




London Breed
Mayor

Micki Callahan
Human Resources Director

Date: August 30, 2019

To: The Honorable Civil Service Commission

Through: Micki Callahan 
Human Resources Director

From: Veronica Martinez, ADP
Alexander Burns, DPW
William Lee, DEM
Maureen Singleton, LIB
Bill Irwin / Daniel Kwon, PUC
Amy Nuque, MTA
Daniella Mattias, MYR
Joan Lubamersky, ADM
John Tsutakawa, DSS

Subject: **Personal Services Contracts Approval Request**

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

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

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

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

Total of this Report	YTD Expedited Approvals FY2019-2020	Total for FY2019-2020
\$40,626,202	\$49,613,941	\$558,119,702

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POSTING FOR

September 16, 2019

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

2019-09-16

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42333 - 18/19	ADULT PROBATION	\$2,500,000.00	The expertise of the professionals sought is unique, unrepresented, and greatly needed by the Adult Probation Department (APD). APD needs individuals that are able to support its quality assurance projects; provide legal counsel on matters regarding justice-system federal/state/local legislation; advise on policy development and conduct policy analysis; consult on communications strategies; conduct strategic planning and training; and possess expertise in reentry and criminal justice research methods (e.g., evaluation, and monitoring & reporting).	July 1, 2019	January 31, 2024	REGULAR
42277 - 18/19	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$150,000.00	The Consultant will provide detailed Financial services to improve revenue collection, fee recovery, develop cost allocation plans, indirect cost rate proposals, and organizational structure to maximize revenue. Consultant will provide a level of knowledge and expertise that will ensure the proper establishment of fees for cost recovery and to comply with Federal OMB Circular A-87, State, and local laws and regulations. Services may include, but are not limited to, providing independent assessment and recommendation of fee schedule for the Bureau of Street Use and Management (BSM), evaluating existing fees and recommendation of potential new fees, and providing analysis and developing the detailed BSM indirect cost plan and overhead rates in accordance with Office of Management Budget (OMB) Circular A-87, and an evaluation of staffing levels and function to ensure all revenue opportunities are captured and maximized.	August 1, 2019	August 1, 2022	REGULAR
32618 - 18/19	DEPARTMENT OF EMERGENCY MANAGEMENT	\$2,838,088.00	24/7/365 software maintenance with 1 hour response for priority 1 issues. Includes periodic software updates.	November 1, 2019	October 31, 2024	REGULAR
48316 - 18/19	PUBLIC LIBRARY	\$163,400.00	Contractor shall build and maintain a Local Music Collection Site for San Francisco Public Library that provides streams and downloads of music content in multiple digital formats. Contractor shall provide means for the authentication of Library cardholders for downloading or streaming content according to Library's licensing agreements with artists, and provide interfaces for the export of and access to MUSICat MARC records for Library's catalog. Contractor shall provide administrative tools through MUSICat that support and streamline Library's implementation of and processes for collection development, licensing, and promotion, as well as displaying usage statistics and providing administrative and technical support for Library's staff and community of users. Contractor shall serve as payor to musicians that the Library contracts with for the non-exclusive use of their recordings, and will charge the Library \$20 service fee per \$200 payment.	August 1, 2019	December 31, 2023	REGULAR
42222 - 19/20	PUBLIC UTILITIES COMMISSION	\$3,169,714.00	The purpose of this contract is to provide labor, services, transportation, tools, equipment and materials to test, remove, furnish and replace, and legally dispose of : 1. Carbon and/or Potassium Permanganate odor control unit (OCU) media throughout the Wastewater Enterprise (WWE), and	July 1, 2017	June 30, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			2. Southeast Plant Cogeneration (SEP Cogen) Gas Conditioning System media for the City and County of San Francisco, Public Utilities Commission (SFPUC).			
45965 - 19/20	PUBLIC UTILITIES COMMISSION	\$375,000.00	<p>Crane inspections and repair in accordance with CalOSHA ANSI standards in compliance with Plate V title 8 Federal code including OSHA 1810.179, ASME, and ANSI.</p> <p>Scope of services will include, but is not limited to the following main services on equipment located within SFPUC-WWE system wide:</p> <ul style="list-style-type: none"> • Quarterly Maintenance and Inspections • Mandatory Partial Load Testing, • Proof Load and Operational Testing, • Mandatory Annual Inspection, Maintenance, Certification • Quadrennial Inspection, Maintenance, Certification, • Troubleshooting and • "As-needed Repairs" 	October 1, 2019	September 30, 2022	REGULAR
44741 - 19/20	MUNICIPAL TRANSPORTATION AGENCY	\$15,000,000.00	<p>The consultant and its sub-consultant will provide specialized engineering and technical support services in a broad area of technical disciplines to supplement the Transit Division staff in the procurement, rehabilitation, maintenance and support of its Transit Vehicle Fleet, Transit Related Equipment, Maintenance of Way, Various Transit Systems and Facilities.</p> <p>The San Francisco Municipal Transportation Agency (SFMTA) plans to award up to three contracts for these services to replace the existing As-Needed specialized engineering services for procurement of Rubber Tire Vehicles (Jacobs Engineering Inc.) and As-Needed specialized engineering services for procurement of New Light Rail Vehicles (Raul Bravo Associates Inc.). Each of the three contracts will be established for a period not to exceed five years, at a cost not to exceed \$5,000,000.</p>	January 1, 2020	December 15, 2024	REGULAR
45665 - 18/19	MAYOR	\$4,000,000.00	<p>Contractor shall conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators.</p>	October 1, 2019	September 30, 2022	REGULAR

TOTAL AMOUNT \$28,196,202



Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For September 16, 2019****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2019-09-16

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
47879 - 17/18 - MODIFICATIONS	September 16, 2019	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$2,375,000	\$2,700,000	This contract will establish a list of vendors in different parts of the City to perform as needed/seasonal car washing/detailing services (including some biohazard decontaminants) for the City's fleet of cars, sedans, pick ups and SUVs. Additionally, mobile car washing services will be available for vehicles and equipment including street sweepers, tractor and aerial trucks.	11/01/2017	02/28/2021	REGULAR
38630 - 17/18 - MODIFICATIONS	September 16, 2019	HUMAN SERVICES -- DSS	\$55,000	\$110,000	The purpose of this contract is to provide 24-hour back up and some direct coverage for the following two (2) hotlines: • The Child Abuse Hotline, the phone number that the public uses to report suspected child maltreatment, and • The Adult Protective Services Hotline, the phone number that the public uses to report suspected elder or dependent adult abuse, neglect, and/or exploitation. Contractor will provide live weekday, weeknight, weekend, and holiday coverage for both the Adult Protective Services and FCS Hotlines, as needed. Contractor will ensure that information is accurately accepted from callers and subsequently transferred to designated APS/FCS staff. The Contractor will provide as needed back-up coverage for both the APS and FCS reporting lines in the event of a local disaster, if HSA staff or functioning phone lines are not available to take reports. Contractor will provide regular and individualized reports to APS and FCS programs to facilitate the ability of the program to track call volume.	09/01/2019	06/30/2021	REGULAR
44258 - 15/16 - MODIFICATIONS	September 16, 2019	PUBLIC UTILITIES COMMISSION -- PUC	\$10,000,000	\$30,808,000	Scope Change: In addition to providing answering services for the child protective services and adult protective services hotlines, the hotline will now provide after hours coverage for the Public Guardian and Public Conservators office. This is a small addition to existing services.	05/01/2021	11/29/2021	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					management services for the San Francisco Public Utilities Commission (SFPUC).			

TOTAL AMOUNT \$12,430,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATION -- ADP

Dept. Code: ADP

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

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

Type of Service: Reentry Technical Services: Facilitator, Grant Writers, Strategic Planners, Evaluators, etc.

Funding Source: General Funds, Private Foundation

PSC Duration: 4 years 30 weeks

PSC Amount: \$2,500,000

1. Description of Work

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

The expertise of the professionals sought is unique, unrepresented, and greatly needed by the Adult Probation Department (APD). APD needs individuals that are able to support its quality assurance projects; provide legal counsel on matters regarding justice-system federal/state/local legislation; advise on policy development and conduct policy analysis; consult on communications strategies; conduct strategic planning and training; and possess expertise in reentry and criminal justice research methods (e.g., evaluation, and monitoring & reporting).

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

AB 109 and SB 678 set a new standard for working with offenders. AB 109 requires local supervision of many former state parolees and SB 678 provides incentive funds to counties that see probation violation/prison commitment reductions. The technical assistance that APD is seeking as described in Question 1 will help APD analyze impact and share results on these legislatively required supervision changes and enhancements. If the PSC is denied APD will not be able to provide these needed services to the community.

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

A previously CSC-approved PSC that is similar to this one has provided contracting opportunities for grant writing services, research and evaluation services, and other technical assistance services that support the operational and client service goals of APD.

D. Will the contract(s) be renewed?

Unknown.

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.

