$166,837	6,127	\$166,837	6,127	0	0	6,127
PES	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
MSAD	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
7A	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
7B	0	\$0	0	\$0	0	\$0	0	\$0	3,440	\$92,421	3,440	\$92,421	3,440	0	0	3,440
7C	0	\$0	0	\$0	0	\$0	0	\$0	3,941	\$106,720	3,941	\$106,720	3,941	0	0	3,941
7L	0	\$0	0	\$0	0	\$0	0	\$0	55	\$1,494	55	\$1,494	55	0	0	55
ARF	0	\$0	0	\$0	0	\$0	0	\$0	119	\$3,081	119	\$3,081	119	0	0	119
2NTH	0	\$0	0	\$0	0	\$0	0	\$0	96	\$2,496	96	\$2,496	96	0	0	96
3NTH	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
25TH	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
35TH	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
BHC	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
22&5	1,762	\$171,792	0	\$0	1,321	\$44,765	0	\$0	227	\$6,155	3,309	\$222,713	1,547	1,762	0	3,309
7M	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
6M	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
IR	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
FLT	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
FHC	1,971	\$171,358	0	\$0	594	\$18,312	0	\$0	0	\$0	2,565	\$189,670	594	1,971	0	2,565
SPD	0	\$0	0	\$0	0	\$0	0	\$0	342	\$8,879	342	\$8,879	342	0	0	342
4C	0	\$0	0	\$0	6,691	\$200,985	0	\$0	985	\$29,558	7,676	\$230,543	7,676	0	0	7,676
4M	0	\$0	0	\$0	1,885	\$57,104	0	\$0	24	\$720	1,909	\$57,824	1,909	0	0	1,909
IM	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0
TOTAL	45,900	\$4,457,021	0	\$0	19,105	\$622,831	0	\$0	76,398	\$2,049,175	141,402	\$7,129,028	95,502	45,900	0	141,402



ZUCKERBERG SAN FRANCISCO GENERAL HOSPITAL AND TRAUMA CENTER

REGISTRY NURSING SUMMARY REPORT

YTD REPORT: JULY 1, 2016 to JUNE 30, 2017


UNIT	RN		LVN		MEA		CNA		PCA		TOTAL		REGISTRY HOURS			TOTAL	
	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	LVN/MEA/CNA/PCA	CROSS COUNTRY	RN TRAVELERS		HRN
34&6	4,634	\$446,930	0	\$0	0	\$0	0	\$0	8	\$208	4,642	\$447,138	8	4,634	0	0	4,642
32&8	9,744	\$937,621	0	\$0	0	\$0	0	\$0	0	\$0	9,744	\$937,621	96	9,648	0	0	9,744
PACU	555	\$53,582	0	\$0	0	\$0	0	\$0	33	\$858	588	\$54,440	33	555	0	0	588
4A	0	\$0	0	\$0	41	\$1,223	0	\$0	641	\$17,043	681	\$18,266	669	12	0	0	681
56&8	1,102	\$104,505	0	\$0	0	\$0	0	\$0	8,846	\$233,990	9,948	\$338,495	8,846	1,102	0	0	9,948
42&4	1,209	\$114,776	0	\$0	144	\$3,744	0	\$0	8,090	\$214,470	9,442	\$332,990	7,118	2,325	0	0	9,443
54&6	2,498	\$239,671	0	\$0	28	\$728	0	\$0	7,089	\$189,086	9,615	\$429,485	7,117	2,498	0	0	9,615
76&8	1,860	\$175,412	0	\$0	12	\$324	0	\$0	3,572	\$94,852	5,443	\$270,588	3,584	1,860	0	0	5,444
MERT	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0	0
62&4	1,635	\$157,168	0	\$0	683	\$25,964	188	\$5,064	7,266	\$193,999	9,773	\$382,194	8,126	1,647	0	0	9,773
CPOU	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0	0
26	12	\$1,140	0	\$0	0	\$0	0	\$0	104	\$2,742	116	\$3,882	104	12	0	0	116
52	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0	0
24	985	\$93,795	0	\$0	0	\$0	8	\$208	43	\$1,116	1,035	\$95,119	51	985	0	0	1,036
ED	30,782	\$3,016,636	0	\$0	2,223	\$66,690	0	\$0	18,424	\$488,493	51,429	\$3,571,819	22,540	28,889	0	0	51,429
OR	2,350	\$225,552	0	\$0	0	\$0	0	\$0	84	\$1,352	2,434	\$226,904	84	2,350	0	0	2,434
PES	0	\$0	0	\$0	0	\$0	0	\$0	3,121	\$80,771	3,121	\$80,771	3,121	0	0	0	3,121
MSAD	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0	0
7A	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0	0
7B	0	\$0	0	\$0	0	\$0	0	\$0	4,895	\$127,452	4,895	\$127,452	4,895	0	0	0	4,895
7C	0	\$0	0	\$0	0	\$0	0	\$0	5,130	\$135,438	5,130	\$135,438	5,130	0	0	0	5,130
7L	0	\$0	0	\$0	0	\$0	0	\$0	97	\$2,573	97	\$2,573	97	0	0	0	97
ARF	0	\$0	0	\$0	0	\$0	0	\$0	32	\$832	32	\$832	32	0	0	0	32
2NTH	0	\$0	0	\$0	0	\$0	0	\$0	8	\$208	8	\$208	8	0	0	0	8
3NTH	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0	0
25TH	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0	0
35TH	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0	0
BHC	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0	0
22&5	3,237	\$307,422	0	\$0	3,115	\$100,805	0	\$0	522	\$13,806	6,873	\$422,033	3,940	2,933	0	0	6,873
7M	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0	0
6M	1,094	\$96,228	0	\$0	0	\$0	0	\$0	0	\$0	1,094	\$96,228	0	1,094	0	0	1,094
IR	977	\$92,791	0	\$0	0	\$0	0	\$0	0	\$0	977	\$92,791	0	977	0	0	977
FLT	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0	0	0	0
FHC	0	\$0	0	\$0	2,025	\$60,735	0	\$0	0	\$0	2,025	\$60,735	2,025	0	0	0	2,025
SPD	0	\$0	0	\$0	8	\$240	0	\$0	5,136	\$133,536	5,144	\$133,776	5,144	0	0	0	5,144
4C	0	\$0	0	\$0	2,606	\$78,180	0	\$0	40	\$1,200	2,646	\$79,380	2,646	0	0	0	2,646
4M	0	\$0	0	\$0	2,133	\$63,990	0	\$0	0	\$0	2,133	\$63,990	2,133	0	0	0	2,133
1M	0	\$0	0	\$0	1,097	\$32,903	0	\$0	0	\$0	1,097	\$32,903	1,097	0	0	0	1,097
TOTAL	62,674	\$6,063,229	0	\$0	13,931	\$430,730	380	\$10,068	73,181	\$1,934,025	150,162	\$8,438,051	88,644	61,521	0	0	150,165

ZUCKERBERG SAN FRANCISCO GENERAL HOSPITAL AND TRAUMA CENTER

REGISTRY SUMMARY REPORT

YTD REPORT - JULY 1, 2015 THROUGH JUNE 30, 2016

UNIT	RN		LVN		MEA		CNA		PCA		TOTAL		REGISTRY HOURS				TOTAL
	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	LVN/MEA/CNA/PCA		RN TRAVELERS		
													CROSS COUNTRY	CROSS COUNTRY	CROSS COUNTRY	HRN	
34&6*	2,527	\$238,678	-	-	-	-	685	\$14,364	3,212	\$253,042	685	-	2,527	-	-	-	3,212
32&8*	2,827	\$259,358	-	-	-	-	48	\$1,296	2,875	\$260,654	360	-	2,515	-	-	-	2,875
PACU	1,701	\$162,890	-	-	-	-	196	\$4,920	1,897	\$167,810	196	-	1,701	-	-	-	1,897
4A	-	-	-	-	-	-	24	\$624	332	\$8,807	356	-	-	-	-	-	356
66&8*	3,017	\$288,552	-	-	-	-	736	\$19,190	8,285	\$220,577	12,037	-	3,017	-	-	-	12,037
42&4*	652	\$62,633	-	-	-	-	711	\$18,508	1,439	\$37,920	2,801	-	652	-	-	-	2,802
54&6*	2,544	\$235,404	-	-	-	-	84	\$2,199	1,485	\$39,484	4,113	-	2,544	-	-	-	4,112
76&8*	1,413	\$137,302	-	-	-	-	118	\$3,158	1,828	\$49,217	3,359	-	1,413	-	-	-	3,359
MERT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62&4*	2,359	\$227,678	-	-	-	-	1,400	\$37,193	6,128	\$167,301	9,886	-	2,359	-	-	-	9,886
CPOU	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26 *	12	\$732	-	-	-	-	12	\$312	36	\$972	60	-	12	-	-	-	60
52 *	-	-	-	-	-	-	12	\$312	48	\$636	60	-	-	-	-	-	60
24 *	2,000	\$188,789	-	-	-	-	-	-	-	-	2,000	-	1,988	-	-	-	2,000
ED	6,366	\$588,349	-	-	-	-	-	-	-	-	29,473	-	5,672	-	-	-	29,474
OR	596	\$56,644	-	-	-	-	-	-	-	-	644	-	596	-	-	-	644
PES	24	\$2,256	-	-	-	-	-	-	-	-	24	-	24	-	-	-	24
IMSAD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7B	-	-	-	-	-	-	24	\$624	236	\$6,243	260	-	-	-	-	-	260
7C	-	-	-	-	-	-	12	\$312	108	\$2,872	120	-	-	-	-	-	120
7L	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ARF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2NTH	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3NTH	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25TH	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
35TH	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
BHC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22&5*	2,433	\$230,467	-	-	-	-	109	\$2,925	3,907	\$267,362	1,717	-	2,191	-	-	-	3,908
7M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6M	40	\$3,040	-	-	-	-	8	\$240	48	\$3,280	8	-	40	-	-	-	48
IR	1,155	\$109,725	-	-	-	-	-	-	-	-	1,155	-	1,155	-	-	-	1,155
FLT	-	-	-	-	-	-	28	\$324	28	\$324	28	-	-	-	-	-	28
FHC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SPD	-	-	-	-	-	-	-	-	5,940	\$153,715	5,940	-	-	-	-	-	5,940
4C	-	-	-	-	-	-	-	-	-	-	3,500	-	-	-	-	-	3,500
4M	-	-	-	-	-	-	-	-	-	-	2,552	-	-	-	-	-	2,552
1M	-	-	-	-	-	-	-	-	-	-	1,622	-	-	-	-	-	1,622
TOTAL	29,666	\$2,792,497	-	-	-	-	3,133	\$82,432	46,162	\$1,217,105	91,929	-	28,406	-	-	-	91,931

 49137-1415 Vacancy Reports

## ZSFG Human Resources Services Report

### Submitted to the Joint Conference Committee (February 2019)

#### Report Contents:

- Vacancy Report
  - Summary of Hiring Status (Vacancy rate over 10%)
  - Graphs: YTD vacancy rate, new hires and separation
- 

- 1) Total hospital vacancies increased to 8% as of January 31, 2019, which is up from 7.35% in December 2018. We've hired a total of forty-seven (47) employees between January 1, 2019 and January 31, 2019 in various classifications including RNs and had twenty (20) separations during the same period of which nine (9) were retirements.
- 2) HR conducts monthly meetings with the hospital executive team to review the hiring status of ZSFG positions.
- 3) Current RN hiring status in critical areas:
  - Emergency Care Unit-
    - Overall fifteen (15) vacancies to fill (9.07% of RNs in this specialty)
    - Experience Specialty—fifteen (15) vacancies to fill. Interviews conducted this past month with two (2) candidates selected to hire with start work date in March 2019
    - Training Program –No vacancies
  - Critical Care Unit –
    - Overall sixteen (16) vacancies to fill (14.22% of RNs in this specialty)
    - Experience Specialty—sixteen (16) vacancies to fill. Interviews conducted this past month with three (3) candidates selected to hire with start work date in March 2019
    - Training Program— No vacancies
  - Med/Surgical Unit-
    - Overall fourteen (14) vacancies to fill (6.96% of RNs within this specialty)
    - Experience Specialty— fourteen (14) vacancies to fill with interviews planned week of February 19, 2019
    - Training Program— No vacancies
  - OR Unit-
    - Overall five (5) vacancies to fill (10.54% of RNs within this specialty)
    - Experience Specialty- Five (5) vacancies to fill
    - Training program – No vacancies

Zuckerberg San Francisco General Hospital and Trauma Center  
Vacancy Report | January 2019