Additional Information, for reference Services are contracted on an as needed basis. Not all contracts are executed at the onset of the PSC. PCS term duration of more than five years is needed for contracts approved in later years to make the contract term match the PSC duration and expiration date. Training may be provided through these contracts. Specifically, California Penal Code Domestic Violence Training (8 hours a year) to Deputy Probation Officers will be contracted through this PSC. There is no plan to transition this work back to the City. The service under this PSC will be very sporadic with peaks and valleys regarding the need for them. In addition, the skills needed and requirements for the services is very specific, which makes difficult to point a single civil service class that could perform all the services required at any giving time. It is not feasible to transition the work to City.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The services under this PSC will be very sporadic with peaks and valleys regarding the need for them. In addition, the skills needed and requirements for the services are very specific, which makes difficult to point a single civil service class that could perform all the services required at any giving time. It is not feasible to transition the work to City.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Deep understanding of reentry, corrections and the criminal justice coupled with experience in one of more of the following areas: policy analysis; legal counsel; communications; strategic thinking; design of evaluation surveys and longitudinal studies, assessment of contractor capacity strengths; deficits and needed growth; research, and analysis skills; and communicating technical information to diverse (e.g., non-technical) audiences.

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, depending on project, may provide specialized software or technical tools to manage information, and produce deliverables.

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

These resources are not available 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.

Projects are varied and short-term, each requiring specialized expertise to complete projects.

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 will be pursued as needed by APD.

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. Training may or may not be provided through these contracts, and it will depend on the service areas that are pursued by APD for a contract. It will all depend on the needs of APD.

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 06/14/2019, 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: Veronica Martinez Phone: 415-553-9250 Email: veronica.martinez@sfgov.org

Address: 880 Bryant Street, Room 200 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42333 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/16/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of veronica.martinez@sfgov.org
To: Martinez, Veronica (ADP); 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; amakavan@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.Berlana@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; diohnson@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; mitchell@twusf.org; groio@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; Baeza, Elisa (ADP); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42333 - 18/19
Date: Friday, June 14, 2019 4:19:58 PM

RECEIPT for Union Notification for PSC 42333 - 18/19 more than \$100k

The ADULT PROBATION -- ADP has submitted a request for a Personal Services Contract (PSC) 42333 - 18/19 for \$2,500,000 for Initial Request services for the period 07/01/2019 – 01/31/2024. 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/13213> 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)



For Informational Purposes
December 19, 2013

(916) 445-4950

2011 Public Safety Realignment

The cornerstone of California's solution to reduce prison overcrowding, costs, and recidivism

In 2011, Governor Edmund G. Brown Jr. signed Assembly Bill (AB) 109 and AB 117, historic legislation to enable California to close the revolving door of low-level inmates cycling in and out of state prisons. It is the cornerstone of California's solution to the U.S. Supreme Court order to reduce the number of inmates in the state's 33 prisons to 137.5 percent of original design capacity.

All provisions of Assembly Bill (AB) 109 and AB 117 were prospective and implementation of the 2011 Realignment Legislation began October 1, 2011. **No inmates currently in state prison were or are transferred to county jails or released early.**

Prior to Realignment, more than 60,000 felon parole violators returned to state prison annually, with an average length of stay of 90 days. On September 30, 2011, the felon parole violator population was 13,285; by the end of November 2013, that population was down to 25 due to the fact that most felon parole violators now serve revocation time in county jail.

Under Realignment, newly-convicted low-level offenders without current or prior serious or violent offenses stay in county jail to serve their sentence; this has reduced the annual admissions to less than 36,000 a year. Prior to Realignment, there were approximately 55,000 to 65,000 new admissions from county courts to state prison.

Overall, the diversion of low-level offenders and parole violators to county jail instead of state prison since October 2011 has resulted in a population decrease of about 25,000.

Funding of Realignment

AB 109 provides a dedicated and permanent revenue stream to the counties through Vehicle License Fees and a portion of the State sales tax outlined in trailer bills AB 118 and Senate Bill 89. The latter provides revenue to counties for local public safety programs and the former establishes the Local Revenue Fund 2011 (Fund) for counties to receive the revenues and appropriate funding for 2011 Public Safety Realignment.

This funding became constitutionally guaranteed by California voters under the passage of Proposition 30 in 2012.

\$400 million was provided to the counties in the first partial fiscal year of Realignment, growing to more than \$850 million last year and more than \$1 billion in 2013-2014.

The following trailer bills were signed to secure sufficient funding for counties:

- AB 111
 - Gives counties additional flexibility to access funding to increase local jail capacity for the purpose of implementing Realignment.

- AB 94 (2011 Realignment Legislation Addressing Public Safety)
 - Came into effect upon the passage of AB 111.
 - Authorizes counties that have received a conditional award under a specified jail facilities financing program to relinquish that award and reapply for a conditional award under a separate financing program.
 - Lowers the county's required contribution from 25 percent to 10 percent and additionally requires CDCR and the Corrections Standard Authority to give funding preference to those counties that relinquish local jail construction conditional awards and agree to continue to assist the state in siting re-entry facilities.
- AB 118
 - Outlines the financial structure for allocating funds to a variety of accounts for realignment.
 - Establishes the Local Revenue Fund 2011 for receiving revenue and appropriates from that account to the counties.
 - Directs the deposit of revenues associated with 1.0625 percent of the state sales tax rate to be deposited in the Fund.
 - Establishes a reserve account should revenues come in higher than anticipated.
 - The reallocation formulas will be developed more permanently using appropriate data and information for the 2012-13 fiscal year and each fiscal year thereafter.
 - Implements sufficient protections to provide ongoing funding and mandated protection for the state and local government.
 - The smallest of counties that benefitted from the minimum grant each received approximately \$77,000 in 2011-12.
- SB 89
 - Dedicates a portion (\$12) of the Vehicle License Fee to the Fund.
 - Revenue comes from two sources: freed up VLF previously dedicated to DMV administration and VLF that was previously dedicated to cities for general purpose use.
 - Estimated total amount of VLF revenue dedicated to realignment was \$354.3 million in 2011-2012.
- SB 87
 - Provided counties with a one-time appropriation of \$25 million to cover costs associated with hiring, retention, training, data improvements, contracting costs, and capacity planning pursuant to each county's AB 109 implementation plan.

Local Planning Process

The Community Corrections Partnership (CCP), which was previously established in Penal Code § 1230, developed an implementation plan for their respective county. The Executive Committee from the CCP members is comprised of the following:

- Chief probation officer
- Chief of police
- Sheriff
- District Attorney
- Public Defender
- Presiding judge of the superior court (or his/her designee)
- A representative from either the County Department of Social Services, Mental Health, or Alcohol and Substance Abuse Programs, as appointed by the County Board of Supervisors.

Community, Local Custody

AB 109 allows non-violent, non-serious, and non-sex offenders to serve their sentence in county jails instead of state prisons. However, counties can contract back with the State to house local offenders.

Under AB 109:

- **No inmates are transferred from state prisons to county jails.**
- **No state prison inmates are released early.**
- All felons sent to state prison prior to the implementation of Realignment will continue to serve their entire sentence in state prison.
- All felons convicted of current or prior serious or violent offenses, sex offenses, and sex offenses against children will go to state prison.
- There are nearly 70 additional crimes that are not defined in the Penal Code as serious or violent offenses but at the request of law enforcement and district attorneys were added as offenses that would be served in state prison rather than in local custody.

Post-Release (County-Level) Community Supervision

CDCR continues to have jurisdiction over all offenders who were on state parole prior to the implementation date of October 1, 2011. County-level supervision for offenders upon release from prison includes current non-violent, current non-serious (irrespective of priors), and some sex offenders. County-level supervision does not include:

- Inmates paroled from life terms to include third-strike offenders;
- Offenders whose current commitment offense is violent or serious, as defined by California's Penal Code §§ 667.5(c) and 1192.7(c);
- High-risk sex offenders, as defined by CDCR;
- Mentally Disordered Offenders; nor
- Offenders on parole prior to October 1, 2011.

Offenders who meet the above-stated conditions continue to be under state parole supervision.

In all 58 counties, the Probation Department is the designated agency responsible for post-release supervision.

CDCR must notify counties of an individual's release at least one month prior, if possible. Once the individual has been released, CDCR no longer has jurisdiction over any person who is under post-release community supervision. Currently, CDCR is working to ensure counties receive inmate packets 120 days prior to the ordered release date.

No person shall be returned to prison on a parole revocation except for those life-term offenders who paroled pursuant to Penal Code § 3000.1 (Penal Code § 3056 states that only these offenders may be returned to state prison).

Parole Revocations

As of October 1, 2011, all parole revocations are served in county jail instead of state prison and can only be up to 180 days.

As of July 1, 2013 the parole revocation process is now a local court-based process. Local courts, rather than the Board of Parole Hearings, are the designated authority for determining parole revocations.

Contracting back to the state for offenders to complete a custody parole revocation is not an option.

Only offenders previously sentenced to a life term can be revoked to prison.

The Board of Parole Hearings continues to conduct:

- Parole consideration for lifers;
- Medical parole hearings;
- Mentally disordered offender cases; and
- Sexually Violent Predator cases.

AB 109 also provides the following under parole:

- Allows local parole revocations up to 180 days
- Authorizes flash incarceration at the local level for up to 10 days

Inmates released to parole after serving a life-term (e.g., murderers, violent sex offenders, and third-strikers) will be eligible for parole revocation back to state prison if ordered by the Board.

Effects on Conservation Camps

- Conservation camps are currently at capacity
- CDCR is currently working with CAL FIRE and the counties to use county inmates to help fill the vacancies.

Effects on Female Population

As a substantial portion of female offenders fall under the definition of non-serious, non-violent, and non sex-offenders, the female inmate population at CDCR has dropped by a third, approximately 3,100 inmates.

The California Prisoner Mother Program (CPMP) in Pomona will remain open. CPMP was designed for pregnant or parenting women, convicted of a low-level offense, with children under the age of six, who could participate in a community substance abuse treatment program while caring for their children.

The Female Rehabilitative Community Correctional Center in Bakersfield will stay open until its contract expires in 2018. The facility currently has 75 beds available for women who were convicted of a non-serious, non-violent, and non-sex offense and who have 36 months or less to serve of their sentence. However, as that population diminishes based upon AB109, the FRCCC will begin housing Civil Addicts for the duration of the contract.

The Division of Juvenile Justice

There were no changes to DJJ during the 2011 realignment.

CDCR Adult Programs

As CDCR's population changes due to Realignment, the Division of Adult Programs will utilize projection information to review appropriate programming to address offender needs. While exact dates for program adjustments are still under evaluation, Adult Programs is dedicated to serving as many offenders as possible by maximizing existing resources.

###

Senate Bill No. 678

CHAPTER 608

An act to add and repeal Chapter 3 (commencing with Section 1228) of Title 8 of Part 2 of the Penal Code, relating to probation.

[Approved by Governor October 11, 2009. Filed with
Secretary of State October 11, 2009.]

LEGISLATIVE COUNSEL'S DIGEST

SB 678, Leno. Criminal recidivism.

Existing law authorizes the Department of Corrections and Rehabilitation to oversee programs for the purposes of reducing parolee recidivism.

This bill would authorize each county to establish a Community Corrections Performance Incentives Fund (CCPIF) and would authorize the state to annually allocate money into a State Corrections Performance Incentives Fund to be used for specified purposes relating to improving local probation supervision practices and capacities, as specified. This bill would require the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, to calculate the amount of money to be appropriated from the state fund into a CCPIF. This bill would specify that the calculation would be based on costs avoided by the Department of Corrections and Rehabilitation because of a reduction in the percentage of adult probationers sent to prison for a probation failure, as specified. This bill would also require each county using CCPIF funds to identify and track specific outcome-based measures, as specified, and report to the Administrative Office of the Courts on the effectiveness of the programs paid for by the CCPIF.

This bill would require the community corrections programs to be developed and implemented by the chief probation officer, as advised by a Community Corrections Partnership. This bill would require specified local officials to serve as part of that Community Corrections Partnership. Because this bill would increase the duties for certain local officials, it would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

The people of the State of California do enact as follows:

SECTION 1. This act shall be known and may be cited as the California Community Corrections Performance Incentives Act of 2009.

SEC. 2. Chapter 3 (commencing with Section 1228) is added to Title 8 of Part 2 of the Penal Code, to read:

CHAPTER 3. CALIFORNIA COMMUNITY CORRECTIONS PERFORMANCE
INCENTIVES

1228. The Legislature finds and declares all of the following:

(a) In 2007, nearly 270,000 felony offenders were subject to probation supervision in California's communities.

(b) In 2007, out of 46,987 new admissions to state prison, nearly 20,000 were felony offenders who were committed to state prison after failing probation supervision.

(c) Probation is a judicially imposed suspension of sentence that attempts to supervise, treat, and rehabilitate offenders while they remain in the community under the supervision of the probation department. Probation is a linchpin of the criminal justice system, closely aligned with the courts, and plays a central role in promoting public safety in California's communities.

(d) Providing sustainable funding for improved, evidence-based probation supervision practices and capacities will improve public safety outcomes among adult felons who are on probation. Improving felony probation performance, measured by a reduction in felony probationers who are sent to prison because they were revoked on probation or convicted of another crime while on probation, will reduce the number of new admissions to state prison, saving taxpayer dollars and allowing a portion of those state savings to be redirected to probation for investing in community corrections programs.

1229. As used in this chapter, the following definitions apply:

(a) "Community corrections" means the placement of persons convicted of a felony offense under probation supervision, with conditions imposed by a court for a specified period.

(b) "Chief probation officer" means the chief probation officer for the county or city and county in which an adult offender is subject to probation for the conviction of a felony offense.

(c) "Community corrections program" means a program established pursuant to this act consisting of a system of felony probation supervision services dedicated to all of the following goals:

(1) Enhancing public safety through the management and reduction of offender risk while under felony probation supervision and upon reentry from jail into the community.

(2) Providing a range of probation supervision tools, sanctions, and services applied to felony probationers based on a risk/needs assessment

for the purpose of reducing criminal conduct and promoting behavioral change that results in reducing recidivism and promoting the successful reintegration of offenders into the community.

(3) Maximizing offender restitution, reconciliation, and restorative services to victims of crime.

(4) Holding offenders accountable for their criminal behaviors and for successful compliance with applicable court orders and conditions of supervision.

(5) Improving public safety outcomes for persons placed on probation for a felony offense, as measured by their successful completion of probation and commensurate reduction in the rate of felony probationers sent to prison as a result of a probation revocation or conviction of a new crime.

(d) "Evidence-based practices" refers to supervision policies, procedures, programs, and practices demonstrated by scientific research to reduce recidivism among individuals under probation, parole, or postrelease supervision.

1230. (a) Each county is hereby authorized to establish in each county treasury a Community Corrections Performance Incentives Fund (CCPIF), to receive all amounts allocated to that county for purposes of implementing this chapter.

(b) In any fiscal year for which a county receives moneys to be expended for the implementation of this chapter, the moneys, including any interest, shall be made available to the chief probation officer (CPO) of that county, within 30 days of the deposit of those moneys into the fund, for the implementation of the community corrections program authorized by this chapter.

(1) The community corrections program shall be developed and implemented by probation and advised by a local Community Corrections Partnership.

(2) The local Community Corrections Partnership shall be chaired by the chief probation officer and comprised of the following membership:

- (A) The presiding judge of the superior court, or his or her designee.
- (B) A county supervisor or the chief administrative officer for the county.
- (C) The district attorney.
- (D) The public defender.
- (E) The sheriff.
- (F) A chief of police.
- (G) The head of the county department of social services.
- (H) The head of the county department of mental health.
- (I) The head of the county department of employment.
- (J) The head of the county alcohol and substance abuse programs.
- (K) The head of the county office of education.
- (L) A representative from a community-based organization with experience in successfully providing rehabilitative services to persons who have been convicted of a criminal offense.
- (M) An individual who represents the interests of victims.

(3) Funds allocated to probation pursuant to this act shall be used to provide supervision and rehabilitative services for adult felony offenders subject to probation, and shall be spent on evidence-based community corrections practices and programs, as defined in subdivision (c) of Section 1229, which may include, but are not limited to, the following:

(A) Implementing and expanding evidence-based risk and needs assessments.

(B) Implementing and expanding intermediate sanctions that include, but are not limited to, electronic monitoring, mandatory community service, home detention, day reporting, restorative justice programs, work furlough programs, and incarceration in county jail for up to 90 days.

(C) Providing more intensive probation supervision.

(D) Expanding the availability of evidence-based rehabilitation programs including, but not limited to, drug and alcohol treatment, mental health treatment, anger management, cognitive behavior programs, and job training and employment services.

(E) Evaluating the effectiveness of rehabilitation and supervision programs and ensuring program fidelity.

(4) The chief probation officer shall have discretion to spend funds on any of the above practices and programs consistent with this act but, at a minimum, shall devote at least 5 percent of all funding received to evaluate the effectiveness of those programs and practices implemented with the funds provided pursuant to this chapter. A chief probation officer may petition the Administrative Office of the Courts to have this restriction waived, and the Administrative Office of the Courts shall have the authority to grant such a petition, if the CPO can demonstrate that the department is already devoting sufficient funds to the evaluation of these programs and practices.

(5) Each probation department receiving funds under this chapter shall maintain a complete and accurate accounting of all funds received pursuant to this chapter.

1231. (a) Community corrections programs funded pursuant to this act shall identify and track specific outcome-based measures consistent with the goals of this act.

(b) The Administrative Office of the Courts, in consultation with the Chief Probation Officers of California, shall specify and define minimum required outcome-based measures, which shall include, but not be limited to, all of the following:

(1) The percentage of persons on felony probation who are being supervised in accordance with evidence-based practices.