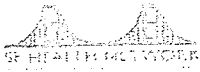
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1664	Patient Accounts Manager	1.00	0.00	1.00	100%
1825	Principal Administrative Analyst II	2.00	0.00	2.00	100%
2233	Supervising Physician Specialist	1.00	0.00	1.00	100%
2540	Audiologist	1.00	0.00	1.00	100%
2620	Food Service Mgr Administrator	1.00	0.00	1.00	100%
2820	Sr Health Program Planner	1.00	0.00	1.00	100%
0932	Manager IV	2.00	1.00	1.00	50%
1408	Principal Clerk	2.00	1.00	1.00	50%
1662	Patient Accounts Asst Supv	2.00	1.00	1.00	50%
1663	Patient Accounts Supervisor	6.00	3.00	3.00	50%
2550	Sr Occupational Therapist	2.00	1.00	1.00	50%
2589	Health Program Coordinator I	2.00	1.00	1.00	50%
7335	Sr Stationary Engineer	6.00	4.00	2.00	33%
1824	Principal Administrative Analyst	4.00	3.00	1.00	25%
2302	Nursing Assistant	8.00	6.00	2.00	25%
2591	Health Program Coordinator II	4.00	3.00	1.00	25%
7346	Painter	4.00	3.00	1.00	25%
2740	Porter Supervisor I	9.00	7.00	2.00	22%
2548	Occupational Therapist	17.60	13.80	3.80	22%
2846	Nutritionist	5.00	3.95	1.05	21%
2593	Health Program Coordinator III	10.00	8.00	2.00	20%
2909	Hospital Eligibility Worker Supv	10.00	8.00	2.00	20%
2586	Health Worker II	79.30	65.03	14.27	18%
0922	Manager I	6.00	5.00	1.00	17%
0923	Manager II	6.00	5.00	1.00	17%
1654	Accountant III	6.00	5.00	1.00	17%
2496	Radiologic Technologist Supv	6.00	5.00	1.00	17%
2542	Speech Pathologist	6.10	5.10	1.00	16%
1406	Senior Clerk	66.80	56.20	10.60	16%
2618	Food Service Supervisor	6.50	5.50	1.00	15%
2310	Surgical Procedures Technician	21.00	17.90	3.10	15%
2424	X-Ray Laboratory Aide	34.50	29.50	5.00	14%
1632	Senior Account Clerk	7.00	6.00	1.00	14%
2105	Patient Services Finance Tech	14.00	12.00	2.00	14%
2406	Pharmacy Helper	7.00	6.00	1.00	14%
2314	Public Health Team Leader	15.80	13.60	2.20	14%
1635	Health Care Billing Clerk I	8.00	7.00	1.00	13%
2467	Diagnostic Imaging Tech I	32.50	28.60	3.90	12%
2920	Medical Social Worker	38.85	34.25	4.60	12%
2587	Health Worker III	26.00	23.00	3.00	12%
7334	Stationary Engineer	26.00	23.00	3.00	12%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2930	Behavioral Health Clinician	14.50	12.98	1.52	10%
2328	Nurse Practitioner	92.75	83.99	8.76	9%
0931	Manager III	11.00	10.00	1.00	9%
2312	Licensed Vocational Nurse	43.45	39.55	3.90	9%
2556	Physical Therapist	24.50	22.33	2.17	9%
2903	Eligibility Worker	66.40	60.60	5.80	9%
2454	Clinical Pharmacist	34.50	31.50	3.00	9%
2320	Registered Nurse	966.65	884.85	81.80	8%
2110	Medical Records Clerk	25.60	23.60	2.00	8%
2322	Nurse Manager	39.00	36.00	3.00	8%
2323	Clinical Nurse Specialist	13.00	12.00	1.00	8%
2330	Anesthetist	13.40	12.40	1.00	7%
1404	Clerk	29.50	27.50	2.00	7%
2450	Pharmacist	29.50	27.50	2.00	7%
2606	Senior Food Service Worker	8.00	7.50	0.50	6%
2468	Diagnostic Imaging Tech II	41.20	38.65	2.55	6%
2303	Patient Care Assistant	187.80	176.30	11.50	6%
1932	Assistant Storekeeper	17.00	16.00	1.00	6%
1428	Unit Clerk	50.50	47.70	2.80	6%
2119	Health Care Analyst	19.00	18.00	1.00	5%
2112	Medical Records Technician	26.00	24.80	1.20	5%
2305	Psychiatric Technician	24.80	23.80	1.00	4%
2908	Hospital Eligibility Worker	80.00	77.00	3.00	4%
1636	Health Care Billing Clerk II	27.00	26.00	1.00	4%
2430	Medical Evaluations Assistant	171.08	164.98	6.10	4%
2624	Dietitian	7.60	7.40	0.20	3%
2736	Porter	187.00	182.16	4.84	3%
2604	Food Service Worker	52.10	51.50	0.60	1%
2409	Pharmacy Technician	53.50	52.98	0.52	1%
2325	Nurse Midwife	3.44	3.41	0.03	1%
1708	Senior Telephone Operator	11.00	10.98	0.03	0%
0941	Manager VI	5.00	5.00	0.00	0%
0942	Manager VII	3.00	3.00	0.00	0%
0943	Manager VIII	1.00	1.00	0.00	0%
1052	IS Business Analyst	1.00	1.00	0.00	0%
1093	IT Operations Support Admin III	5.00	5.00	0.00	0%
1165	Manager, DPH	1.00	1.00	0.00	0%
1166	Administrator, DPH	1.00	1.00	0.00	0%
1429	Nurses Staffing Assistant	12.00	12.00	0.00	0%
1431	Senior Unit Clerk	3.00	3.00	0.00	0%
1440	Medical Transcriber Typist	2.00	2.00	0.00	0%

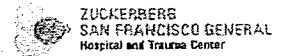
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1630	Account Clerk	1.00	1.00	0.00	0%
1634	Principal Account Clerk	1.00	1.00	0.00	0%
1637	Patient Accounts Clerk	22.00	22.00	0.00	0%
1652	Senior Accountant	6.00	6.00	0.00	0%
1657	Senior Systems Accountant	3.00	3.00	0.00	0%
1710	Chief Telephone Operator	1.00	1.00	0.00	0%
1822	Administrative Analyst	1.00	1.00	0.00	0%
1823	Senior Administrative Analyst	1.00	1.00	0.00	0%
1922	Senior Inventory Clerk	1.00	1.00	0.00	0%
1924	Materials/Supplies Supervisor	1.00	1.00	0.00	0%
1934	Storekeeper	3.00	3.00	0.00	0%
1938	Stores & Equipment Asst Supv	1.00	1.00	0.00	0%
1942	Assistant Materials Coordinator	3.00	3.00	0.00	0%
1944	Materials Coordinator	1.00	1.00	0.00	0%
1950	Assistant Purchaser	1.00	1.00	0.00	0%
2106	Medical Staff Svcs-Specialist	3.00	3.00	0.00	0%
2107	Medical Staff Svcs-Analyst	2.00	2.00	0.00	0%
2114	Medical Records Tech-Supv	6.00	6.00	0.00	0%
2202	Dental Aide	2.00	2.00	0.00	0%
2324	Nursing Supervisor	12.00	12.00	0.00	0%
2326	Nursing Supervisor - Psych	1.00	1.00	0.00	0%
2390	CPD Technician	24.80	24.80	0.00	0%
2392	Sr CPD Technician	2.00	2.00	0.00	0%
2408	Senior Pharmacy Helper	1.00	1.00	0.00	0%
2436	Electroencephalograph Tech I	1.00	1.00	0.00	0%
2453	Supervising Pharmacist	7.00	7.00	0.00	0%
2469	Diagnostic Imaging Tech III	6.80	6.80	0.00	0%
2470	Diagnostic Imaging Tech IV	12.00	12.00	0.00	0%
2514	Orthopedic Technician I	1.00	1.00	0.00	0%
2515	Orthopedic Technician II	1.00	1.00	0.00	0%
2520	Morgue Attendant	1.00	1.00	0.00	0%
2522	Senior Morgue Attendant	1.00	1.00	0.00	0%
2551	MH Treatment Specialist	2.00	2.00	0.00	0%
2554	Therapy Aide	3.98	3.98	0.00	0%
2555	Physical Therapist Assistant	3.00	3.00	0.00	0%
2558	Senior Physical Therapist	3.00	3.00	0.00	0%
2585	Health Worker I	2.00	2.00	0.00	0%
2619	Senior Food Service Supervisor	1.00	1.00	0.00	0%
2622	Dietetic Technician	5.00	5.00	0.00	0%
2626	Chief Dietitian	1.00	1.00	0.00	0%
2654	Cook	10.00	10.00	0.00	0%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2656	Chef	1.00	1.00	0.00	0%
2738	Porter Assistant Supervisor	1.00	1.00	0.00	0%
2770	Senior Laundry Worker	3.00	3.00	0.00	0%
2785	Assistant General Services Mgr	4.00	4.00	0.00	0%
2822	Health Educator	4.00	4.00	0.00	0%
2924	Medical Social Work Supv	2.00	2.00	0.00	0%
3417	Gardener	2.50	2.50	0.00	0%
3530	Chaplain	1.00	1.00	0.00	0%
4320	Cashier I	4.00	4.00	0.00	0%
4321	Cashier II	1.00	1.00	0.00	0%
4322	Cashier 3	1.00	1.00	0.00	0%
5177	Safety Officer	1.00	1.00	0.00	0%
5506	Project Manager III	1.00	1.00	0.00	0%
6139	Sr Industrial Hygienist	1.00	1.00	0.00	0%
7120	Buildings/Grounds Maint Supe	1.00	1.00	0.00	0%
7203	Buildings/Grounds Maint Supv	2.00	2.00	0.00	0%
7205	Chief Stationary Engineer	2.00	2.00	0.00	0%
7236	Locksmith Supervisor 1	1.00	1.00	0.00	0%
7242	Painter Supervisor I	1.00	1.00	0.00	0%
7262	Maintenance Planner	1.00	1.00	0.00	0%
7342	Locksmith	2.00	2.00	0.00	0%
7344	Carpenter	2.00	2.00	0.00	0%
7345	Electrician	1.00	1.00	0.00	0%
7347	Plumber	2.00	2.00	0.00	0%
7348	Steamfitter	1.00	1.00	0.00	0%
7524	Institution Utility Worker	4.00	4.00	0.00	0%
<b>Grand Total</b>		<b>3128.8</b>	<b>2878.46</b>	<b>250.34</b>	<b>8.00%</b>





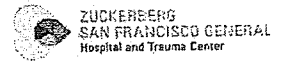
**Zuckerberg San Francisco General Hospital and Trauma Center**  
 Status of Vacancy Rates Over 10% (January 2019)



Employee Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
1664	Patient Accounts Manager	100%	0.00	1.00	Pending reassignment posting
1825	Principal Administrative Analyst II	100%	0.00	2.00	Repurposed to 1823/1824- pending job announcement/req. approval
2233	Supervising Physician Specialist	100%	0.00	1.00	Pending requisition request by hiring manager
2540	Audiologist	100%	0.00	1.00	Pending announcement posting
2620	Food Service Mgr Administrator	100%	0.00	1.00	Manager reevaluating this class
2820	Sr Health Program Planner	100%	0.00	1.00	Repurposed to 1824-Pending requisition request by hiring mgr
0932	Manager IV	50%	1.00	1.00	Repurpose to 0931- Pending requisition approval
1408	Principal Clerk	50%	1.00	1.00	Pending Eligible List
1662	Patient Accounts Asst Supv	50%	1.00	1.00	Interview in progress
1663	Patient Accounts Supervisor	50%	3.00	3.00	Interview in progress
2550	Sr Occupational Therapist	50%	1.00	1.00	Interview in progress
2589	Health Program Coordinator I	50%	1.00	1.00	Interview in progress
7335	Sr Stationary Engineer	33%	4.00	2.00	Pending requisition approval
1824	Principal Administrative Analyst	25%	3.00	1.00	Interview in progress
2302	Nursing Assistant	25%	6.00	2.00	Selection Made
2591	Health Program Coordinator II	25%	3.00	1.00	Pending exam administration
7346	Painter	25%	3.00	1.00	Interview in progress
2740	Porter Supervisor I	22%	7.00	2.00	Pending exam administration
2548	Occupational Therapist	22%	13.80	3.80	Interview in progress
2846	Nutritionist	21%	3.95	1.05	Pending requisition approval
2593	Health Program Coordinator III	20%	8.00	2.00	Need to issue referral / Interview in progress
2909	Hospital Eligibility Worker Supv	20%	8.00	2.00	Pending req request by hiring mgr / Pending Resassignment
2586	Health Worker II	18%	65.03	14.27	Pending requisition approval / Interview in progress
0922	Manager I	17%	5.00	1.00	Repurpose to 0932 - Pending req. request by hiring manager
0923	Manager II	17%	5.00	1.00	Repurposing to 0931
1654	Accountant III	17%	5.00	1.00	Interview in progress
2496	Radiologic Technologist Supv	17%	5.00	1.00	Pending announcement posting
2542	Speech Pathologist	16%	5.10	1.00	Pending announcement posting
1406	Senior Clerk	16%	56.20	10.60	Interview in progress / Pending Selection
2618	Food Service Supervisor	15%	5.50	1.00	Selection Made
2310	Surgical Procedures Technician	15%	17.90	3.10	Pending eligible list adoption
2424	X-Ray Laboratory Aide	14%	29.50	5.00	Interview in progress
1632	Senior Account Clerk	14%	6.00	1.00	Interview in progress
2105	Patient Services Finance Tech	14%	12.00	2.00	Pending finance approval
2406	Pharmacy Helper	14%	6.00	1.00	Interview in progress
2314	Public Health Team Leader	14%	13.60	2.20	Interview in progress
1635	Health Care Billing Clerk I	13%	7.00	1.00	Pending Selection
2467	Diagnostic Imaging Tech I	12%	28.60	3.90	Pending referral issuance
2920	Medical Social Worker	12%	34.25	4.60	Interview in progress
2587	Health Worker III	12%	23.00	3.00	Pending eligible list adoption
7334	Stationary Engineer	12%	23.00	3.00	Pending announcement posting



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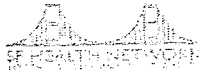


Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1664	Patient Accounts Manager	1.00	0.00	1.00	100%
1825	Principial Administrative Anlyst II	2.00	0.00	2.00	100%
2233	Supervising Physician Specialist	1.00	0.00	1.00	100%
2540	Audiologist	1.00	0.00	1.00	100%
2620	Food Service Mgr Administrator	1.00	0.00	1.00	100%
2820	Sr Health Program Planner	1.00	0.00	1.00	100%
0932	Manager IV	2.00	1.00	1.00	50%
1408	Principal Clerk	2.00	1.00	1.00	50%
1662	Patient Accounts Asst Supv	2.00	1.00	1.00	50%
1663	Patient Accounts Supervisor	6.00	3.00	3.00	50%
2550	Sr Occupational Therapist	2.00	1.00	1.00	50%
2589	Health Program Coordinator I	2.00	1.00	1.00	50%
7335	Sr Stationary Engineer	6.00	4.00	2.00	33%
1824	Principal Administrative Analyst	4.00	3.00	1.00	25%
2302	Nursing Assistant	8.00	6.00	2.00	25%
2591	Health Program Coordinator II	4.00	3.00	1.00	25%
7346	Painter	4.00	3.00	1.00	25%
2740	Porter Supervisor I	9.00	7.00	2.00	22%
2548	Occupational Therapist	17.60	13.80	3.80	22%
2846	Nutritionist	5.00	3.95	1.05	21%
2593	Health Program Coordinator III	10.00	8.00	2.00	20%
2909	Hospital Eligibility Worker Supv	10.00	8.00	2.00	20%
2586	Health Worker II	79.30	65.03	14.27	18%
0922	Manager I	6.00	5.00	1.00	17%
0923	Manager II	6.00	5.00	1.00	17%
1654	Accountant III	6.00	5.00	1.00	17%
2496	Radiologic Technologist Supv	6.00	5.00	1.00	17%
2542	Speech Pathologist	6.10	5.10	1.00	16%
1406	Senior Clerk	66.80	56.20	10.60	16%
2618	Food Service Supervisor	6.50	5.50	1.00	15%
2310	Surgical Procedures Technician	21.00	17.90	3.10	15%
2424	X-Ray Laboratory Aide	34.50	29.50	5.00	14%
1632	Senior Account Clerk	7.00	6.00	1.00	14%
2105	Patient Services Finance Tech	14.00	12.00	2.00	14%
2406	Pharmacy Helper	7.00	6.00	1.00	14%
2314	Public Health Team Leader	15.80	13.60	2.20	14%
1635	Health Care Billing Clerk I	8.00	7.00	1.00	13%
2467	Diagnostic Imaging Tech I	32.50	28.60	3.90	12%
2920	Medical Social Worker	38.85	34.25	4.60	12%
2587	Health Worker III	26.00	23.00	3.00	12%
7334	Stationary Engineer	26.00	23.00	3.00	12%