(2) The percentage of state moneys expended for programs that are evidence-based, and a descriptive list of all programs that are evidence-based.

(3) Specification of supervision policies, procedures, programs, and practices that were eliminated.

(4) The percentage of persons on felony probation who successfully complete the period of probation.

(c) Each chief probation officer receiving funding pursuant to Sections 1233 to 1233.6, inclusive, shall provide an annual written report to the Administrative Office of the Courts and the Department of Corrections and Rehabilitation evaluating the effectiveness of the community corrections program, including, but not limited to, the data described in subdivision (b).

(d) The Administrative Office of the Courts shall, in consultation with the chief probation officer of each county and the Department of Corrections and Rehabilitation, provide a quarterly statistical report to the Department of Finance including, but not limited to, the following statistical information for each county:

- (1) The number of felony filings.
- (2) The number of felony convictions.
- (3) The number of felony convictions in which the defendant was sentenced to the state prison.
- (4) The number of felony convictions in which the defendant was granted probation.
- (5) The adult felon probation population.
- (6) The number of felons who had their probation revoked and were sent to prison for that revocation.
- (7) The number of adult felony probationers sent to state prison for a conviction of a new felony offense, including when probation was revoked or terminated.

1232. Commencing no later than 18 months following the initial receipt of funding pursuant to this act and annually thereafter, the Administrative Office of the Courts, in consultation with the Department of Corrections and Rehabilitation, the Department of Finance, and the Chief Probation Officers of California, shall submit to the Governor and the Legislature a comprehensive report on the implementation of this act. The report shall include, but not be limited to, all of the following information:

- (a) The effectiveness of the community corrections program based on the reports of performance-based outcome measures required in Section 1231.
- (b) The percentage of felony probationers whose probation was revoked for the year on which the report is being made.
- (c) The percentage of felony probationers who were convicted of crimes during their term of probation for the year on which the report is being made.
- (d) The impact of the moneys appropriated pursuant to this act to enhance public safety by reducing the percentage and number of felony probationers whose probation was revoked for the year being reported on for probation violations or new convictions, and to reduce the number of felony probationers who are sent to prison for the year on which the report is being made.
- (e) Any recommendations regarding resource allocations or additional collaboration with other state, regional, federal, or local entities for improvements to this act.

1233. (a) The Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee,

the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate for each county a baseline probation failure rate that equals the average number of adult felony probationers sent to state prison during calendar years 2006 to 2008, inclusive, as a percentage of the average adult felony probation population during the same period.

(b) For purposes of calculating the baseline probation failure rate, the number of adult felony probationers sent to prison shall include those adult felony probationers sent to state prison for a revocation of probation, as well as adult felony probationers sent to state prison for a conviction of a new felony offense. The calculation shall also include adult felony probationers sent to prison for conviction of a new crime who simultaneously have their probation term terminated.

1233.1. After the conclusion of each calendar year following the enactment of this section, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate the following for that calendar year:

(a) The cost to the state to incarcerate in prison and supervise on parole a probationer sent to prison. This calculation shall take into consideration factors, including, but not limited to, the average length of stay in prison and on parole for probationers, as well as the associated parole revocation rates, and revocation costs.

(b) The statewide probation failure rate. The statewide probation failure rate shall be calculated as the total number of adult felony probationers statewide sent to prison in the previous year as a percentage of the statewide adult felony probation population as of June 30 of that year.

(c) A probation failure rate for each county. Each county's probation failure rate shall be calculated as the number of adult felony probationers sent to prison from that county in the previous year as a percentage of the county's adult felony probation population as of June 30 of that year.

(d) An estimate of the number of adult felony probationers each county successfully prevented from being sent to prison. For each county, this estimate shall be calculated based on the reduction in the county's probation failure rate as calculated annually pursuant to subdivision (c) of this section and the county's baseline probation failure rate as calculated pursuant to Section 1233. In making this estimate, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall adjust the calculations to account for changes in each county's adult felony probation caseload in the most recent completed calendar year as compared to the county's adult felony probation population during the period 2006 to 2008, inclusive.

(e) In calculating probation failure rates for the state and individual counties, the number of adult felony probationers sent to prison shall include those adult felony probationers sent to state prison for a revocation of

probation, as well as adult felony probationers sent to state prison for a conviction of a new felony offense. The calculation shall also include adult felony probationers who are sent to prison for conviction of a new crime and who simultaneously have their probation terms terminated.

1233.2. Annually, after the conclusion of each calendar year, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall identify the appropriate Probation Revocation Tier for each county for which it was estimated that the county successfully prevented any number of adult felony probationers from being sent to state prison, as provided in subdivision (d) of Section 1233.1. The tiers shall be defined as follows:

(a) Tier 1. A Tier 1 county is one which has a probation failure rate, as defined in subdivision (c) of Section 1233.1, that is no more than 25 percent higher than the statewide probation failure rate, as defined in subdivision (b) of Section 1233.1.

(b) Tier 2. A Tier 2 county is one which has a probation failure rate, as defined in subdivision (c) of Section 1233.1, that is more than 25 percent above the statewide probation failure rate, as defined in subdivision (b) of Section 1233.1.

1233.3. Annually, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate a probation failure reduction incentive payment for each eligible county, pursuant to Section 1233.2, for the most recently completed calendar year, as follows:

(a) For a county identified as being in Tier 1, as defined in subdivision (a) of Section 1233.2, its probation failure reduction incentive payment shall equal the estimated number of probationers successfully prevented from being sent to prison, as defined by subdivision (d) of Section 1233.1, multiplied by 45 percent of the costs to the state to incarcerate in prison and supervise on parole a probationer who was sent to prison, as defined in subdivision (a) of Section 1233.1.

(b) For a county identified as being in Tier 2, as defined in subdivision (b) of Section 1233.2, its probation failure reduction incentive payment shall equal the estimated number of probationers successfully prevented from being sent to prison, as defined by subdivision (d) of Section 1233.1, multiplied by 40 percent of the costs to the state to incarcerate in prison and supervise on parole a probationer who was sent to prison, as defined in subdivision (a) of Section 1233.1.

1233.4. (a) It is the intent of the Legislature for counties demonstrating high success rates with adult felony probationers to have access to performance-based funding as provided for in this section.

(b) On an annual basis, the Department of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate 5 percent of the savings

to the state attributed to those counties that successfully reduce the number of adult felony probationers sent to state prison.

(c) The savings estimated pursuant to subdivision (b) shall be used to provide high performance grants to county probation departments for the purpose of bolstering evidence-based probation practices designed to reduce recidivism among adult felony probationers.

(d) County probation departments eligible for these high performance grants shall be those with adult probation failure rates more than 50 percent below the statewide average in the most recently completed calendar year.

(e) A county probation department may receive a high performance grant under this section in a year in which it does not also receive a probation failure reduction incentive payment as provided for in Section 1233.3. The CPO of a county that qualifies for both a high performance grant and a probation failure reduction incentive payment shall indicate to the Administrative Office of the Courts, by a date designated by the Administrative Office of the Courts, whether the CPO chooses to receive the high performance grant or probation failure reduction payment.

(f) The grants provided for in this section shall be administered by the Administrative Office of the Courts. The Administrative Office of the Courts shall seek to ensure that all qualifying probation departments that submit qualifying applications receive a proportionate share of the grant funding available based on the population of adults ages 18 to 25, inclusive, in each of the counties receiving the grants.

1233.5. If data of sufficient quality and of the types required for the implementation of this act are not available to the Director of Finance, then the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, and the Administrative Office of the Courts, shall use the best available data to estimate probation failure reduction incentive payments and high performance grants utilizing a methodology that is as consistent with that described in this act as is reasonably possible.

1233.6. (a) Probation failure reduction incentive payments and high performance grants calculated for any calendar year shall be provided to counties in the following fiscal year. The total annual payment to each county shall be divided into four equal quarterly payments.

(b) The Department of Finance shall include an estimate of the total probation failure reduction incentive payments and high performance grants to be provided to counties in the coming fiscal year as part of the Governor's proposed budget released no later than January 10 of each year. This estimate shall be adjusted by the Department of Finance, as necessary, to reflect the actual calculations of probation revocation incentive payments and high performance grants completed by the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts. This adjustment shall occur as part of standard budget revision processes completed by the Department of Finance in April and May of each year.

(c) There is hereby established a State Community Corrections Performance Incentives Fund. Moneys budgeted for purposes of providing probation revocation incentive payments and high performance grants authorized in Sections 1230 to 1233.6, inclusive, shall be deposited into this fund. Any moneys deposited into this fund shall be administered by the Administrative Office of the Courts and the share calculated for each county probation department shall be transferred to its Community Corrections Performance Incentives Fund authorized in Section 1230. The Legislature may allocate up to 3 percent of the funds annually deposited into the State Community Corrections Performance Incentives Fund for use by the Administrative Office of the Courts for the costs of administering this program.

1233.7. The moneys appropriated pursuant to this chapter shall be used to supplement, not supplant, any other state or county appropriation for the chief probation officer or the probation department.

1233.8. This chapter shall remain in effect only until January 1, 2015, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2015, deletes or extends that date.

SEC. 3. The Judicial Council shall consider the adoption of appropriate modifications to the Criminal Rules of Court, and of other judicial branch policies, procedures, and programs, affecting felony probation services that would support implementation of the evidence-based probation supervision practices described in this chapter.

SEC. 4. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

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: Financial Advisory Services

Funding Source: General Services Overhead

PSC Amount: \$150,000

PSC Est. Start Date: 08/01/2019

PSC Est. End Date: 08/01/2022

1. Description of Work

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

The Consultant will provide detailed Financial services to improve revenue collection, fee recovery, develop cost allocation plans, indirect cost rate proposals, and organizational structure to maximize revenue.

Consultant will provide a level of knowledge and expertise that will ensure the proper establishment of fees for cost recovery and to comply with Federal OMB Circular A-87, State, and local laws and regulations.

Services may include, but are not limited to, providing independent assessment and recommendation of fee schedule for the Bureau of Street Use and Management (BSM), evaluating existing fees and recommendation of potential new fees, and providing analysis and developing the detailed BSM indirect cost plan and overhead rates in accordance with Office of Management Budget (OMB) Circular A-87, and an evaluation of staffing levels and function to ensure all revenue opportunities are captured and maximized.

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

This service is necessary for Public Works to ensure effective program delivery, organizational efficiency, and maximize its revenues that will help meet and exceed the budgetary goals. Denial of these can negatively impact both the day-to-day operations and long-term mission/goals of the Department.

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

Prior Civil Service Commission approval for similar financial services has been granted for SF Airport under 45852-16/17

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SF Public Works.

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:

Public Works is relying on the Consultant's expertise and experience in providing support with financial optimization and revenue maximization consultation services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills include in-depth industry knowledge of State, Federal and City regulations [Code of Federal Regulations (CFR Part 200)] related to OMB Circular A-87 cost principles and standards; financial accounting.

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

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

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

The City does not have classifications with the knowledge and expertise regarding indirect costs related to OMB Circular A-87 principles and compliance standards.

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

A. Explain why civil service classes are not applicable.

This work requires in-depth knowledge of OMB Circular A-87 and qualified candidates with the expertise is very limited and not readily available in Public Works.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the work is intermittent and requires specialized knowledge and expertise.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. The consultant, with expertise in indirect cost plans developed in accordance with OMB Circular A-87, will provide a training session with staff to outline what is eligible and complies with the Code of Federal Regulations (CFR Part 200).

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 06/17/2019, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021; Unrepresented Miscellaneous

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 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42277 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/16/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](mailto:Burns,Alexander@DPW); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; [Basconcillo, Katherine \(PUC\)](mailto: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 \(HSA\)](mailto:Poon,SinYee@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; amakavan@ifpte21.org; 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 # 42277 - 18/19
Date: Monday, June 17, 2019 10:34:16 AM

RECEIPT for Union Notification for PSC 42277 - 18/19 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 42277 - 18/19 for \$150,000 for Initial Request services for the period 08/01/2019 – 08/01/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13215> 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)

SHORT SUMMARY OF THE FEDERAL OMB CIRCULAR A-87

The Office of Management and Budget (OMB) published new guidance at 2 CFR part 200 entitled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (OMB Uniform Guidance); this became effective on December 26, 2014. This new OMB Uniform Guidance supersedes and streamlines requirements from OMB Circular A-87 and others.

This is the Federal regulation that provides principles and standards for determining both direct and indirect costs applicable to Federal cost-based awards to governmental units. For Public Works we use these must comply with the Federal regulation cost principles to ensure we compliance with Federal regulations for expenditures on capital projects. The Federal cost principles outlined in 2CFR 200, formerly OMB Circular A-87, are policies used to determine which costs of an capital project should be borne by the Federal Government.

The consultant will review our indirect cost rates and cost allocation plans at ensure we are in compliance with Federal regulations.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIRDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Consulting Services to Analyze/Develop Bond, Financial, Capital and Air Traffic ProjectsFunding Source: Airport Operating FundsPSC Amount: \$6,000,000PSC Est. Start Date: 06/01/2017PSC Est. End Date: 06/30/2025**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco International Airport ("Airport") requires consulting services for: air traffic forecasting; finance, market, hotel and economic analysis; maximization of federal assistance programs; negotiation of lease and use agreements; utilization of passenger facility charges (PFCs); assessment of Airport parking, air cargo, and airline passenger rates and charges; bond feasibility reports; Airport economic impact studies; assessment of advanced technologies to improve safety and landing capacity; development of new airline routes; and general financial and capital planning.

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

Expertise is needed for specific projects to improve the Airport, reduce rates and charges in some areas and recover full costs in other areas; provide access to aviation, demographic, cargo and trade data. Use of a third party assures prospective and current tenants that the methods used match airline industry standards. Third party expertise is required for bond feasibility services, which involves the production of a Traffic and Earnings Report and an Airport consultant's certificate for potential bondholders. Denial may lead to higher interest rates on bonds due to lack of independent bond feasibility report; prevent the Airport from exploring alternatives to improve the level and quality of passenger and cargo services; and reduce the ability of the Airport to attract new airlines and/or developing new routes. Market, finance and economic analyses require aviation/airport specialists to evaluate and benchmark San Francisco operations relative to other large hub airports. Third-party expertise is required to conduct airport economic impact studies; the industry standard is to seek outside expertise because of the objectivity and credibility it provides to the results of the studies.

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, under PSC 4025-09/10.

D. Will the contract(s) be renewed?

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

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

The duration will cover the contracts issued from Request for Qualifications (RFQ) 50097 for Airport Management Consulting. Contracts may be awarded for a term of up to five (5) years. The additional time is to accommodate the authorization from the RFQ pool.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The work is specialized, intermittent, or must be performed by a third party and expertise cannot effectively be developed in-house.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in aviation and airport development, experience in airline route development work in major U.S. airport markets, including airport industry and trends, access to data from airlines and other airports, especially with regards to rates and charges modeling, and national recognition for preparing third party bond feasibility reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9255, Airport Economic Planner;

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 City does not have classifications with the requisite technical expertise in these services, and cannot provide these services where required by a third party.

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

A. Explain why civil service classes are not applicable.

Existing civil service classifications (1823, 1824, and 9255) will work with the consultants procured under this PSC. However, the work requires in-depth industry knowledge and access to specialized data related to airports, airport hotels, and airport concessions. The Airport does not have access to the data needed, and Airport staff does not possess the level of industry knowledge for the major projects envisioned under this scope. Consultants may also be asked to perform operations audits that must be completed by a third party. As required by the Airport's 1991 Master Bond Resolution, bond feasibility reports are to be prepared by a third party. Furthermore the services are often required on an as-needed, intermittent, or periodic basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is specialized, intermittent, or must be performed by a third party and expertise cannot effectively be developed in-house.

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. None. Civil staff will not be trained as the work is specialized, intermittent, or must be performed by a third party.

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

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

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

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

7. **Union Notification:** On 03/20/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45852 - 16/17

DHR Analysis/Recommendation:

action date: 05/15/2017

Commission Approval Required

Approved by Civil Service Commission

05/15/2017 DHR Approved for 05/15/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Information Technology (IT) - Software Maintenance

Funding Source: general fund (1GAGFAAA)

PSC Duration: 5 years 1 day

PSC Amount: \$2,838,088

1. Description of Work

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

24/7/365 software maintenance with 1 hour response for priority 1 issues. Includes periodic software updates.

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

The Department's Computer Aided Dispatch (CAD) system is a critical public safety system used for 911 call taking, dispatching of Police and Fire personnel, and is the system of record for 911 services. Failure of this system would impact the City's ability to respond to 911 calls and provide emergency services.

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.

Department of Emergency Management (DEM) currently has a software maintenance agreement with the vendor. Copy of P-600 and Personal Service Contract (PSC) are attached.

D. Will the contract(s) be renewed?

The system is being replaced and we do not anticipate another renewal beyond 5 years.

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

Duration: 5 years. The current Computer Aided Dispatch (CAD) system went live in May 2014 and the five year maintenance agreement expires in November 2019. The software maintenance agreement needs to be extended for another 5 years. The amount includes an additional \$50,000 per year for software modifications or updates.

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 City needs technical personnel (primarily software engineers) to respond as needed to fix system failures and to provide periodic software updates or modifications. This is a resource the City does not have because this is a proprietary system and the vendor does not train outside personnel to write code for their system.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Software engineering for this proprietary system.

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?