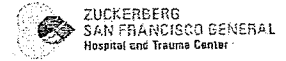
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2930	Behavioral Health Clinician	14.50	12.98	1.52	10%
2328	Nurse Practitioner	92.75	83.99	8.76	9%
0931	Manager III	11.00	10.00	1.00	9%
2312	Licensed Vocational Nurse	43.45	39.55	3.90	9%
2556	Physical Therapist	24.50	22.33	2.17	9%
2903	Eligibility Worker	66.40	60.60	5.80	9%
2454	Clinical Pharmacist	34.50	31.50	3.00	9%
2320	Registered Nurse	966.65	884.85	81.80	8%
2110	Medical Records Clerk	25.60	23.60	2.00	8%
2322	Nurse Manager	39.00	36.00	3.00	8%
2323	Clinical Nurse Specialist	13.00	12.00	1.00	8%
2330	Anesthetist	13.40	12.40	1.00	7%
1404	Clerk	29.50	27.50	2.00	7%
2450	Pharmacist	29.50	27.50	2.00	7%
2606	Senior Food Service Worker	8.00	7.50	0.50	6%
2468	Diagnostic Imaging Tech II	41.20	38.65	2.55	6%
2303	Patient Care Assistant	187.80	176.30	11.50	6%
1932	Assistant Storekeeper	17.00	16.00	1.00	6%
1428	Unit Clerk	50.50	47.70	2.80	6%
2119	Health Care Analyst	19.00	18.00	1.00	5%
2112	Medical Records Technician	26.00	24.80	1.20	5%
2305	Psychiatric Technician	24.80	23.80	1.00	4%
2908	Hospital Eligibility Worker	80.00	77.00	3.00	4%
1636	Health Care Billing Clerk II	27.00	26.00	1.00	4%
2430	Medical Evaluations Assistant	171.08	164.98	6.10	4%
2624	Dietitian	7.60	7.40	0.20	3%
2736	Porter	187.00	182.16	4.84	3%
2604	Food Service Worker	52.10	51.50	0.60	1%
2409	Pharmacy Technician	53.50	52.98	0.52	1%
2325	Nurse Midwife	3.44	3.41	0.03	1%
1708	Senior Telephone Operator	11.00	10.98	0.03	0%
0941	Manager VI	5.00	5.00	0.00	0%
0942	Manager VII	3.00	3.00	0.00	0%
0943	Manager VIII	1.00	1.00	0.00	0%
1052	IS Business Analyst	1.00	1.00	0.00	0%
1093	IT Operations Support Admin III	5.00	5.00	0.00	0%
1165	Manager, DPH	1.00	1.00	0.00	0%
1166	Administrator, DPH	1.00	1.00	0.00	0%
1429	Nurses Staffing Assistant	12.00	12.00	0.00	0%
1431	Senior Unit Clerk	3.00	3.00	0.00	0%
1440	Medical Transcriber Typist	2.00	2.00	0.00	0%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1630	Account Clerk	1.00	1.00	0.00	0%
1634	Principal Account Clerk	1.00	1.00	0.00	0%
1637	Patient Accounts Clerk	22.00	22.00	0.00	0%
1652	Senior Accountant	6.00	6.00	0.00	0%
1657	Senior Systems Accountant	3.00	3.00	0.00	0%
1710	Chief Telephone Operator	1.00	1.00	0.00	0%
1822	Administrative Analyst	1.00	1.00	0.00	0%
1823	Senior Administrative Analyst	1.00	1.00	0.00	0%
1922	Senior Inventory Clerk	1.00	1.00	0.00	0%
1924	Materials/Supplies Supervisor	1.00	1.00	0.00	0%
1934	Storekeeper	3.00	3.00	0.00	0%
1938	Stores & Equipment Asst Supv	1.00	1.00	0.00	0%
1942	Assistant Materials Coordinator	3.00	3.00	0.00	0%
1944	Materials Coordinator	1.00	1.00	0.00	0%
1950	Assistant Purchaser	1.00	1.00	0.00	0%
2106	Medical Staff Svcs-Specialist	3.00	3.00	0.00	0%
2107	Medical Staff Svcs-Analyst	2.00	2.00	0.00	0%
2114	Medical Records Tech-Supv	6.00	6.00	0.00	0%
2202	Dental Aide	2.00	2.00	0.00	0%
2324	Nursing Supervisor	12.00	12.00	0.00	0%
2326	Nursing Supervisor - Psych	1.00	1.00	0.00	0%
2390	CPD Technician	24.80	24.80	0.00	0%
2392	Sr CPD Technician	2.00	2.00	0.00	0%
2408	Senior Pharmacy Helper	1.00	1.00	0.00	0%
2436	Electroencephalograph Tech I	1.00	1.00	0.00	0%
2453	Supervising Pharmacist	7.00	7.00	0.00	0%
2469	Diagnostic Imaging Tech III	6.80	6.80	0.00	0%
2470	Diagnostic Imaging Tech IV	12.00	12.00	0.00	0%
2514	Orthopedic Technician I	1.00	1.00	0.00	0%
2515	Orthopedic Technician II	1.00	1.00	0.00	0%
2520	Morgue Attendant	1.00	1.00	0.00	0%
2522	Senior Morgue Attendant	1.00	1.00	0.00	0%
2551	MH Treatment Specialist	2.00	2.00	0.00	0%
2554	Therapy Aide	3.98	3.98	0.00	0%
2555	Physical Therapist Assistant	3.00	3.00	0.00	0%
2558	Senior Physical Therapist	3.00	3.00	0.00	0%
2585	Health Worker I	2.00	2.00	0.00	0%
2619	Senior Food Service Supervisor	1.00	1.00	0.00	0%
2622	Dietetic Technician	5.00	5.00	0.00	0%
2626	Chief Dietitian	1.00	1.00	0.00	0%
2654	Cook	10.00	10.00	0.00	0%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2656	Chef	1.00	1.00	0.00	0%
2738	Porter Assistant Supervisor	1.00	1.00	0.00	0%
2770	Senior Laundry Worker	3.00	3.00	0.00	0%
2785	Assistant General Services Mgr	4.00	4.00	0.00	0%
2822	Health Educator	4.00	4.00	0.00	0%
2924	Medical Social Work Supv	2.00	2.00	0.00	0%
3417	Gardener	2.50	2.50	0.00	0%
3530	Chaplain	1.00	1.00	0.00	0%
4320	Cashier I	4.00	4.00	0.00	0%
4321	Cashier II	1.00	1.00	0.00	0%
4322	Cashier 3	1.00	1.00	0.00	0%
5177	Safety Officer	1.00	1.00	0.00	0%
5506	Project Manager III	1.00	1.00	0.00	0%
6139	Sr Industrial Hygienist	1.00	1.00	0.00	0%
7120	Buildings/Grounds Maint Supe	1.00	1.00	0.00	0%
7203	Buildings/Grounds Maint Supv	2.00	2.00	0.00	0%
7205	Chief Stationary Engineer	2.00	2.00	0.00	0%
7236	Locksmith Supervisor 1	1.00	1.00	0.00	0%
7242	Painter Supervisor I	1.00	1.00	0.00	0%
7262	Maintenance Planner	1.00	1.00	0.00	0%
7342	Locksmith	2.00	2.00	0.00	0%
7344	Carpenter	2.00	2.00	0.00	0%
7345	Electrician	1.00	1.00	0.00	0%
7347	Plumber	2.00	2.00	0.00	0%
7348	Steamfitter	1.00	1.00	0.00	0%
7524	Institution Utility Worker	4.00	4.00	0.00	0%
<b>Grand Total</b>		<b>3128.8</b>	<b>2878.46</b>	<b>250.34</b>	<b>8.00%</b>



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Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1825	Principal Administrative Analyst II	2.00	0.00	2.00	100%
2233	Supervising Physician Specialist	1.00	0.00	1.00	100%
2540	Audiologist	1.00	0.00	1.00	100%
2620	Food Service Mgr Administrator	1.00	0.00	1.00	100%
2820	Sr Health Program Planner	1.00	0.00	1.00	100%
0932	Manager IV	2.00	1.00	1.00	50%
1408	Principal Clerk	2.00	1.00	1.00	50%
1662	Patient Accounts Asst Supv	2.00	1.00	1.00	50%
1663	Patient Accounts Supervisor	6.00	3.00	3.00	50%
2550	Sr Occupational Therapist	2.00	1.00	1.00	50%
2589	Health Program Coordinator I	2.00	1.00	1.00	50%
7335	Sr Stationary Engineer	6.00	4.00	2.00	33%
2554	Therapy Aide	3.98	2.98	1.00	25%
1635	Health Care Billing Clerk I	8.00	6.00	2.00	25%
1824	Principal Administrative Analyst	4.00	3.00	1.00	25%
2302	Nursing Assistant	8.00	6.00	2.00	25%
2591	Health Program Coordinator II	4.00	3.00	1.00	25%
7346	Painter	4.00	3.00	1.00	25%
2740	Porter Supervisor I	9.00	7.00	2.00	22%
2846	Nutritionist	5.00	3.95	1.05	21%
2593	Health Program Coordinator III	10.00	8.00	2.00	20%
2548	Occupational Therapist	17.60	14.60	3.00	17%
0922	Manager I	6.00	5.00	1.00	17%
0923	Manager II	6.00	5.00	1.00	17%
1654	Accountant III	6.00	5.00	1.00	17%
2496	Radiologic Technologist Supv	6.00	5.00	1.00	17%
2542	Speech Pathologist	6.10	5.10	1.00	16%
2586	Health Worker II	79.30	67.03	12.27	15%
1406	Senior Clerk	66.80	56.70	10.10	15%
2310	Surgical Procedures Technician	21.00	17.90	3.10	15%
1632	Senior Account Clerk	7.00	6.00	1.00	14%
2105	Patient Services Finance Tech	14.00	12.00	2.00	14%
2406	Pharmacy Helper	7.00	6.00	1.00	14%
2314	Public Health Team Leader	15.80	13.60	2.20	14%
2624	Dietitian	8.40	7.40	1.00	12%
2424	X-Ray Laboratory Aide	34.50	30.50	4.00	12%
2454	Clinical Pharmacist	34.50	30.50	4.00	12%
7334	Stationary Engineer	26.00	23.00	3.00	12%
1404	Clerk	29.50	26.50	3.00	10%
2909	Hospital Eligibility Worker Supv	10.00	9.00	1.00	10%
2920	Medical Social Worker	38.85	35.25	3.60	9%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
0931	Manager III	11.00	10.00	1.00	9%
2328	Nurse Practitioner	92.75	84.34	8.41	9%
2312	Licensed Vocational Nurse	43.45	39.55	3.90	9%
2467	Diagnostic Imaging Tech I	32.50	29.60	2.90	9%
2556	Physical Therapist	24.50	22.33	2.17	9%
2110	Medical Records Clerk	25.60	23.60	2.00	8%
2322	Nurse Manager	39.00	36.00	3.00	8%
2618	Food Service Supervisor	6.50	6.00	0.50	8%
2330	Anesthetist	13.40	12.40	1.00	7%
2903	Eligibility Worker	66.40	61.60	4.80	7%
2320	Registered Nurse	966.65	899.95	66.70	7%
2450	Pharmacist	29.50	27.50	2.00	7%
1428	Unit Clerk	50.50	47.30	3.20	6%
2908	Hospital Eligibility Worker	80.00	75.00	5.00	6%
2468	Diagnostic Imaging Tech II	41.20	38.65	2.55	6%
1932	Assistant Storekeeper	17.00	16.00	1.00	6%
2303	Patient Care Assistant	187.80	177.20	10.60	6%
2430	Medical Evaluations Assistant	171.08	161.98	9.10	5%
2119	Health Care Analyst	19.00	18.00	1.00	5%
1708	Senior Telephone Operator	11.00	10.48	0.53	5%
2112	Medical Records Technician	26.00	24.80	1.20	5%
2305	Psychiatric Technician	24.80	23.80	1.00	4%
2587	Health Worker III	26.00	25.00	1.00	4%
1636	Health Care Billing Clerk II	27.00	26.00	1.00	4%
2930	Behavioral Health Clinician	14.50	13.98	0.52	4%
2604	Food Service Worker	52.10	51.00	1.10	2%
2736	Porter	187.00	183.16	3.84	2%
2409	Pharmacy Technician	53.50	52.98	0.52	1%
2325	Nurse Midwife	3.44	3.41	0.03	1%
0941	Manager VI	5.00	5.00	0.00	0%
0942	Manager VII	3.00	3.00	0.00	0%
0943	Manager VIII	1.00	1.00	0.00	0%
1052	IS Business Analyst	1.00	1.00	0.00	0%
1093	IT Operations Support Admin III	5.00	5.00	0.00	0%
1165	Manager, DPH	1.00	1.00	0.00	0%
1166	Administrator, DPH	1.00	1.00	0.00	0%
1429	Nurses Staffing Assistant	12.00	12.00	0.00	0%
1431	Senior Unit Clerk	3.00	3.00	0.00	0%
1440	Medical Transcriber Typist	2.00	2.00	0.00	0%
1630	Account Clerk	1.00	1.00	0.00	0%
1634	Principal Account Clerk	1.00	1.00	0.00	0%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1637	Patient Accounts Clerk	22.00	22.00	0.00	0%
1652	Senior Accountant	6.00	6.00	0.00	0%
1657	Senior Systems Accountant	3.00	3.00	0.00	0%
1664	Patient Accounts Manager	1.00	1.00	0.00	0%
1710	Chief Telephone Operator	1.00	1.00	0.00	0%
1822	Administrative Analyst	1.00	1.00	0.00	0%
1823	Senior Administrative Analyst	1.00	1.00	0.00	0%
1922	Senior Inventory Clerk	1.00	1.00	0.00	0%
1924	Materials/Supplies Supervisor	1.00	1.00	0.00	0%
1934	Storekeeper	3.00	3.00	0.00	0%
1938	Stores & Equipment Asst Supv	1.00	1.00	0.00	0%
1942	Assistant Materials Coordinator	3.00	3.00	0.00	0%
1944	Materials Coordinator	1.00	1.00	0.00	0%
1950	Assistant Purchaser	1.00	1.00	0.00	0%
2106	Medical Staff Svcs-Specialist	3.00	3.00	0.00	0%
2107	Medical Staff Svcs-Analyst	2.00	2.00	0.00	0%
2114	Medical Records Tech-Supv	6.00	6.00	0.00	0%
2202	Dental Aide	2.00	2.00	0.00	0%
2323	Clinical Nurse Specialist	13.00	13.00	0.00	0%
2324	Nursing Supervisor	12.00	12.00	0.00	0%
2326	Nursing Supervisor - Psych	1.00	1.00	0.00	0%
2390	CPD Technician	24.80	24.80	0.00	0%
2392	Sr CPD Technician	2.00	2.00	0.00	0%
2408	Senior Pharmacy Helper	1.00	1.00	0.00	0%
2436	Electroencephalograph Tech I	1.00	1.00	0.00	0%
2453	Supervising Pharmacist	7.00	7.00	0.00	0%
2469	Diagnostic Imaging Tech III	6.80	6.80	0.00	0%
2470	Diagnostic Imaging Tech IV	12.00	12.00	0.00	0%
2514	Orthopedic Technician I	1.00	1.00	0.00	0%
2515	Orthopedic Technician II	1.00	1.00	0.00	0%
2520	Morgue Attendant	1.00	1.00	0.00	0%
2522	Senior Morgue Attendant	1.00	1.00	0.00	0%
2551	MH Treatment Specialist	2.00	2.00	0.00	0%
2555	Physical Therapist Assistant	3.00	3.00	0.00	0%
2558	Senior Physical Therapist	3.00	3.00	0.00	0%
2585	Health Worker I	2.00	2.00	0.00	0%
2606	Senior Food Service Worker	8.00	8.00	0.00	0%
2619	Senior Food Service Supervisor	1.00	1.00	0.00	0%
2622	Dietetic Technician	5.00	5.00	0.00	0%
2626	Chief Dietitian	1.00	1.00	0.00	0%
2654	Cook	10.00	10.00	0.00	0%



Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2656	Chef	1.00	1.00	0.00	0%
2738	Porter Assistant Supervisor	1.00	1.00	0.00	0%
2770	Senior Laundry Worker	3.00	3.00	0.00	0%
2785	Assistant General Services Mgr	4.00	4.00	0.00	0%
2822	Health Educator	4.00	4.00	0.00	0%
2924	Medical Social Work Supv	2.00	2.00	0.00	0%
3417	Gardener	2.50	2.50	0.00	0%
3530	Chaplain	1.00	1.00	0.00	0%
4320	Cashier I	4.00	4.00	0.00	0%
4321	Cashier II	1.00	1.00	0.00	0%
4322	Cashier 3	1.00	1.00	0.00	0%
5177	Safety Officer	1.00	1.00	0.00	0%
5506	Project Manager III	1.00	1.00	0.00	0%
6139	Sr Industrial Hygienist	1.00	1.00	0.00	0%
7120	Buildings/Grounds Maint Supe	1.00	1.00	0.00	0%
7203	Buildings/Grounds Maint Supv	2.00	2.00	0.00	0%
7205	Chief Stationary Engineer	2.00	2.00	0.00	0%
7236	Locksmith Supervisor 1	1.00	1.00	0.00	0%
7242	Painter Supervisor I	1.00	1.00	0.00	0%
7262	Maintenance Planner	1.00	1.00	0.00	0%
7342	Locksmith	2.00	2.00	0.00	0%
7344	Carpenter	2.00	2.00	0.00	0%
7345	Electrician	1.00	1.00	0.00	0%
7347	Plumber	2.00	2.00	0.00	0%
7348	Steamfitter	1.00	1.00	0.00	0%
7524	Institution Utility Worker	4.00	4.00	0.00	0%
		3129.60	2899.71	229.89	7.35%

CA Dept of Health Svcs Memo -- Supreme Court Decision re nursing ratios

State of California—Health and Human Services Agency  
Department of Health Services



California  
Department of  
Health Services

SANDRA SHEWRY  
Director

ARNOLD SCHWARZENEGGER  
Governor

March 17, 2005

DOM 05-02

TO: ALL DISTRICT MANAGERS/ADMINISTRATORS

Subject: Information regarding R-01-04E: Licensed Nurse-to-Patient Ratio Regulations following the March 14, 2005 California Superior Court Order

On March 14, 2005, the California Superior Court enjoined enforcement of the emergency regulation pertaining to nurse-to-patient ratios, initially adopted by the California Department of Health Services (CDHS) on November 12, 2004 (Rulemaking File R-01-04E). The order voids these emergency regulations, leaving the original ratio regulations in place. (Rulemaking File R-37-01).

The CDHS is appealing the decision and requesting that the Court of Appeal stay the court order. While CHDS believes that the emergency regulations will ultimately be upheld, in the meantime, the original nurse-to-patient ratio regulations (R-37-01) are in effect.

This means that, immediately:

- The minimum licensed nurse-to-patient ratio in medical, surgical, medical/surgical, and mixed units is changed from 1:6 to 1:5.
- Hospital emergency departments (EDs) must comply with the same requirements for nurses' assignments as all other units. They must document the assignment of the specific nurses to specific patients.

As a reminder, the only flexibility for any hospital unit, including the ED, will be in the event of a "healthcare emergency" as defined at 22 CCR 70217(q). Further, the ratios must be maintained "at all times."

We have also sent out All Facilities Letter #05- 04 via blast FAX to all general acute care hospitals explaining these changes.

DOM 05-02  
Page 2  
March 17, 2005

The regulations are available at <http://www.dhs.ca.gov/lnc/ntp/default.htm>. They are referred to as "Regulations Effective January 1, 2004" and are listed at the second bullet. The Emergency Regulations, enjoined by the court, are available at the same website at the first bullet, "Approved Emergency Regulations Effective November 12, 2004".

CDHS understands that these changes, and the speed with which they must be implemented, may be difficult for your offices and your staff. However, the court's order must be obeyed by facilities and enforced by CDHS.


Please reactivate the reporting system that we began to use in January 2004, to track the impact of these changes by centrally collecting data. This includes sending the complaints, along with their resolution documented on a 2567, all requests for program flexibility and rural hospital waivers, along with your recommended response, to headquarters.

Thank you for your professionalism and your flexibility. We will keep you informed of all developments as these regulations are judicially reviewed. If you have any questions or concerns that you would like to discuss about this matter, please contact Gina Henning at (916) 552-9370.

Sincerely,

**Original Signed by  
Brenda G. Klutz**

Brenda G. Klutz  
Deputy Director

 CA Title 22 CCR Div 5 Sect 70211 - Nurse-to-Patient Ratios

## Title 22 California Code of Regulations Division 5

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- (b) The responsibility and accountability of the medical service to the medical staff and administration shall be defined.
- (c) The following shall be available to all patients in the hospital:
  - (1) Electrocardiographic testing.
  - (2) Pulmonary function testing.
  - (3) Intermittent positive pressure breathing apparatus.
  - (4) Cardiac monitoring capability.
  - (5) Suction.
- (d) Periodically, an appropriate committee of the medical staff shall evaluate the services provided and make appropriate recommendations to the executive committee of the medical staff and administration.

### §70205. Medical Service Staff

A physician shall have overall responsibility for the medical service. This physician shall be certified or eligible for certification in internal medicine by the American Board of Internal Medicine. If such an internist is not available, a physician, with training and experience in internal medicine, shall be responsible for the service.

### §70207. Medical Service Equipment and Supplies

There shall be adequate equipment and supplies maintained related to the nature of the needs and the services offered.

### §70209. Medical Service Space

There shall be adequate space maintained to meet the needs of the service.

### §70211. Nursing Service General Requirements

- (a) The nursing service shall be organized, staffed, equipped, and supplied, including furnishings and resource materials, to meet the needs of patients and the service.
- (b) The nursing service shall be under the direction of an administrator of nursing services who shall be a registered nurse with the following qualifications:
  - (1) Master's degree in nursing or a related field with at least one year of experience in administration; or
  - (2) Baccalaureate degree in nursing or a related field with at least two years of experience in nursing administration; or
  - (3) At least four years of experience in nursing administration or supervision, with evidence of continuing education directly related to the job specifications.
- (c) It shall be designated in writing by the hospital administrator that the administrator of nursing services has authority, responsibility and accountability for the nursing service within the facility.
  - (1) The internal structure and accountability of the nursing service, including identification of nursing service units and committees, shall be defined in writing.
  - (2) The relationship between the nursing service and administration, organized medical staff and other departments shall be defined in writing. Such definition of relationship shall be developed in cooperation with respective departments. Administrative, medical staff, and other hospital committees that address issues

## Title 22 California Code of Regulations Division 5

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affecting nursing care shall include registered nurses, including those who provide direct patient care. Licensed vocational nurses may serve on those committees.

### §70213. Nursing Service Policies and Procedures

- (a) Written policies and procedures for patient care shall be developed, maintained and implemented by the nursing service.
  - (1) Policies and procedures which involve the medical staff shall be reviewed and approved by the medical staff prior to implementation.
  - (2) Policies and procedures of other departments which contain requirements for the nursing service shall be reviewed and approved by the nursing service prior to implementation.
  - (3) The nursing service shall review and revise policies and procedures every three years, or more often if necessary.
  - (4) The hospital administration and the governing body shall review and approve all policies and procedures that relate to the nursing service every three years or more often, if necessary
- (b) Policies and procedures shall be based on current standards of nursing practice and shall be consistent with the nursing process which includes: assessment, nursing diagnosis, planning, intervention, evaluation, and, as circumstances require, patient advocacy.
- (c) Policies and procedures which contain competency standards for staff performance in the delivery of patient care shall be established, implemented, and updated as needed for each nursing unit, including standards for the application of restraints. Standards shall include the elements of competency validation for patient care personnel other than registered nurses as set forth in Section 70016, and the elements of competency validation for registered nurses as set forth in Section 70016.1. At least annually, patient care personnel shall receive a written performance evaluation. The evaluation shall include, but is not limited to, measuring individual performance against established competency standards.
- (d) Policies and procedures that require consistency and continuity in patient care, incorporating the nursing process and the medical treatment plan, shall be developed and implemented in cooperation with the medical staff.
- (e) Policies and procedures shall be developed and implemented which establish mechanisms for rapid deployment of personnel when any labor intensive event occurs which prevents nursing staff from providing attention to all assigned patients, such as multiple admissions or discharges, or an emergency health crisis.

### §70214. Nursing Staff Development

- (a) There shall be a written, organized in-service education program for all patient care personnel, including temporary staff as described in subsection 70217(m). The program shall include, but shall not be limited to, orientation and the process of competency validation as described in subsection 70213(c).
  - (1) All patient care personnel, including temporary staff as indicated in subsection 70217(m), shall receive and complete orientation to the hospital and their assigned patient care unit before receiving patient care assignments.

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Orientation to a specific unit may be modified in order to meet temporary staffing emergencies as described in subsection 70213(e)

- (2) All patient care personnel, including temporary staff as described in subsection 70217(m), shall be subject to the process of competency validation for their assigned patient care unit or units. Prior to the completion of validation of the competency standards for a patient care unit, patient care assignments shall be subject to the following restrictions:
  - (A) Assignments shall include only those duties and responsibilities for which competency has been validated.
  - (B) A registered nurse who has demonstrated competency for the patient care unit shall be responsible for nursing care as described in subsections 70215(a) and 70217(h)(3), and shall be assigned as a resource nurse for those registered nurses and licensed vocational nurses who have not completed competency validation for that unit.
  - (C) Registered nurses shall not be assigned total responsibility for patient care, including the duties and responsibilities described in subsections 70215(a) and 70217(h)(3), until all the standards of competency for that unit have been validated.
- (3) The duties and responsibilities of patient care personnel who may be temporarily re-directed from their assigned units are subject to the restrictions in (A), (B), and (C) of subsection (a)(2) above.
- (4) Orientation and competency validation shall be documented in the employee's file and shall be retained for the duration of the individual's employment.
- (5) A rural General Acute Care Hospital, as defined in Health and Safety Code Section 1250 (a), may apply for program flexibility pursuant to Section 70129 of this Chapter, to meet the requirements of subsections 70214(a)(1) through (4) above, by alternate means.
- (b) The staff education and training program shall be based on current standards of nursing practice, established standards of staff performance as specified in subsection 70213 (c) above, individual staff needs and needs identified in the quality assurance process.
- (c) The administrator of nursing services shall be responsible for seeing that all nursing staff receive mandated education as specified in subsection (a) of this Section.
- (d) All staff development programs shall be documented by:
  - (1) A record of the title, length of course in hours, and objectives of the education program presented.
  - (2) Name, title, and qualifications of the instructor or the title and type of other educational media.
  - (3) A description of the content.
  - (4) A date, a record of the instructor, process, or media and a list of attendees.
  - (5) Written evaluation of course content by attendees.

### §70215. Planning and Implementing Patient Care

- (a) A registered nurse shall directly provide:
  - (1) Ongoing patient assessments as defined in the Business and Professions Code, Section 2725(d). Such assessments shall be performed, and the findings



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documented in the patient's medical record, for each shift, and upon receipt of the patient when he/she is transferred to another patient care area.

- (2) The planning, supervision, implementation, and evaluation of the nursing care provided to each patient. The implementation of nursing care may be delegated by the registered nurse responsible for the patient to other licensed nursing staff, or may be assigned to unlicensed staff, subject to any limitations of their licensure, certification, level of validated competency, and/or regulation.
  - (3) The assessment, planning, implementation, and evaluation of patient education, including ongoing discharge teaching of each patient. Any assignment of specific patient education tasks to patient care personnel shall be made by the registered nurse responsible for the patient.
- (b) The planning and delivery of patient care shall reflect all elements of the nursing process: assessment, nursing diagnosis, planning, intervention, evaluation and, as circumstances require, patient advocacy, and shall be initiated by a registered nurse at the time of admission.
  - (c) The nursing plan for the patient's care shall be discussed with and developed as a result of coordination with the patient, the patient's family, or other representatives, when appropriate, and staff of other disciplines involved in the care of the patient.
  - (d) Information related to the patient's initial assessment and reassessments, nursing diagnosis, plan, intervention, evaluation, and patient advocacy shall be permanently recorded in the patient's medical record.

### §70217. Nursing Service Staff

- (a) Hospitals shall provide staffing by licensed nurses, within the scope of their licensure in accordance with the following nurse-to-patient ratios. Licensed nurse means a registered nurse, licensed vocational nurse and, in psychiatric units only, a licensed psychiatric technician. Staffing for care not requiring a licensed nurse is not included within these ratios and shall be determined pursuant to the patient classification system.

No hospital shall assign a licensed nurse to a nursing unit or clinical area unless that hospital determines that the licensed nurse has demonstrated current competence in providing care in that area, and has also received orientation to that hospital's clinical area sufficient to provide competent care to patients in that area. The policies and procedures of the hospital shall contain the hospital's criteria for making this determination.

Licensed nurse-to-patient ratios represent the maximum number of patients that shall be assigned to one licensed nurse at any one time. "Assigned" means the licensed nurse has responsibility for the provision of care to a particular patient within his/her scope of practice. There shall be no averaging of the number of patients and the total number of licensed nurses on the unit during any one shift nor over any period of time. Only licensed nurses providing direct patient care shall be included in the ratios.

Nurse Administrators, Nurse Supervisors, Nurse Managers, and Charge Nurses, and other licensed nurses shall be included in the calculation of the licensed nurse-to-patient ratio only when those licensed nurses are engaged in providing direct

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patient care. When a Nurse Administrator, Nurse Supervisor, Nurse Manager, Charge Nurse or other licensed nurse is engaged in activities other than direct patient care, that nurse shall not be included in the ratio. Nurse Administrators, Nurse Supervisors, Nurse Managers, and Charge Nurses who have demonstrated current competence to the hospital in providing care on a particular unit may relieve licensed nurses during breaks, meals, and other routine, expected absences from the unit. Licensed nurses shall be included in the calculation of the nurse-to-patient ratio only when the licensed nurse has a patient care assignment, is present on the unit, and is not on a meal break or other statutorily mandated work break.

Licensed vocational nurses may constitute up to 50 percent of the licensed nurses assigned to patient care on any unit, except where registered nurses are required pursuant to the patient classification system or this section. Only registered nurses shall be assigned to Intensive Care Newborn Nursery Service Units, which specifically require one registered nurse to two or fewer infants. In the Emergency Department, only registered nurses shall be assigned to triage patients and only registered nurses shall be assigned to critical trauma patients.

Nothing in this section shall prohibit a licensed nurse from assisting with specific tasks within the scope of his or her practice for a patient assigned to another nurse. "Assist" means that licensed nurses may provide patient care beyond their patient assignments if the tasks performed are specific and time-limited.

- (1) The licensed nurse-to-patient ratio in a critical care unit shall be 1:2 or fewer at all times. "Critical care unit" means a nursing unit of a general acute care hospital which provides one of the following services: an intensive care service, a burn center, a coronary care service, an acute respiratory service, or an intensive care newborn nursery service. In the intensive care newborn nursery service, the ratio shall be 1 registered nurse: 2 or fewer patients at all times.
- (2) The surgical service operating room shall have at least one registered nurse assigned to the duties of the circulating nurse and a minimum of one additional person serving as scrub assistant for each patient-occupied operating room. The scrub assistant may be a licensed nurse, an operating room technician, or other person who has demonstrated current competence to the hospital as a scrub assistant, but shall not be a physician or other licensed health professional who is assisting in the performance of surgery.
- (3) The licensed nurse-to-patient ratio in a labor and delivery suite of the perinatal service shall be 1:2 or fewer active labor patients at all times. When a licensed nurse is caring for antepartum patients who are not in active labor, the licensed nurse-to-patient ratio shall be 1:4 or fewer at all times.
- (4) The licensed nurse-to-patient ratio in a postpartum area of the perinatal service shall be 1:4 mother-baby couplets or fewer at all times. In the event of multiple births, the total number of mothers plus infants assigned to a single licensed nurse shall never exceed eight. For postpartum areas in which the licensed nurse's assignment consists of mothers only, the licensed nurse-to-patient ratio shall be 1:6 or fewer at all times.
- (5) The licensed nurse-to-patient ratio in a combined Labor/Delivery/Postpartum area of the perinatal service shall be 1:3 or fewer at all times the licensed nurse

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is caring for a patient combination of one woman in active labor and a postpartum mother and infant. The licensed nurse-to-patient ratio for nurses caring for women in active labor only, antepartum patients who are not in active labor only, postpartum women only, or mother-baby couplets only, shall be the same ratios as stated in subsections (3) and (4) above for those categories of patients.

- (6) The licensed nurse-to-patient ratio in a pediatric service unit shall be 1:4 or fewer at all times.
- (7) The licensed nurse-to-patient ratio in a postanesthesia recovery unit of the anesthesia service shall be 1:2 or fewer at all times, regardless of the type of anesthesia the patient received.
- (8) In a hospital providing basic emergency medical services or comprehensive emergency medical services, the licensed nurse-to-patient ratio in an emergency department shall be 1:4 or fewer at all times that patients are receiving treatment. There shall be no fewer than two licensed nurses physically present in the emergency department when a patient is present.

At least one of the licensed nurses shall be a registered nurse assigned to triage patients. The registered nurse assigned to triage patients shall be immediately available at all times to triage patients when they arrive in the emergency department. When there are no patients needing triage, the registered nurse may assist by performing other nursing tasks. The registered nurse assigned to triage patients shall not be counted in the licensed nurse-to-patient ratio.

Hospitals designated by the Local Emergency Medical Services (LEMS) Agency as a "base hospital", as defined in section 1797.58 of the Health and Safety Code, shall have either a licensed physician or a registered nurse on duty to respond to the base radio 24 hours each day. When the duty of base radio responder is assigned to a registered nurse, that registered nurse may assist by performing other nursing tasks when not responding to radio calls, but shall be immediately available to respond to requests for medical direction on the base radio. The registered nurse assigned as base radio responder shall not be counted in the licensed nurse-to-patient ratios.

When licensed nursing staff are attending critical care patients in the emergency department, the licensed nurse-to-patient ratio shall be 1:2 or fewer critical care patients at all times. A patient in the emergency department shall be considered a critical care patient when the patient meets the criteria for admission to a critical care service area within the hospital. Only registered nurses shall be assigned to critical trauma patients in the emergency department, and a minimum registered nurse-to-critical trauma patient ratio of 1:1 shall be maintained at all times. A critical trauma patient is a patient who has injuries to an anatomic area that: (1) require life saving interventions, or (2) in conjunction with unstable vital signs, pose an immediate threat to life or limb.

- (9) The licensed nurse-to-patient ratio in a step-down unit shall be 1:4 or fewer at all times. Commencing January 1, 2008, the licensed nurse-to-patient ratio in a step-down unit shall be 1:3 or fewer at all times. A "step down unit" is defined as a unit which is organized, operated, and maintained to provide for the

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- monitoring and care of patients with moderate or potentially severe physiologic instability requiring technical support but not necessarily artificial life support. Step-down patients are those patients who require less care than intensive care, but more than that which is available from medical/surgical care. "Artificial life support" is defined as a system that uses medical technology to aid, support, or replace a vital function of the body that has been seriously damaged. "Technical support" is defined as specialized equipment and/or personnel providing for invasive monitoring, telemetry, or mechanical ventilation, for the immediate amelioration or remediation of severe pathology.
- (10) The licensed nurse-to-patient ratio in a telemetry unit shall be 1:5 or fewer at all times. Commencing January 1, 2008, the licensed nurse-to-patient ratio in a telemetry unit shall be 1:4 or fewer at all times. "Telemetry unit" is defined as a unit organized, operated, and maintained to provide care for and continuous cardiac monitoring of patients in a stable condition, having or suspected of having a cardiac condition or a disease requiring the electronic monitoring, recording, retrieval, and display of cardiac electrical signals. "Telemetry unit" as defined in these regulations does not include fetal monitoring nor fetal surveillance.
- (11) The licensed nurse-to-patient ratio in medical/surgical care units shall be 1:6 or fewer at all times. Commencing January 1, 2008, the licensed nurse-to-patient ratio in medical/surgical care units shall be 1:5 or fewer at all times. A medical/surgical unit is a unit with beds classified as medical/surgical in which patients, who require less care than that which is available in intensive care units, step-down units, or specialty care units receive 24 hour inpatient general medical services, post-surgical services, or both general medical and post-surgical services. These units may include mixed patient populations of diverse diagnoses and diverse age groups who require care appropriate to a medical/surgical unit.
- (12) The licensed nurse-to-patient ratio in a specialty care unit shall be 1:5 or fewer at all times. Commencing January 1, 2008, the licensed nurse-to-patient ratio in a specialty care unit shall be 1:4 or fewer at all times. A specialty care unit is defined as a unit which is organized, operated, and maintained to provide care for a specific medical condition or a specific patient population. Services provided in these units are more specialized to meet the needs of patients with the specific condition or disease process than that which is required on medical/surgical units, and is not otherwise covered by subdivision (a).
- (13) The licensed nurse-to-patient ratio in a psychiatric unit shall be 1:6 or fewer at all times. For purposes of psychiatric units only, "licensed nurses" also includes licensed psychiatric technicians in addition to licensed vocational nurses and registered nurses. Licensed vocational nurses, licensed psychiatric technicians, or a combination of both, shall not exceed 50 percent of the licensed nurses on the unit.
- (14) Identifying a unit by a name or term other than those used in this subsection does not affect the requirement to staff at the ratios identified for the level or type of care described in this subsection.

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- (b) In addition to the requirements of subsection (a), the hospital shall implement a patient classification system as defined in Section 70053.2 above for determining nursing care needs of individual patients that reflects the assessment, made by a registered nurse as specified at subsection 70215(a)(1), of patient requirements and provides for shift-by-shift staffing based on those requirements. The ratios specified in subsection (a) shall constitute the minimum number of registered nurses, licensed vocational nurses, and in the case of psychiatric units, licensed psychiatric technicians, who shall be assigned to direct patient care. Additional staff in excess of these prescribed ratios, including non-licensed staff, shall be assigned in accordance with the hospital's documented patient classification system for determining nursing care requirements, considering factors that include the severity of the illness, the need for specialized equipment and technology, the complexity of clinical judgment needed to design, implement, and evaluate the patient care plan, the ability for self-care, and the licensure of the personnel required for care. The system developed by the hospital shall include, but not be limited to, the following elements:
- (1) Individual patient care requirements.
  - (2) The patient care delivery system.
  - (3) Generally accepted standards of nursing practice, as well as elements reflective of the unique nature of the hospital's patient population.
- (c) A written staffing plan shall be developed by the administrator of nursing service or a designee, based on patient care needs determined by the patient classification system. The staffing plan shall be developed and implemented for each patient care unit and shall specify patient care requirements and the staffing levels for registered nurses and other licensed and unlicensed personnel. In no case shall the staffing level for licensed nurses fall below the requirements of subsection (a). The plan shall include the following:
- (1) Staffing requirements as determined by the patient classification system for each unit, documented on a day-to-day, shift-by-shift basis.
  - (2) The actual staff and staff mix provided, documented on a day-to-day, shift-by-shift basis.
  - (3) The variance between required and actual staffing patterns, documented on a day-to-day, shift-by-shift basis.
- (d) In addition to the documentation required in subsections (c)(1) through (3) above, the hospital shall keep a record of the actual registered nurse, licensed vocational nurse and licensed psychiatric technician assignments to individual patients by licensure category, documented on a day-to-day, shift-by-shift basis for all units except the emergency department. The hospital shall retain:
- (1) The staffing plan required in subsections (c)(1) through (3) for the time period between licensing surveys, which includes the Consolidated Accreditation and Licensing Survey process, and
  - (2) The record of the actual registered nurse, licensed vocational nurse and licensed psychiatric technician assignments by licensure category for a minimum of one year.
- (e) For emergency departments only, in addition to the documentation required in subsections (c)(1) through (3) above, hospitals shall document the licensed nurses

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- on duty, and patient identifiers with the time of the patient's arrival and departure, on a day-to-day, shift-by-shift basis; however, actual specific licensed nurse assignments correlated to patient identifiers are not required to be documented.
- (f) The reliability of the patient classification system for validating staffing requirements shall be reviewed at least annually by a committee appointed by the nursing administrator to determine whether or not the system accurately measures patient care needs.
  - (g) At least half of the members of the review committee shall be registered nurses who provide direct patient care.
  - (h) If the review reveals that adjustments are necessary in the patient classification system in order to assure accuracy in measuring patient care needs, such adjustments must be implemented within thirty (30) days of that determination.
  - (i) Hospitals shall develop and document a process by which all interested staff may provide input about the patient classification system, the system's required revisions, and the overall staffing plan.
  - (j) The administrator of nursing services shall not be designated to serve as a charge nurse or to have direct patient care responsibility, except as described in subsection (a) above.
  - (k) Registered nursing personnel shall:
    - (1) Assist the administrator of nursing service so that supervision of nursing care occurs on a 24-hour basis.
    - (2) Provide direct patient care.
    - (3) Provide clinical supervision and coordination of the care given by licensed vocational nurses and unlicensed nursing personnel.
  - (l) Each patient care unit shall have a registered nurse assigned, present and responsible for the patient care in the unit on each shift.
  - (m) A rural General Acute Care Hospital as defined in Health and Safety Code Section 1250(a), may apply for and be granted program flexibility for the requirements of subsection 70217(i) and for the personnel requirements of subsection (j)(1) above.
  - (n) Unlicensed personnel may be utilized as needed to assist with simple nursing procedures, subject to the requirements of competency validation. Hospital policies and procedures shall describe the responsibilities of unlicensed personnel and limit their duties to tasks that do not require licensure as a registered or vocational nurse.
  - (o) Nursing personnel from temporary nursing agencies shall not be responsible for a patient care unit without having demonstrated clinical and supervisory competence as defined by the hospital's standards of staff performance pursuant to the requirements of subsection 70213(c) above.
  - (p) Hospitals which utilize temporary nursing agencies shall have and adhere to a written procedure to orient and evaluate personnel from these sources. Such procedures shall require that personnel from temporary nursing agencies be evaluated as often, or more often, than staff employed directly by the hospital.
  - (q) All registered and licensed vocational nurses utilized in the hospital shall have current licenses. A method to document current licensure shall be established.
  - (r) The hospital shall plan for routine fluctuations in patient census. If a healthcare emergency causes a change in the number of patients on any unit, the hospital must demonstrate that prompt efforts were made to maintain required staffing levels. A

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healthcare emergency is defined for this purpose as an unpredictable or unavoidable occurrence at unscheduled or unpredictable intervals relating to healthcare delivery requiring immediate medical interventions and care.

- (s) For emergency departments only, if an unforeseeable increase in the number or acuity of patients in the emergency department occurs such that the patient activity in number or acuity exceeds the historically established trends for the emergency department and the emergency department reaches saturation, the hospital must demonstrate that prompt efforts were made to maintain required staffing levels. "Saturation" is defined for this purpose as an unforeseeable influx of patients who require immediate medical interventions and care and who, in their numbers or intensity of need for care, could not reasonably have been predicted by the hospital.

### §70219. Nursing Service Space

- (a) Space and components for nurses' stations and utility rooms shall comply with the requirements set forth in California Code of Regulations, Title 24, Part 2, Section 420A.14, California Building Code, 1995.
- (b) Office space shall be provided for the administrator of nursing services and for the other needs of the service.

### §70221. Surgical Service Definition

Surgical service means the performance of surgical procedures with the appropriate staff, space, equipment and supplies.

### §70223. Surgical Service General Requirements

- (a) Hospitals shall maintain at least the number of operating rooms in ratio to licensed bed capacity as follows:

<i>Licensed Bed Capacity</i>	<i>Number of Operating Rooms</i>
Less than 25 .....	One
25 to 99 .....	Two
100 or more .....	Three

For each additional 100 beds or major fractions thereof, at least one additional operating room shall be maintained, unless approved to the contrary by the Department.

- (1) Required operating rooms are in addition to special operating rooms, cystoscopy rooms and fracture rooms which are provided by the hospital.
- (2) Beds in a distinct part skilled nursing service, intermediate care service or psychiatric unit shall be excluded from calculating the number of operating rooms required.
- (b) A committee of the medical staff shall be assigned responsibility for:

Cross Country contract and amendment



**City and County of San Francisco  
Office of Contract Administration  
Purchasing Division**

**First Amendment**

THIS AMENDMENT (this "Amendment") is made as of , in San Francisco, California, by and between Cross Country Staffing, Inc., 5201 Congress Avenue, Boca Raton, FL 33487 ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

**Recitals**

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to increase the contract amount and update standard contractual clauses and appendices; and

WHEREAS, approval for this Amendment was obtained when the Board of Supervisors approved the following resolution \_\_\_\_\_; and

WHEREAS, Department is authorized under to Administrative Code Section 21A.2 to procure certain goods and services through a Group Purchasing Organization, and Department selected Contractor through that process; and

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract number 49137-14/15 on \_\_\_\_\_;

NOW, THEREFORE, Contractor and the City agree as follows:

**Article 1      Definitions**

The following definitions shall apply to this Amendment:

1.1 **Agreement.** The term "Agreement" shall mean the Agreement dated July 1, 2017 (FSP Contract ID 1000005748) between Contractor and City.