None – not applicable

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

A. Explain why civil service classes are not applicable.
this is a proprietary system.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. vendor would not train City personnel on this proprietary 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. No. training has already been performed on this system

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
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. 4102-11/12

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

Address: 1011 Turk Street San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 32618 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/16/2019

Receipt of Union Notification(s)

Receipt of Notice for new PCS over \$100K PSC # 32618 - 18/19 - Message (Plain Text)

dhhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org

Receipt of Notice for new PCS over \$100K PSC # 32618 - 18/19

William Lee
 Director of Emergency Management
 Department of Public Works
 1015 Market Street, Suite 100
 San Francisco, CA 94102
 Phone: (415) 361-3100
 Email: william.lee@sfgov.org

Receipt of Notice for new PCS over \$100K PSC # 32618 - 18/19 for \$2,838,088 for Initial Request services for the period 11/01/2019 - 10/31/2024. Notification of RECEIPT for Union Notification for PSC 32618 - 18/19 more than \$100k

DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 32618 - 18/19 for \$2,838,088 for Initial Request services for the period 11/01/2019 - 10/31/2024. Notification of

60 days (60 days for SEIU) is required.

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

<https://sfgov.slack.com/messages/union-notification>

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 would receive the email with all unions to the TO: field as intended

Unapproved links are broken from this message.

4:41 PM 9/23/2019

Additional Attachment(s)

City and County of San Francisco
Office of Contract Administration
Purchasing Division
City Hall, Room 430
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102-4685

AGREEMENT
BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND
Tiburon Incorporated

This agreement (the "Agreement") is made this 29th day of June, 2012, in the City and County of San Francisco, State of California, by and between: Tiburon, Inc. a Virginia corporation, with its principal place of business at 6200 Stoneridge Mall Road, Suite 400, Pleasanton, California 94588, hereinafter referred to as "Tiburon," and the City and County of San Francisco, a municipal corporation, hereinafter referred to as "the City," acting by and through its Director of the Office of Contract Administration, hereinafter referred to as "Purchasing."

Recitals

WHEREAS, The Department of Emergency Management, or DEM, wishes to upgrade its existing computer aided dispatch system by obtaining a Computer Aided Dispatch (CAD) and Fire Station Alerting System (FAS), have the developed System maintained, and have Tiburon provide implementation and training services; and

WHEREAS, Tiburon represents and warrants that it is qualified to provide the services required to deliver the System to the City as set forth under this Agreement; and

WHEREAS, Approval for said Agreement was obtained from Civil Service Commission by Resolution No. 4102-11/12, dated April 2, 2012;

Now, THEREFORE, the parties agree as follows:

1. Definitions. Where any word or phrase defined below, or a pronoun used in place thereof, is used in any part of this Agreement, it shall have the meaning herein set forth.

ACCEPTANCE	Written notice from the City's Project Manager to Tiburon that a portion, or the entirety, of the System, meets the Contract Requirements in accordance with the Detailed Design Documents and the Acceptance Test Plan defined and agreed to by DEM in the Acceptance Test Plan documents, and where appropriate shall function as certification for payment.
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ACCEPTANCE TEST PLAN	The document(s), delivered as a component of the Statement of Work documents that describes the Acceptance Test(s) which define Acceptance.
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ACCEPTANCE TEST	The procedures and performance standards required for Acceptance by the City of the Software and the System as defined herein. These procedures and performance standards are set forth for each phase of System delivery in the Acceptance Test Plans.
AGREEMENT	This document and any attached appendices and exhibits, including any future written and executed amendments.
AUTHORIZATION DOCUMENT	This Agreement, an Approved Change Order, or a Purchase Order of the City properly executed by DEM and Purchasing, and certified by the Controller for the specific funding of this Agreement or any modification thereof, and shall serve as the notice to proceed for each specific Phase specified in the Authorization Document.
CHANGE ORDER	A written instrument signed by the City's Project Manager that modifies this Agreement as provided in Section 7(h) through an adjustment to one or more of the following: (i) the project price, (ii) Exhibits A and B – Statement of Work, and attached appendices, (iii) Exhibit C – Project Schedule, or (iv) Exhibit F – Required Documentation.
CITY'S PROJECT MANAGER	The individual specified by the City pursuant to Section 7(b) hereof, as the Project Manager authorized to administer this Agreement on the City's behalf.
COMMERCIAL OFF THE SHELF SOFTWARE (COTS)	Computer software, hardware, technology, or computer products, which are ready-made and available for sale, lease, or license to the general public.
TIBURON'S PROJECT MANAGER	The individual specified by Tiburon pursuant to Section 7(b) hereof, as the Project Manager authorized to administer this Agreement on Tiburon's behalf.
CRITICAL MILESTONES	The project milestones specified as such in Exhibits C and E. Successful completion of the task(s) represented by each Critical Milestone shall trigger a corresponding payment by the City to Tiburon under Exhibit E.
DELIVERABLES	Those items described and itemized in Exhibits A, B and D which Tiburon commits to provide to the City on the dates specified in Exhibit C.
DETAILED DESIGN DOCUMENTS	The deliverable documents, in whole or parts, provided by Tiburon to document the features and functionality of the System, application tailoring, the cutover plan and other pertinent specifications. The Detailed Design Documents shall be reviewed and approved by DEM.
DOCUMENTATION	Technical publications relating to use of the System including approved Change Orders such as reference, installation, administrative, maintenance, and programmer manuals, including instructions, rules, guidelines, manuals, and/or procedures associated with the Software that Tiburon, or its subcontractors providing Software and services hereunder, generally makes available to its licensees of such Software. Documentation to be provided by Tiburon to the City, is described and itemized in Exhibit F.
EQUIPMENT	The computer hardware and associated peripheral devices on which the Software will operate and with which the Software must be compatible, that is either to be purchased by Tiburon for the City, or may be purchased by the City as provided in the Appendix A-2 and B-2 to this Agreement. No equipment is being provided by Tiburon to the City as part of Phase 2.

ERRORS, DEFECTS,
MALFUNCTIONS

A deviation between the function of the Software and the Software's Documentation furnished by Tiburon, or a failure of the Software which degrades the use of the Software. An Error is a reproducible defect or combination of defects in the Software that results in a failure of the Software to function substantially in accordance with the Specifications when the Software is used in accordance with Tiburon's instructions (including, without limitation, the applicable Documentation). A reproducible defect is a defect that Tiburon can reproduce using the most recent version of the Software, as delivered by Tiburon to City, in accordance with the terms of the Agreement and the terms set forth herein.

FINAL ACCEPTANCE
CERTIFICATE

The Certificate provided by the City upon Acceptance of all phases to document the implementation of the Systems under this Contract. The Final Acceptance Certificate must include all of the following certifications by the City's Project Manager: (i) all applicable Acceptance Tests have been completed; (ii) all training as specified in Exhibits A and B has been completed; (iii) all other Deliverables due prior to Final Acceptance by the City have been delivered and accepted.

FINAL ACCEPTANCE
DATE

The date set forth on the Final Acceptance Certificate.

FORCE MAJEURE

An event beyond the reasonable control of either party, such as acts of God, acts of civil or military authority, fires, strikes, floods, epidemics, quarantine, war, riot, delays in transportation, care shortages, and inability due to causes beyond Tiburon's reasonable control to obtain necessary labor, materials or manufacturing facilities.

HARDWARE

The hardware purchased by the City from Tiburon, including its subcontractors, for use in connection with the Software and/or Solution. No Hardware is being provided as part of Phase 2 of the Project.

INTERFACE
SPECIFICATION

The document that identifies interfaces between the configured System and other existing or planned information or communications systems. Tiburon shall have primary responsibility for preparing and controlling all of the Interface Specifications which it creates.

ICD

The Interface Control Document which defines the primary information necessary to interconnect disparate and separate systems with the System.

LICENSE

The document describing the terms and conditions under which the right to use the software is conferred by the licensor to the City. The licenses to be provided by Tiburon are set forth in Exhibit G

LICENSED
SOFTWARE
(SOFTWARE)

The proprietary computer software programs furnished by Tiburon and its subcontractors, under this Agreement, all related materials, Documentation, corrections, patches, or updates thereto, and other written information received by the City from Tiburon, whether in machine-readable or printed form. The complete list of software to be provided by Tiburon will be included in Exhibit H – Maintenance Agreement. All Licensed Software shall be the latest released version available to Tiburon's customers at the time of the installation so long as such latest version is compatible with City's Hardware.