1.2 **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

## Article 2 Modifications to the Agreement.

The Agreement is hereby modified as follows:

2.1 Section 3.3.1. Section 3.3.1 **Payment** of the Agreement currently reads as follows:

Contractor shall provide an invoice to the City on a monthly basis for Services completed in the immediate preceding month, unless a different schedule is set out in Appendix B, "Calculation of Charges." Compensation shall be made for Services identified in the invoice that the Director of Health, in his or her sole discretion, concludes has been satisfactorily performed. Payment shall be made within 30 calendar days of receipt of the invoice, unless the City notifies the Contractor that a dispute as to the invoice exists. In no event shall the amount of this Agreement exceed Nine Million Eight Hundred Forty Thousand Dollars (\$9,840,000). The breakdown of charges associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. A portion of payment may be withheld until conclusion of the Agreement if agreed to by both parties as retainage, described in Appendix B. In no event shall City be liable for interest or late charges for any late payments.

Such section is hereby amended in its entirety to read as follows:

**3.3.1 Payment.** Contractor shall provide an invoice to the City on a monthly basis for Services completed in the immediate preceding month, unless a different schedule is set out in Appendix B, "Calculation of Charges." Compensation shall be made for Services identified in the invoice that the Director of Health, in his or her sole discretion, concludes has been satisfactorily performed. Payment shall be made within 30 calendar days of receipt of the invoice, unless the City notifies the Contractor that a dispute as to the invoice exists. In no event shall the amount of this Agreement exceed Twenty Four Million Six Hundred Fifty Two Thousand Three Hundred Ninety Dollars (\$24,652,390). The breakdown of charges associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. A portion of payment may be withheld until conclusion of the Agreement if agreed to by both parties as retainage, described in Appendix B. In no event shall City be liable for interest or late charges for any late payments.

2.2 **Add Section 12.2 Exclusion Lists and Employee Verification.** Upon hire and monthly thereafter, Contractor will check the exclusion lists published by the Office of the Inspector General (OIG), General Services Administration (GSA), and the California Department of Health Care Services (DHCS) to ensure that any employee, temporary employee, volunteer, consultant, or governing body member responsible for oversight, administering or delivering state or federally-funded services who is on any of these lists is excluded from (may not work in) your program or agency. Proof of checking these lists will be retained for seven years.

2.3 Delete Appendix B and replace it with the attached Appendix B dated 9/18/2018.

2.4 Delete Appendix E dated April 2017 and replace it with the attached Appendix E dated 4/12/2018.

### **Article 3 Effective Date**

Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

### **Article 4 Legal Effect**


Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

CITY  
Recommended by:

CONTRACTOR  
Cross County Staffing, Inc.

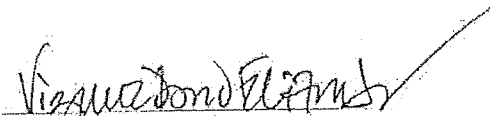
\_\_\_\_\_  
Greg Wagner  
Acting Director of Health  
Department of Public Health

  
\_\_\_\_\_  
Lindsay Cohen  
5201 Congress Avenue  
Boca Raton, FL 33487

Supplier ID: 0000022073

Approved as to Form:

Dennis J. Herrera  
City Attorney

By:   
\_\_\_\_\_  
Virginia Dario Elizondo  
Deputy City Attorney

Previous PSC

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 49137 - 14/15)

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

Type of Service: Intermittent, supplemental temporary nursing personnel for San Francisco Health Network

Funding Source: General Fund

PSC Original Approved Amount: \$18,000,000

PSC Original Approved Duration: 07/01/15 - 12/31/17 (2 years 26 w

PSC Mod#1 Amount: \$40,000,000

PSC Mod#1 Duration: 05/01/17-12/31/21 (4 years 1 day)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$58,000,000

PSC Cumulative Duration Proposed: 6 years 26 weeks

1. Description of Work

A. Scope of Work:

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations. Scope Change The largest change to the scope is to provide for back-fill services for the readiness efforts for the SFDPH EHR project. Similar to what was done for the ZSFG rebuild project, the SFDPH EHR project will require back-fill staffing for nurses while they attend training on a new EHR.

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

The ability to access supplemental, temporary nursing personnel enables SFGH and LHH to reduce the frequency and duration of ambulance diversions, creating flexibility in responding to crisis, such as multiple victim situations and maintaining inpatient revenue-generating capacity in the face of an ongoing shortage of nursing staff. In 1999, the State passed AB 394 mandating specific nurse-to-patient ratios for acute care hospitals and specialty hospitals in California. This requires SFGH and LHH to maintain adequate nurse staffing. Without these contract services, the SFGH and LHH will not be able to maintain required nurse-to-patient ratios during unexpected staff shortages. (Continued on attachment)

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.

Services have been provided in the past through earlier PSC request. See 49137 - 14/15

D. Will the contract(s) be renewed? If needed.

2. Union Notification: On 03/20/17, the Department notified the following employee organizations of this PSC/RFP request: SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech E

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49137 - 14/15

DHR Analysis/Recommendation:

06/19/2017

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 06/19/2017

06/19/2017

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

A. Specify required skills and/or expertise:

Contractors must be able to provide traveling personnel who are California-licensed nurses with a minimum of one year of nursing experience as well as specialty experience where applicable, current CardioPulmonary Resuscitation (CPR) certifications, and current health and safety classes congruent with City and County policy (DPH Health and Safety Policy) and Joint Commission requirements for hospital accreditation and California Title 22 Standards. (Continued on attachment)

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

2302,2312,2320,2340,2303,2430,2310,

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

No.

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

A. Explain why civil service classes are not applicable:

Civil service classifications already exist. These registry services are necessary for intermittent, temporary, as-needed services to provide back-up coverage during times of high patient census, high acuity, unexpected staff illnesses and/or vacations and/or unanticipated staff shortages. It is standard practice to use surge staffing during transitions requiring training of large numbers of staff. The expected length of the surge registry services would be from August 2015 to December 2015.

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

No, because the City currently has Civil Service classifications used to provide a portion of these services on a regular basis. These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of civil service employees (Continued on attachment)

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

YES    NO

- |   |                          |                                     |
|---|--------------------------|-------------------------------------|
| 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?<br>The backfill of civil service positions provided under this PSC will enable civ | <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 03/20/17 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 # 48427 - 17/18)

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

Type of Service: Mental Health Services Act Services Programs including Transition Age Youth

Funding Source: Mental Health Services Act

PSC Original Approved Amount: \$20,400,000

PSC Original Approved Duration: 01/01/18 - 12/31/23 (6 years)

PSC Mod#1 Amount: \$22,400,000

PSC Mod#1 Duration: 01/01/23-12/31/27 (4 years 1 day)

PSC Cumulative Amount Proposed: \$42,800,000

PSC Cumulative Duration Proposed: 10 years 1 day

**1. Description of Work**

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

Work will include programs for Transition Age Youth (TAY) (16-24 years of age) who are hard to engage in services or socially excluded. These culturally appropriate mental health services will be provided by multiple contractors, which together form a System of Care to address the broad spectrum of needs and illnesses presented by these clients. Services will include full service partnership and intensive outpatient treatment activities; early psychosis intervention services; mental health assessment services; collateral and community based wrap-around services; and population-specific services for Black/African American, Asian and Pacific Islander, Latino/a and Mayan, homeless, and Lesbian, gay, bisexual, transgender, and questioning individuals. Work also will include providing employment for "peers,

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

Without these services, Transition Age Youth and their families will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress, trauma, and other symptoms. Not providing services may result in communities feeling victimized by the City, increased lawsuits and related costs. The Mental Health Services Act requires that the input of clients and their families play a significant role in the development of MHSA-funded programs, and as a result, their input has informed the development of these services and their feedback was integrated into the Request For Qualifications (RFQ) which corresponds to this PSC.

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

Yes.

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

Yes, if funding is available.



- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
The Department expects the need for these services to continue.

**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 Mental Health Services Act (MHSA) emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase awareness of mental illness, works to reduce the stigma of mental illness, provides practical system navigation and increases access to care. Currently, no Civil Service position is designed to exclusively hire peers and their families individuals with lived experience dealing with mental health challenges. The City currently lacks office/program space to accommodate all of these services. MHSA funding is volatile. Because it is based on a percentage of State income taxes, funding fluctuates year-to-year and funding reductions are currently being projected.

B. Reason for the request for modification:

To extend term, with a corresponding increase in amount, to align with Request For Proposal duration and Board of Supervisors' approvals.

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

- A. Specify required skills and/or expertise: Experience in providing culturally and developmentally responsive services to the Transition Age Youth population (16-24 years of age) and their families; ability to build productive partnerships with the Department of Public Health, other City departments and community-based organizations across systems; experience reflective of the communities being served, a broad variety of language capacities; and the ability to honor each person's heritage and cultural world views.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2305, Psychiatric Technician; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space and peer-based curricula 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?**

Not Applicable

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

A. Explain why civil service classes are not applicable.

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in close partnership with contractors. In addition, Mental Health Services Act emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase of awareness around mental illness, stigma reduction, system navigation and access to care. Currently, no civil service position is designed to exclusively hire peers and their families--individuals with lived experience dealing with mental health challenges.

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, because demand currently exceeds the capacity at City facilities to provide these services, so the City uses contractors to meet as many of the clients' needs as possible. In addition, the DHR guidelines do not guarantee the exclusive hiring of "peers" as described in the context of service delivery by peer providers – individuals with lived experience with unique skills and expertise in wellness and recovery from serious and persistent mental illness. The funding is also contingent upon state allocations which fluctuate drastically year to year.

**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 Civil Service staff is not the focus of these services.

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

These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and state regulations.

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.

Yes. These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and State regulations.

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.

Please see attached list.

**7. Union Notification:** On 04/19/19, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Physicians and Dentists - 8CC; Architect & Engineers, Local 21;

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48427 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2019

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [jacque.hale@sfdph.org](mailto:jacque.hale@sfdph.org)  
**To:** [Hale, Jacquie \(DPH\)](mailto:Hale.Jacque@DPH); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconcillo, Katherine \(PUC\)](mailto:Basconcillo.Katherine@PUC); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Poon, Sin Yee \(HSA\)](mailto:Poon.Sin.Yee@HSA); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [tjenkins@uapd.com](mailto:tjenkins@uapd.com); [jduritz@uapd.com](mailto:jduritz@uapd.com); [ecassidy@ifpte21.org](mailto:ecassidy@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@DHR)  
**Subject:** Receipt of Modification Request to PSC # 48427 - 17/18 - MODIFICATIONS  
**Date:** Friday, April 19, 2019 5:08:46 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$22,400,000 for services for the period January 1, 2023 – December 31, 2027. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12896>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)

[pkim@ifpte21.org](mailto:pkim@ifpte21.org)

[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)

[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)

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[jtanner940@aol.com](mailto:jtanner940@aol.com) [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org) [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org)

[xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org) [ablood@cirseiu.org](mailto:ablood@cirseiu.org) [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com)

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[leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org) [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me) [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org)

[sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org)

## **Additional Attachment(s)**

48424-1718 List of Contracts

PSC 48427-17/18 Mental Health Services Act  
Programs including Transition Age Youth  
List of Contracts  
4/19/19

Family Service Agency/Felton Institute  
Harm Reduction Therapy Center  
Horizons Unlimited of SF  
Huckleberry Youth Programs  
Instituto Familiar de la Raza  
Larkin Street Youth Services  
SF LGBT Center



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Mental Health Services Act Services Programs including Transition Age Youth

Funding Source: Mental Health Services Act PSC Duration: 6 years  
PSC Amount: \$20,400,000 PSC Est. Start Date: 01/01/2018 PSC Est. End Date: 12/31/2023

1. **Description of Work**

A. Scope of Work:

Work will include programs for Transition Age Youth (TAY) (16-24 years of age) who are hard to engage in services or socially excluded. These culturally appropriate mental health services will be provided by multiple contractors, which together form a System of Care to address the broad spectrum of needs and illnesses presented by these clients. Services will include full service partnership and intensive outpatient treatment activities; early psychosis intervention services; mental health assessment services; collateral and community based wrap-around services; and population-specific services for Black/African American, Asian and Pacific Islander, Latino/a and Mayan, homeless, and Lesbian, gay, bisexual, transgender, and questioning individuals. Work also will include providing employment for "peers," behavioral health clients with lived experience of mental illness and the mental health treatment system who perform specific peer-based activities for other clients/consumers of the behavioral health system.

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

Without these services, Transition Age Youth and their families will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress, trauma, and other symptoms. Not providing services may result in communities feeling victimized by the City, increased lawsuits and related costs. The Mental Health Services Act requires that the input of clients and their families play a significant role in the development of MHSA-funded programs, and as a result, their input has informed the development of these services and their feedback was integrated into the Request For Qualifications (RFQ) which corresponds to this PSC.

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.  
4160-09/10

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

2. **Union Notification:** On 08/25/2017, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21; Physicians and Dentists - 8CC; Prof & Tech Eng, Local 21; Professional & Tech Engrs,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48427 - 17/18

DHR Analysis/Recommendation: 11/20/2017

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 11/20/2017

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

A. Specify required skills and/or expertise:  
 Experience in providing culturally and developmentally responsive services to the Transition Age Youth population (16-24 years of age) and their families; ability to build productive partnerships with the Department of Public Health, other City departments and community-based organizations across systems; experience reflective of the communities being served, a broad variety of language capacities; and the ability to honor each person's heritage and cultural world views.

B. Which, if any, civil service class(es) normally perform(s) this work?  
 2305,2574,2585,2586,2587,2588,2552,2913,2915,2589,2591,2593,2822,2910,2930,2230,2232,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
 Yes, contractors will use office/program space and peer-based curricula not currently possessed by the City.

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

A. Explain why civil service classes are not applicable:

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in close partnership with contractors. In addition, Mental Health Services Act emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase of awareness around mental illness, stigma reduction, system navigation and access to care. Currently, no civil service position is designed to

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

No, because demand currently exceeds the capacity at City facilities to provide these services, so the City uses contractors to meet as many of the clients' needs as possible. In addition, the DHR guidelines do not guarantee the exclusive hiring of "peers" as described in the context of service delivery by peer providers - individuals with

**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? No, training of Civil Service staff is not the focus of these services.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services? These services will be funded, specifically, by Mental Health Services Act (	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services? Yes. These services will be funded, specifically, by Me	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
 ON 10/25/2017 BY:

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

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

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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Mental Health Services Act Services Programs including Transition Age YouthFunding Source: Mental Health Services ActPSC Duration: 6 yearsPSC Amount: \$20,400,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Work will include programs for Transition Age Youth (TAY) (16-24 years of age) who are hard to engage in services or socially excluded. These culturally appropriate mental health services will be provided by multiple contractors, which together form a System of Care to address the broad spectrum of needs and illnesses presented by these clients. Services will include full service partnership and intensive outpatient treatment activities; early psychosis intervention services; mental health assessment services; collateral and community based wrap-around services; and population-specific services for Black/African American, Asian and Pacific Islander, Latino/a and Mayan, homeless, and Lesbian, gay, bisexual, transgender, and questioning individuals. Work also will include providing employment for "peers," behavioral health clients with lived experience of mental illness and the mental health treatment system who perform specific peer-based activities for other clients/consumers of the behavioral health system.

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

Without these services, Transition Age Youth and their families will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress, trauma, and other symptoms. Not providing services may result in communities feeling victimized by the City, increased lawsuits and related costs. The Mental Health Services Act requires that the input of clients and their families play a significant role in the development of MHSA-funded programs, and as a result, their input has informed the development of these services and their feedback was integrated into the Request For Qualifications (RFQ) which corresponds to this PSC.

**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.**

4160-09/10

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

Yes, if funding is available.

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

The duration requested is corresponds to the Request For Qualifications for these services, which anticipates a contract term of up to six years, as the Department expects the need for these services to continue.

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

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

B. Explain the qualifying circumstances:

The Mental Health Services Act (MHSA) emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase awareness of mental illness, works to reduce the stigma of mental illness, provides practical system navigation and increases access to care. Currently, no Civil Service position is designed to exclusively hire peers and their families individuals with lived experience dealing with mental health challenges. The City currently lacks office/program space to accommodate all of these services. MHSA funding is volatile. Because it is based on a percentage of State income taxes, funding fluctuates year-to-year and funding reductions are currently being projected.

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

- A. Specify required skills and/or expertise: Experience in providing culturally and developmentally responsive services to the Transition Age Youth population (16-24 years of age) and their families; ability to build productive partnerships with the Department of Public Health, other City departments and community-based organizations across systems; experience reflective of the communities being served, a broad variety of language capacities; and the ability to honor each person's heritage and cultural world views.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2305, Psychiatric Technician; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space and peer-based curricula 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 addition to the requirements for the utilization of peers--individuals with lived experience of mental illness and with the mental health treatment system--a key requirement of the Mental Health Services Act is that funding may not be used to supplant existing funding, so it has not been appropriate to use these funds to support available resources (positions).

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

- A. Explain why civil service classes are not applicable.
- Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in close partnership with contractors. In addition, Mental Health Services Act emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase of awareness around mental illness, stigma reduction, system navigation and access to care. Currently, no civil service position is designed to exclusively hire peers and their families--individuals with lived experience dealing with mental health challenges.

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, because demand currently exceeds the capacity at City facilities to provide these services, so the City uses contractors to meet as many of the clients' needs as possible. In addition, the DHR guidelines do not guarantee the exclusive hiring of "peers" as described in the context of service delivery by peer providers – individuals with lived experience with unique skills and expertise in wellness and recovery from serious and persistent mental illness. The funding is also contingent upon state allocations which fluctuate drastically year to year.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No, training of Civil Service staff is not the focus of these services.
- C. Are there legal mandates requiring the use of contractual services?  
Yes. These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and state regulations.
- 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.  
Yes. Yes. These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and State regulations.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 08/25/2017, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Physicians and Dentists - 8CC; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48427 - 17/18

DHR Analysis/Recommendation:

action date: 11/20/2017

Commission Approval Required

Approved by Civil Service Commission

11/20/2017 DHR Approved for 11/20/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 43897 - 14/15)

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

Type of Service: Mental Health Services-Full Service Partnership Program

Funding Source: Mental Health Services Act

PSC Original Approved Amount: \$400,000 PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)

PSC Mod#1 Amount: \$448,000 PSC Mod#1 Duration: 07/01/20-06/30/25 (5 years 1 day)

PSC Cumulative Amount Proposed: \$848,000 PSC Cumulative Duration Proposed: 10 years 2 days

**1. Description of Work**

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

The contractor will develop a new Full Service Partnership program will be developed to support the stabilization and recovery of families in crisis who are also caring for children under the age of 5. The program will provide case management and therapeutic services to San Francisco's most vulnerable families, particularly those living in public housing developments.

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

In the summer of 2014, a thorough community needs assessment was conducted to determine the gaps in service for our city's most vulnerable populations--those with Serious Mental Illness or Disorders, those who are homeless, or have experienced excessive trauma. The needs assessment found that there was a dearth of services and support for young children aged 0-5 years and their families who are living with the effects of trauma, substance abuse, and mental illness. (continued on attachment)

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

No.

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

Yes, if funding is available.

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

The Department expects the need for these services to continue.

**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 contractor will provide the capacity to both serve and support clients in their home setting, as well as in an office setting. The contractor will provide the needed staffing, transportation, and facilities to insure a flexible program design that is responsive to the needs of the clients.

B. Reason for the request for modification:

To extend term, with a corresponding increase in amount, to align with Request For Proposal duration and Board of Supervisors' approvals.

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

A. Specify required skills and/or expertise: Licensed mental health clinicians; individuals with lived mental health experience; experience providing intensive wrap-around mental health services to children and families; experience working with young children and their families who have experienced the effects of trauma/neglect and abuse/substance abuse/poverty; demonstrated understanding of both the internal and external barriers to recovery and healing, and knowledge of how to (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 so, explain: The contractor will provide the capacity to both serve and support clients in their home setting, as well as in an office setting. The contractor will provide the needed staffing, transportation, and facilities to insure a flexible program design that is responsive to the needs of the clients.

### **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.

These services are uniquely linked to the Mayor's HOPE SF Initiative. The HOPE SF initiative seeks to transform 4 of San Francisco's most distressed public housing sites into vibrant, thriving communities through holistic revitalization. HOPE SF will create thriving, mixed-income communities that provide residents healthy, safe homes and the support they need to succeed. Green buildings, better schools, new local businesses and on-site (continued on attachment)

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical at this time to establish a new service class because it's not a matter of needing one or two additional staff members. It's a matter of developing a team that can support the entire family with a (continued on attachment)

### **6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Training is not a component of the services needed.
- 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.  
Instituto Familiar de la Raza

7. **Union Notification:** On 04/19/19, 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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43897 - 14/15

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 07/15/2019

Civil Service Commission Action:



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

**From:** DHR-PSCCoordinator, DHR (HRD) on behalf of Hale, Jacquie (DPH)  
**To:** Hale, Jacquie (DPH); camaguey@sfmea.com (contact); kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; 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; iduritz@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; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 43897 - 14/15 - MODIFICATIONS  
**Date:** Friday, April 19, 2019 5:21:38 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$448,000 for services for the period July 1, 2020 – June 30, 2025. 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/12898>  
Email sent to the following addresses: L21PSCReview@ifpte21.org  
amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org  
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com  
ecassidy@ifpte21.org jtanner940@aol.com david.canham@seiu1021.org  
Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org  
davidmkersten@gmail.com leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net  
pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org  
pcamarillo\_seiu@sbcglobal.net Sandeep.lal@seiu1021.me  
Kbasconcillo@sfgwater.org  
Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- 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: Mental Health Services-Full Service Partnership Program

Funding Source: Mental Health Services Act PSC Duration: 5 years 1 day
PSC Amount: \$400,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/30/2020

1. Description of Work

A. Scope of Work:

The contractor will develop a new Full Service Partnership program will be developed to support the stabilization and recovery of families in crisis who are also caring for children under the age of 5. The program will provide case management and therapeutic services to San Francisco's most vulnerable families, particularly those living in public housing developments.

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

In the summer of 2014, a thorough community needs assessment was conducted to determine the gaps in service for our city's most vulnerable populations--those with Serious Mental Illness or Disorders, those who are homeless, or have experienced excessive trauma. The needs assessment found that there was a dearth of services and support for young children aged 0-5 years and their families who are living with the effects of trauma, substance abuse, and mental illness. (continued on attachment)

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

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

2. Union Notification: On 06/26/2015, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43897 - 14/15

DHR Analysis/Recommendation: 12/21/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 12/21/2015

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

- A. Specify required skills and/or expertise:  
Licensed mental health clinicians; individuals with lived mental health experience; experience providing intensive wrap-around mental health services to children and families; experience working with young children and their families who have experienced the effects of trauma/neglect and abuse/substance abuse/poverty; demonstrated understanding of both the internal and external barriers to recovery and healing, and knowledge of how to (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:  
The contractor will provide the capacity to both serve and support clients in their home setting, as well as in an office setting. The contractor will provide the needed staffing, transportation, and facilities to insure a flexible program design that is responsive to the needs of the clients.

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

- A. Explain why civil service classes are not applicable:  
These services are uniquely linked to the Mayor's HOPE SF Initiative. The HOPE SF initiative seeks to transform 4 of San Francisco's most distressed public housing sites into vibrant, thriving communities through holistic revitalization. HOPE SF will create thriving, mixed-income communities that provide residents healthy, safe homes and the support they need to succeed. Green buildings, better schools, new local businesses and on-site (continued on attachment)
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No, it would not be practical at this time to establish a new service class because it's not a matter of needing one or two additional staff members. It's a matter of developing a team that can support the entire family with a (continued on attachment)

**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? Training is not a primary component of the services needed.	<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 11/30/2015 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 # 44670 - 16/17)

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

Type of Service: Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) programs

Funding Source: Mental Health Services Act (MHSA)

PSC Original Approved Amount: \$16,000,000

PSC Original Approved Duration: 07/01/17 - 06/30/21 (4 years)

PSC Mod#1 Amount: \$22,400,000

PSC Mod#1 Duration: 07/01/21-06/30/26 (5 years 1 day)

PSC Cumulative Amount Proposed: \$38,400,000

PSC Cumulative Duration Proposed: 9 years 1 day

**1. Description of Work**

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

Mental Health Services Act (MHSA)-funded Prevention and Early Intervention (PEI) programs are designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, incarcerated youth and juvenile justice system providers, adults and older adults who exhibit varying levels of risk of developing mental illness include severe psychosis, through peer outreach, screening and response, supportive services, consultation and training. Contractors will provide PEI services in two areas:

--School-based Behavioral Health Services, including individual therapy and case management, group counseling, crisis intervention, leadership development, academic support, educational workshops, and family engagement, as well as regular mental health consultation for teachers, support staff and administrators at designated schools.

--Population-focused Behavioral Health Services for Latino/a, Mayan, Native American and Socially Isolated Older Adults populations (initially referred to as holistic wellness prevention), including early needs identification and linkage to services; promotion of wellness and awareness to reduce the stigma associated with mental health care; and delivery of services responsive to community members in ways that are respectful and honor each person's heritage and cultural worldview.

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

State MHSA funding provides the opportunity to fill otherwise unmet needs for mental health services at many levels, in K-12 schools, in juvenile justice detention, among distinct cultural communities in

San Francisco, in child care classrooms, family resource Centers, family child care network and substance abuse residential treatment programs, as well as among juvenile justice staff who lack support and prevention training, among isolated adults age 55 and up who have limited access to mental health programs, among youth and their families at risk for psychosis, among transitional aged youth, in after-school programs for children aged 6-13, and for the public, who will benefit from a peer education system designed to stamp out stigma associated with mental illness. Denial of this PSC will result in reductions in existing mental health services, especially to the targeted populations, those with severe mental illness who are school age, Latino/a, Mayan, Native American or Socially Isolated Older Adults.

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. 4160-09/10

D. Will the contract(s) be renewed?

Yes, if funding is available.

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

The Department expects the need for these services to continue.

## 2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

The Department does not have the capacity to provide the wide range of very specialized services needed as required under the MHSA. MHSA requires the capacity to provide a wide range of services which may be needed intermittently based on the needs of clients who are identified (e.g., Mayan language and culture or specific mental illness diagnoses or needs of incarcerated youth), especially as regards specialized services (e.g., early childhood consultation or consultation to juvenile justice staff) or specific populations, and/or which would require restrictions on hiring that are not possible under the civil service system (e.g., experience as peers/consumers of mental health services with life experience in the mental health system).

B. Reason for the request for modification:

To extend term, with a corresponding increase in amount, to align with Request For Proposal duration and Board of Supervisors' approvals.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have the ability to provide the needed services with appropriately trained and experienced mental health specialists who have expertise with behavioral health issues which is relevant and effective for the target populations and are able to demonstrate the ability to adhere to MHSA principles and requirements. Programs must be

must be based on wellness and recovery principles, as required by the State under the MHSA. Contractors must have a State-licensed facility and trained and licensed/credentialed staff, as required by the MHSA and/or State regulations.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2585, Health Worker 1; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor(s) will provide their own office space and curricula.

**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 MHSA-funded programs projects are all collaborative projects, primarily based in the community, designed to draw on the expertise and experience of the behavioral and primary health care systems, community-based organizations of all types, schools, community programs and centers, institutions of higher education and juvenile probation. The Department does not have the capacity to provide the wide range of very specialized services needed as required under the MHSA.

- 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: MHSA requires the capacity to provide a wide range of services which may be needed intermittently based on the needs of clients who are identified (e.g., Mayan language and culture or specific mental illness diagnoses of incarcerated youth), especially as regards specialized services (e.g., early childhood consultation or consultation to juvenile justice staff) or specific populations, and/or which would require restrictions on hiring that are not possible under the civil service system (e.g., peers/consumers of mental health services with life experience in the mental health system).

**6. Additional Information**

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

No.

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

Consultation services for juvenile justice system and designated schools' civil service staff will provide some training, but no other formal, classroom-type training of staff is included in these services.