PHASE	The specific portion of the project for which a separate Authorization Document is required. This project has two (2) Phases: Phase 1 is the Fire Station Alerting system and Phase 2 is the CAD system. Additional Phases may be added in the form of enhancements upon the express written agreement of the parties.
PRODUCTION	The use of the System in a normal, daily, and primary operational mode with live data, and end-user interaction supporting DEM and associated organizations.
PROJECT SCHEDULE	The schedule of task activities, responsibilities, and time periods to include all required parties to support completion of all phases of Work and to include the Critical Milestones associated with such completion, as specified in Exhibit C and agreed to by the City's and Tiburon's Project Managers.
SOURCE CODE SPECIFICATIONS	The human-readable compilable form of the Licensed Software. The functional and operational characteristics of the Licensed Software as described in Exhibits A, B and F, or Tiburon's current published product descriptions and technical manuals.
STATEMENT OF WORK (SOW)	The Work Tiburon is to perform to provide an operational System and all related Services as more fully described in Exhibits A and B hereto.
SYSTEM	The Licensed Software and associated interfaces furnished by Tiburon for the City and the Equipment on which such software operates. The System shall include the entirety of the CAD and FSA as provided hereunder.
SYSTEM CUTOVER (CUTOVER)	The point at which the City approves Tiburon's initiation of the System, or a phase of the project, to a Production Status and the City may terminate use of the current public safety dispatch and fire station alerting systems.
SYSTEM DESIGN REVIEW	The process by which the City reviews and approves the Detailed Design documents covering the System.
WORK	The implementation, assembly, installation, optimization, and integration as required by this Agreement, whether completed or partially completed, including all labor, materials, and services provided, or to be provided by Tiburon to fulfill Tiburon's obligations hereunder. The Work, therefore, constitutes all of the requirements for providing the System to the City.
WORKAROUND	A change in the procedures followed or end user operation of the software to avoid an Error, Defect or Malfunction without impairing functionality or degrading the use of the Software.

2. Certification of Funds; Budget and Fiscal Provisions; Termination in the Event of Non-Appropriation. This Agreement is subject to the budget and fiscal provisions of the City's Charter. Charges will accrue only after prior written authorization certified by the Controller, and the amount of the City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This Agreement will terminate without penalty, liability or expense of any kind, to the City at the end of any fiscal year if funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Agreement will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated. The City has no obligation to make appropriations for this Agreement in lieu of

appropriations for new or other agreements. The City budget decisions are subject to the discretion of the Mayor and the Board of Supervisors. Tiburon's assumption of risk of possible non-appropriation is part of the consideration of this Agreement.

THIS SECTION CONTROLS AGAINST ANY AND ALL OTHER PROVISIONS OF THIS AGREEMENT.

3. **Term of the Agreement.** Subject to Section 2, the term of this Agreement shall be from June 29, 2012 to November 30, 2019, unless earlier terminated as provided herein.

4. **Effective Date of the Agreement.** This Agreement shall become effective on the last date of which the parties have duly signed this Agreement.

5. **Services Tiburon Agrees to Perform.**

a. **Scope of Work.** Tiburon agrees to provide the items and perform those services defined in the Statement of Works (SOW) attached as Exhibits A and B and incorporated by reference as though fully set forth herein. The Project shall be acquired and delivered in two phases. Phase 1 includes all equipment, software and services for the Fire Station Alerting System, defined in Exhibit A and the attached appendices. Phase 2 includes the software and services for the Computer Aided Dispatch System, defined in Exhibit B, and the attached appendices. Each Phase will require a System Design Review, Detailed Design Documents, and Acceptance Test Plans. Tiburon must be given a notice to proceed, or Authorization Document as required, to begin Phase 1 and Phase 2, and any other mutually agreed to Phases of the project and will be given a Final Acceptance Certificate upon Final System Acceptance. Any delay in providing Tiburon with the notice to proceed, or Authorization Document, may delay the Project Schedule.

b. **Options.** The City has the right to elect to execute optional services, which are itemized as Level of Effort (LOE) items in Exhibit D. The City will notify Tiburon, in the form of a Change Order, if it elects to execute a LOE, and Tiburon must provide the option to the City, and update the Detailed Design Documents, Project Schedule, Acceptance Test Plans and Documentation appropriately. Exhibit D and E will be updated to reflect the change in amount paid to Tiburon, but at no time will total contract amount exceed the amount specified in Section 6. Unless expressly stated in the Change Order, LOEs must be implemented before Final Acceptance of the Systems, provided the Change Order for such LOEs is executed prior to completion of Task 14 "Functional Acceptance Testing" of Exhibit B. Except for the performance of a fire station site survey, which must be selected by the City prior to the completion of Task 2 - "Contract Design Review", there are no LOE items in Exhibit D related to Phase 1.

c. **Enhancements.** The City has the right to request services to furnish, install and implement enhancements to the System, which shall be documented by Tiburon in the form of Enhancement Proposals. The installation and implementation of such enhancements shall be provided, on a fixed-quote basis with payment milestones. No enhancement shall be provided under this Agreement unless: (1) the City provides written authorization including the enhancement terms relating to the enhancement; (2) the enhancement terms are subject to the terms of this Agreement; (3) the enhancement terms include objective, measurable criteria regarding final acceptance of the enhancement; (4) the enhancement terms provide that upon final acceptance of the enhancement, the Agreement shall include the enhancement as Licensed Software subject to the City's payment of any necessary additional support fees relating to the enhancement; and, (5) the enhancement terms provide that, upon final acceptance of such enhancement, the Software License Agreement shall be deemed amended to grant to the City the

appropriate rights to use the enhancement, subject to payment in full of all amounts due under the enhancement terms.

6. Payments.

a. Fixed Price. In consideration for the services rendered under this Agreement, the City shall pay Tiburon in accordance with Exhibits D and E. In no event shall the contract value exceed \$5,247,152, termed "Total Contract Value". The Total Contract Value includes all Options, Enhancements and maintenance and support charges for the duration of the contract.

No charges shall be incurred under this Agreement nor shall any payments become due to Tiburon until reports, services, and products, required under this Agreement are received from Tiburon and approved by the DEM as being in accordance with this Agreement.

In no event shall the City be liable for interest or late charges for any late payments.

The City's Project Manager may authorize Change Orders which, in an aggregate amount, do not increase the Total Contract Value.

The City shall make all payments within thirty (30) days upon receipt of invoice. Payments shall be made to Tiburon at the address identified in such invoice.

b. Maintenance Support Charges. Maintenance charges are set forth in Exhibit D. Maintenance Payments will be made to Tiburon as long as the total amount paid to Tiburon does not exceed the Total Contract Value.

c. Taxes. Payment of any taxes, including possessory interest taxes and California sales and use taxes, levied upon or as a result of this Agreement, or the services delivered pursuant hereto, shall be the obligation of Tiburon. Tiburon recognizes and understands that this Agreement may create a "possessory interest" for property tax purposes. Generally, such a possessory interest is not created unless the Agreement entitles Tiburon to possession, occupancy, or use of the City's property for private gain. If such a possessory interest is created, then the following shall apply:

1. Tiburon, on behalf of itself and any permitted successors and assigns, recognizes and understands that Tiburon and any permitted successors and assigns, may be subject to real property tax assessments on the possessory interest;

2. Tiburon, on behalf of itself and any permitted successors and assigns, recognizes and understands that the creation, extension, renewal, or assignment of this Agreement may result in a "change in ownership" for purposes of real property taxes, and therefore may result in a revaluation of any possessory interest created by this Agreement. Tiburon accordingly agrees on behalf of itself and its permitted successors and assigns to report on behalf of the City to the County Assessor the information required by Revenue and Taxation Code Section 480.5, as amended from time to time, and any successor provision.

3. Tiburon, on behalf of itself and any permitted successors and assigns, recognizes and understands that other events also may cause a change of ownership of the possessory interest and result in the revaluation of the possessory interest. (See, e.g., Rev. & Tax. Code Section 64, as amended from time to time) Tiburon accordingly agrees on behalf of itself and its permitted successors and assigns to report any change in ownership to the County Assessor, the State Board of Equalization, or other public agency as required by law.

4. Tiburon further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements for possessory interests that are imposed by applicable law.

7. Project Administration

a. Project Schedule. The Project Schedule is set forth in Exhibit C which may be amended by written mutual agreement between the City and Tiburon.

1. Time of the Essence. The parties agree that time is of the essence, and that the System will be developed and implemented in accordance with the Project Schedule.

2. Critical Milestones. The Parties acknowledges and understands that the Project Schedule contains certain time-sensitive milestones (Critical Milestones) that must be attained by certain dates in order for the project to fully succeed. Milestones that are Critical Milestones are so indicated in the Project Schedule. All Critical Milestones have an associated payment milestone, which is itemized in Exhibit E.

b. Project Managers. Tiburon and the City shall each designate a Project Manager, who shall be accessible by telephone throughout the duration of the Agreement and shall be available from 9 a.m. to 5 p.m. PST Monday through Friday, excluding weekends and holidays. These hours may be adjusted by mutual agreement of the City and Tiburon.

The City's Project Manager will be authorized to make binding decisions for the City regarding this Agreement and will: (1) review all specifications, technical materials and other documents submitted by Tiburon, request necessary corrections, and approve such documents; (2) provide requested City information and data and assume responsibility on the adequacy of the same; (3) advise Tiburon of City's requirements; and (4) upon request provide access to City's staff, facility and hardware. City's Project Manager shall have the right to manage and direct any aspect of the project as may be necessary, in his or her opinion, to safeguard the interest of the City. City's Project Manager shall communicate all of his or her concerns to Tiburon's Project Manager. In the event Tiburon believes that any direction being given by City's Project Manager shall impair the performance of the project or any phase thereof, Tiburon shall immediately inform City's Project Manager of its concern. Except as specifically provided under this Agreement, City's Project Manager's management of the project shall not relieve Tiburon of any obligations or liabilities set forth in this Agreement and the Appendices or Exhibits thereto.