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

- D. Are there federal or state grant requirements regarding the use of contractual services? 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 04/19/19, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44670 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2019

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

**From:** DHR-PSCCoordinator, DHR (HRD) on behalf of Hale, Jacquie (DPH)  
**To:** Hale, Jacquie (DPH); Ricardo.lopez@sfgov.org; Basconcello, 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; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 44670 - 16/17 - MODIFICATIONS  
**Date:** Friday, April 19, 2019 5:48:33 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$22,400,000 for services for the period July 1, 2021 – June 30, 2026. 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/12899>

Email sent to the following addresses: L21PSCReview@ifpte21.org  
pkim@ifpte21.org  
kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com  
WendyWong26@yahoo.com ecassidy@ifpte21.org jtanner940@aol.com  
david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org  
ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net  
pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org  
pcamarillo\_seiu@sbcglobal.net Kbasconcello@sfgwater.org  
Ricardo.lopez@sfgov.org

## **Additional Attachment(s)**

44670-1617 List of Contracts

PSC 44670-16/17 Mental Health Services Act (MHSA)  
Prevention and Early Intervention (PEI) Programs  
List of Contracts  
4/19/19

Bayview Hunters Point Foundation (BVHP)  
Curry Senior Center  
Edgewood Center for Children & Families  
Instituto Familiar de la Raza  
Native American Health Center  
RAMS  
Seneca Center  
YMCA of San Francisco (Urban Services)

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: Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) programs

Funding Source: Mental Health Services Act (MHSA)

PSC Duration: 4 years

PSC Amount: \$16,000,000

**1. Description of Work**

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

Mental Health Services Act (MHSA)-funded Prevention and Early Intervention (PEI) programs are designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, incarcerated youth and juvenile justice system providers, adults and older adults who exhibit varying levels of risk of developing mental illness include severe psychosis, through peer outreach, screening and response, supportive services, consultation and training. Contractors will provide PEI services in two areas:

--School-based Behavioral Health Services, including individual therapy and case management, group counseling, crisis intervention, leadership development, academic support, educational workshops, and family engagement, as well as regular mental health consultation for teachers, support staff and administrators at designated schools.

--Population-focused Behavioral Health Services for Latino/a, Mayan, Native American and Socially Isolated Older Adults populations (initially referred to as holistic wellness prevention), including early needs identification and linkage to services; promotion of wellness and awareness to reduce the stigma associated with mental health care; and delivery of services responsive to community members in ways that are respectful and honor each person's heritage and cultural worldview.

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

State MHSA funding provides the opportunity to fill otherwise unmet needs for mental health services at many levels, in K-12 schools, in juvenile justice detention, among distinct cultural communities in San Francisco, in child care classrooms, family resource Centers, family child care network and substance abuse residential treatment programs, as well as among juvenile justice staff who lack support and prevention training, among

isolated adults age 55 and up who have limited access to mental health programs, among youth and their families at risk for psychosis, among transitional aged youth, in after-school programs for children aged 6-13, and for the public, who will benefit from a peer education system designed to stamp out stigma associated with mental illness. Denial of this PSC will result in reductions in existing mental health services, especially to the targeted populations, those with severe mental illness who are school age, Latino/a, Mayan, Native American or Socially Isolated Older Adults.

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

The services were previously provided under PSC 4160-09/10. Approval of new PSC is being requested in to correspond to awards under recent Requests For Proposals (RFPs).

D. Will the contract(s) be renewed?

Yes, if funding is available.

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

not applicable

## 2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The Department does not have the capacity to provide the wide range of very specialized services needed as required under the MHSA. MHSA requires the capacity to provide a wide range of services which may be needed intermittently based on the needs of clients who are identified (e.g., Mayan language and culture or specific mental illness diagnoses or needs of incarcerated youth), especially as regards specialized services (e.g., early childhood consultation or consultation to juvenile justice staff) or specific populations, and/or which would require restrictions on hiring that are not possible under the civil service system (e.g., experience as peers/consumers of mental health services with life experience in the mental health system).

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have the ability to provide the needed services with appropriately trained and experienced mental health specialists who have expertise with behavioral health issues which is relevant and effective for the target populations and are able to demonstrate the ability to adhere to MHSA principles and requirements. Programs must be based on wellness and recovery principles, as required by the State under the MHSA. Contractors must have a State-licensed



facility and trained and licensed/credentialed staff, as required by the MHSA and/or State regulations.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2585, Health Worker 1; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor(s) will provide their own office space and curricula.

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

These services provide a valuable resource to and complement the work of civil service staff by enabling early identification, intervention, prevention and consultation of severe mental illness needs of individuals and families, and civil service staff that the Department would not otherwise have the capacity to provide.

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

- A. Explain why civil service classes are not applicable.  
The MHSA-funded programs projects are all collaborative projects, primarily based in the community, designed to draw on the expertise and experience of the behavioral and primary health care systems, community-based organizations of all types, schools, community programs and centers, institutions of higher education and juvenile probation. The Department does not have the capacity to provide the wide range of very specialized services needed as required under the MHSA.
- 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. MHSA requires the capacity to provide a wide range of services which may be needed intermittently based on the needs of clients who are identified (e.g., Mayan language and culture or specific mental illness diagnoses of incarcerated youth), especially as regards specialized services (e.g., early childhood consultation or consultation to juvenile justice staff) or specific populations, and/or which would require restrictions on hiring that are not possible under the civil service system (e.g., peers/consumers of mental health services with life experience in the mental health system).

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Consultation services for juvenile justice system and designated schools' civil service staff will provide some training, but no other formal, classroom-type training of staff is included in these services.
- C. Are there legal mandates requiring the use of contractual services?  
Yes.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

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

No.

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

Yes. New awards are being determined under recent RFPs. Lists of selected contractors will be provided when available.

7. **Union Notification:** On 03/25/2017, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44670 - 16/17

DHR Analysis/Recommendation:

action date: 06/19/2017

Commission Approval Required

Approved by Civil Service Commission

06/19/2017 DHR Approved for 06/19/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 47911 - 13/14)

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

Type of Service: Mental Health Triage Response Mobile Teams for Children, Youth and Families

Funding Source: State Grant

PSC Original Approved Amount: \$18,651,130

PSC Original Approved Duration: 07/01/14 - 06/30/18 (4 years)

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

PSC Mod#1 Duration: 07/01/18-06/30/20 (2 years 1 day)

PSC Mod#2 Amount: \$61,183,164

PSC Mod#2 Duration: 07/01/20-06/30/25 (5 years 1 day)

PSC Cumulative Amount Proposed: \$83,034,294

PSC Cumulative Duration Proposed: 11 years 2 days

**1. Description of Work**

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

Contractor(s) will provide four new crisis triage response teams to respond psychiatric emergency for children and youths age 17 and younger, and address and divert psychiatric crises before they will have major impact on communities and residents, and/or before they require emergency intervention or hospitalization. The services include crisis assessments, interventions, case management, medication support, clinical support, therapy. Two of the teams will focus on providing support to schools and youth centers, and the other two teams will focus on responding to community violence, trauma episodes, including homicides, critical shootings, stabbings, and suicides. The State is funding specifically for those services to reduce psychiatric emergency hospital stays among youths.

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

New State funding will enable DPH to provide mental health triage stabilization services to youths 0-17 and their families who are experiencing a mental health emergency, so they may remain in-county, and will allow DPH to place crisis teams within youth venues (eg, schools, youth centers). Failing to provide these services endangers children, youth and their families, exposing them to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, violence, trauma, post-trauma, and other symptoms. Not providing the services may also lead the City to lawsuits and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

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

Yes.

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

Yes, if funding is available.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
The Department expects the need for these services to continue.

**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 department does not have the required resources to address the need, not enough triage stabilization facilities or beds available.

B. Reason for the request for modification:

To extend term, with a corresponding increase in amount, to align with Request For Proposal duration and Board of Supervisors' approvals.

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

- A. Specify required skills and/or expertise: The contractors must have trained, licensed staff certified by the state as applicable to provide mental health services as described in Section 1A.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2305, Psychiatric Technician; 2320, Registered Nurse; 2551, Mental Hlth Treatment Spec; 2574, Clinical Psychologist; 2574, Clinical Psychologist; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2908, Hospital Eligibility Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2930, Psychiatric 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, contractors will maintain community facilities that are licensed and otherwise compliant with external funding requirements for provision of contracted services.

**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.

By partnering with community-based behavioral health contractors, DPH is able to provide the highest available level of culturally competent mental health and substance abuse treatment services, with linkages and accessibility that would otherwise be unavailable, while fulfilling State funding requirements that programs be small, flexible, and community-based, which has been found to be the most effective treatment model.

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. Current existing classifications perform this work. However, demand exceeds the capacity at City facilities to provide these services, so that City uses contractors to meet as many of the clients' needs as possible.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No, the purpose of the services is to respond to psychiatric emergencies with appropriately trained staff. Contractor's staff regularly interacts with Department staff, so there is the opportunity for on-the-job knowledge transfer.
- 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.  
Current contractor is Instituto Familiar de la Raza

**7. Union Notification:** On 04/19/19, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, 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# 47911 - 13/14

DHR Analysis/Recommendation:  
 Commission Approval Required  
 DHR Approved for 07/15/2019

Civil Service Commission Action:

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [jacque.hale@sfdph.org](mailto:jacque.hale@sfdph.org)  
**To:** [PSC RECEIPT of Modification notification sent to Unions and DHR](mailto:Hale,Jacque(DPH);kcartermartinez@cirseiu.org;sarah.wilson@seiu1021.org;thomas.vitale@seiu1021.org;Sandeep.lal@seiu1021.me;leah.berlanga@seiu1021.org;Ricardo.lopez@sfgov.org;Basconcillo,Katherine(PUC);pcamarillo_seiu@sbcglobal.net;Wendy.Frigillana@seiu1021.org;pscreview@seiu1021.org;ted.zarzecki@seiu1021.net;davidmkersten@gmail.com;ablood@cirseiu.org;xiumin.li@seiu1021.org;Poon,Sin Yee(HSA);david.canham@seiu1021.org;jtanner940@aol.com;ecassidy@ifpte21.org;WendyWong26@yahoo.com;wendywong26@yahoo.com;tmathews@ifpte21.org;kschumacher@ifpte21.org;pkim@ifpte21.org;amakayan@ifpte21.org;L21PSCReview@ifpte21.org;tjenkins@uapd.com;jduritz@uapd.com;Girma,Mahlet(DPH);DHR-PSCCoordinator,DHR(HRD)</a><br/><b>Subject:</b> Receipt of Modification Request to PSC # 47911 - 13/14 - MODIFICATIONS<br/><b>Date:</b> Friday, April 19, 2019 4:55:04 PM</p><hr/></div><div data-bbox=)

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$61,183,164 for services for the period July 1, 2020

– June 30, 2025. 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/11188>

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

# **Additional Attachment(s)**



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

Department: PUBLIC HEALTHDept. Code: DPHType of Request:  Initial  Modification of an existing PSC (PSC # 47911 - 13/14)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Mental Health Triage Response Mobile Teams for Children, Youth and FamiliesFunding Source: State GrantPSC Original Approved Amount: \$18,651,130PSC Original Approved Duration: 07/01/14 - 06/30/18 (4 years)PSC Mod#1 Amount: \$3,200,000PSC Mod#1 Duration: 07/01/18-06/30/20 (2 years 1 day)PSC Cumulative Amount Proposed: \$21,851,130PSC Cumulative Duration Proposed: 6 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor(s) will provide four new crisis triage response teams to respond psychiatric emergency for children and youths age 17 and younger, and address and divert psychiatric crises before they will have major impact on communities and residents, and/or before they require emergency intervention or hospitalization. The services include crisis assessments, interventions, case management, medication support, clinical support, therapy. Two of the teams will focus on providing support to schools and youth centers, and the other two teams will focus on responding to community violence, trauma episodes, including homicides, critical shootings, stabbings, and suicides. The State is funding specifically for those services to reduce psychiatric emergency hospital stays among youths.

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

New State funding will enable DPH to provide mental health triage stabilization services to youths 0-17 and their families who are experiencing a mental health emergency, so they may remain in-county, and will allow DPH to place crisis teams within youth venues (eg, schools, youth centers). Failing to provide these services endangers children, youth and their families, exposing them to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, violence, trauma, post-trauma, and other symptoms. Not providing the services may also lead the City to lawsuits and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

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

Services have been provided in the past through earlier PSC request. See 47911 - 13/14

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

Yes, if funding is available.

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

**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 department does not have the required resources to address the need, not enough triage stabilization facilities or beds available.

B. Reason for the request for modification:

extend term and increase amount to match new contract

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

A. Specify required skills and/or expertise: The contractors must have trained, licensed staff certified by the state as applicable to provide mental health services as described in Section 1A.

B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2305, Psychiatric Technician; 2320, Registered Nurse; 2551, Mental Hlth Treatment Spec; 2574, Clinical Psychologist; 2574, Clinical Psychologist; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2908, Hospital Eligibility Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2930, Psychiatric 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, contractors will maintain community facilities that are licensed and otherwise compliant with external funding requirements for provision of contracted services.

**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.

By partnering with community-based behavioral health contractors, DPH is able to provide the highest available level of culturally competent mental health and substance abuse treatment services, with linkages and accessibility that would otherwise be unavailable, while fulfilling State funding requirements that programs be small, flexible, and community-based, which has been found to be the most effective treatment model.

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. Current existing classifications perform this work. However, demand exceeds the capacity at City facilities to provide these services, so that City uses contractors to meet as many of the clients' needs as possible.

**6. Additional Information**

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

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
The purpose of these services do not include 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 08/24/18, the Department notified the following employee organizations of this PSC/RFP request:

SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, 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# 47911 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/26/2018

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: Mental Health Triage Response Mobile Teams for Children, Youth and Families

Funding Source: State Grant PSC Duration: 4 years
PSC Amount: \$18,651,130 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2018

1. Description of Work

A. Scope of Work:

Contractor(s) will provide four new crisis triage response teams to respond psychiatric emergency for children and youths age 17 and younger, and address and divert psychiatric crises before they will have major impact on communities and residents, and/or before they require emergency intervention or hospitalization. The services include crisis assessments, interventions, case management, medication support, clinical support, therapy. Two of the teams will focus on providing support to schools and youth centers, and the other two teams will focus on responding to community violence, trauma episodes, including homicides, critical shootings, stabbings, and suicides. The State is funding specifically for those services to reduce psychiatric emergency hospital stays among youths.

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

New State funding will enable DPH to provide mental health triage stabilization services to youths 0-17 and their families who are experiencing a mental health emergency, so they may remain in-county, and will allow DPH to place crisis teams within youth venues (eg, schools, youth centers). Failing to provide these services endangers children, youth and their families, exposing them to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, violence, trauma, post-trauma, and other symptoms. Not providing the services may also lead the City to lawsuits and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

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

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

2. Union Notification: On 03/22/2014, the Department notified the following employee organizations of this PSC/RFP request: Physicians and Dentists - 8CC; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47911 - 13/14

DHR Analysis/Recommendation: 06/16/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The contractors must have trained, licensed staff certified by the state as applicable to provide mental health services as described in Section 1A.

B. Which, if any, civil service class(es) normally perform(s) this work?  
2230,2305,2574,2320,2551,2574,2589,2908,2913,2915,2930,2935,2591,2593,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
Yes, contractors will maintain community facilities that are licensed and otherwise compliant with external funding requirements for provision of contracted services.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

By partnering with community-based behavioral health contractors, DPH is able to provide the highest available level of culturally competent mental health and substance abuse treatment services, with linkages and accessibility that would otherwise be unavailable, while fulfilling State funding requirements that programs be small, flexible, and community-based, which has been found to be the most effective treatment model.

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

No. Current existing classifications perform this work. However, demand exceeds the capacity at City facilities to provide these services, so that City uses contractors to meet as many of the clients' needs as possible.

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

YES    NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?

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

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