Throughout the term of this Agreement, whenever the Project Managers are not on site, he or she must be available by telephonic or electronic means. Whenever the Project Managers will be unavoidably absent or otherwise unavailable by telephone for more than twenty-four consecutive business hours, then a substitute Project Manager must be designated to respond to contact from the City or Tiburon, unless otherwise previously mutually agreed to by the Project Managers.

Tiburon's Project Manager: Sky Fulton

Work Tel: 503-784-4224

City's Project Manager: Michelle Geddes

Work Tel: 415-518-8126

c. Changing Project Managers. The City and Tiburon shall use their best efforts to maintain the same Project Manager until Final Acceptance of the System. However, if a party needs to replace its Project Manager, the party shall provide the other party written notice thereof at least ten (10) days prior to the date the Project Manager shall be replaced, if reasonably possible. Such notice shall provide the Project Manager's Name, email address, and work telephone number. Notwithstanding the foregoing, the parties have the right to appoint temporary Project Managers in connection with short term unavailability, sick leave or reasonable vacations. Parties shall notify each other of any such temporary appointments. If the parties are unable to resolve any issues the City may have with Tiburon's Project Manager after going through the Dispute Resolution Process, as set forth in Section 49 "Dispute

Resolution", the City may request Tiburon to replace its Project Manager, by giving Tiburon notification thereof and the City's objective reasons therefore, and Tiburon will not unreasonably deny the City's request.

d. Qualified Personnel/Staffing. Work under this Agreement shall be performed only by competent personnel appropriately trained in technical skills to perform their duties under the supervision of and/or in the employment of, Tiburon. The personnel of each party, when on the premises of the other, shall comply with the security and other personnel regulations of the party on whose premises such individual is located.

e. Meetings. From the commencement date of the project until the Final Acceptance of the System, the Project Managers shall meet a minimum of once each week either in person or via phone as designated by the parties to discuss the progress of the project. Until the Final Acceptance of the System, the Project Managers shall report, as required, to apprise City and Tiburon executives of the project status, the progress against plan, critical issues and resolution plans, plus any operational problems or defects that the City or Tiburon have encountered. Either party shall have the right to call a meeting at any time by providing the other forty-eight (48) hours written notice thereof. Such notice shall provide the time, place or call-in information for conference calls, and the purpose of the meeting, along with an agenda referencing with specificity the topics to be covered. Whether by phone or face to face, Tiburon and the City's project team must be available to meet as often as is reasonably necessary to facilitate timely implementation of the System.

f. Reports. Tiburon's Project Manager shall provide a top level weekly progress report to the City's Project Manager, which summarizes overall project status, lists meetings that are planned, problems encountered and issues to be resolved. In addition, Tiburon shall provide project reports as described in Exhibits A and B.

g. Right to Stop Work. The City's Project Manager shall have the right to stop any work on the project: (i) if the City notifies Tiburon of a defect in the Work or Equipment and after such notice, Tiburon fails to promptly commence correction of any identified defects in the Work or Equipment, (ii) if Tiburon fails to carry out work relating to any portion of the System in accordance with this Agreement, or (iii) in the event of Force Majeure. All stop work orders from the City shall be in writing and signed by City's Project Manager. The City shall specifically state the cause for the order to stop work. Upon receiving a stop work order, Tiburon shall immediately cease working on that portion of the Work specified in the order until the cause for such order has been eliminated. The City's right to stop any work on the System shall not give rise to a duty on the part of the City to exercise this right for the benefit of Tiburon or any other person or entity. In the event City's Project Manager orders work to be stopped without proper justification, the City shall reimburse Tiburon for the actual and direct costs incurred by Tiburon due to the delay. Furthermore, the parties agree any work stoppage may delay the Project and therefore Tiburon will be entitled to a time extension equal to the number of day's delay the City has caused due to the work stoppage. In no event will a stop work order extend beyond 30 days, unless mutually agreed to in writing by both parties.

h. Change Orders. The City may at any time, by written order and without notice to Tiburon's sureties, submit a Change Order to Tiburon. Within ten (10) working days of receiving a proposed Change Order, Tiburon shall submit to the City a written cost estimate which shall include any adjustments to the project price, the Project Schedule, the Statement of Work, the Acceptance Test Plan or any other applicable obligations of Tiburon and/or City. Tiburon may also propose a Change Order involving additions, deletions, or revisions to the Work. Tiburon's proposed Change Order shall be in the form of a Level Of Effort (LOE) or Enhancement Proposal (EP) which shall explain, in writing, Tiburon's basis for requesting the Change Order and the impact of the proposed Change Order on the Project Schedule, the cost of Work, the contract documents and Deliverables, as may be relevant.

All Change Orders must be approved, in a signed writing, by the Project Managers for both parties. Tiburon shall not proceed with any work contemplated in any Change Order until it receives the executed Change Order from the City's Project Manager. Tiburon shall commence the work contemplated by the Change Order upon receiving written notice from City's Project Manager. If Tiburon and the City disagree on the effect that a Change Order will have on the project price, the Project Schedule or the Acceptance Test Plan, then the parties agree to attempt to resolve such dispute in good faith through the use of the Dispute Resolution Process forth in Section 49.

The City shall have authority to order minor changes in the Work that neither involves an adjustment in the total contract sum nor an extensions of the time for completion of the Work. The City's Project Manager may waive a variation in the Work if, in his or her opinion, such variation does not materially change the Work or the System's performance. Such changes shall be effected by written order, approved and signed by both parties, and shall be binding on the City and Tiburon. Tiburon shall carry out such written orders promptly. Such written orders may be in the form of a response to a request for information (RFI), a no cost change order, or in any other written form determined by the City.

Based on the level of change, the appropriate authorization/approval signatures will be collected.

1. For changes to documentation, process, requirements, or other deliverables where:
 - There is NO impact to the Total Contract Value; and
 - There ARE NO changes required to the Statement of Work or other Exhibits to this Agreement.

Then, the City's Project Manager shall have approval authority. Where such changes described above require notification to other DEM or associated stakeholder organizations, the City's Project Manager will be responsible for notifying, and gaining concurrence from these entities for the change(s).

2. For changes to documentation, process, requirements, or other deliverables where:
 - Except as otherwise provided in Section 7, there are NO changes that affect the contract amount; and
 - There ARE changes required to any or all of: (i) Exhibits A and B – Statement of Work, and attached Appendices; (ii) Exhibit C – Project Schedule; or (iii) Exhibit F – Required Documentation, but there ARE NO changes to any other contract documents,

Then, the City Project Manager shall have approval authority, subject to the limitations of Section 7.

3. For changes to documentation, process, requirements, or other deliverables where:
 - There is a change of the contract amount to a total amount in excess of the Total Contract Value; and/or
 - There is any modification of the Deliverables or the functionalities set forth in the Statement of Work without a corresponding adjustment of the contract amount; and/or,
 - There ARE changes required to any or all of: (i) Exhibits A and B – Statement of Work, and attached Appendices; (ii) Exhibit C – Project Schedule; or (iii) Exhibit F – Required Documentation, and there ARE changes to other contract documents,

Then, the Change Order must be approved by the same individuals (or their designee), for City and Tiburon whose approvals are required for this Agreement.

i. Site Access. Tiburon shall limit personnel assigned to this Project and their physical access to any City site, to those individuals who have received a background security clearance by the City. Tiburon will, at City's request, promptly provide City with personal information of all personnel assigned to the Project. Tiburon shall have site access for those times and dates agreed to by City. Any hours beyond normal business hours must be requested in writing specifying dates, hours and personnel by name. Tiburon will provide City with ten working days advance notice of Tiburon's intent to assign any new personnel to the Project, so that City will have sufficient time to conduct a background security check. Any delays in completing the background checks may cause delays to the project if such personnel are not allowed to work on the City's system until the background check is complete. The City will provide facilities or equipment for Tiburon's use during the term of the Agreement and the conditions upon which access will be granted.

8. Documentation Delivery and Training.

a. Documentation Delivery. Tiburon will deliver five (5) copies of the completed Documentation for the Software in accordance with Exhibit F and the SOW. The City may withhold its issuance of the notice of final Acceptance until the City receives the completed Documentation.

b. City Training. Tiburon will provide training in accordance with the SOW.

9. Software Licenses. The software license provisions of this Agreement are set forth in Exhibit G.

10. Warranties; Maintenance and Support Services.

a. Phase 1 Warranty. Warranties provided as part of Phase 1 for the hardware and software that comprise the Fire Station Alerting System are set forth below:

Warranty General Statement. Tiburon and its subcontractor agree to perform the services under this Agreement in a professional, workmanlike, and commercially reasonable manner, which is similar to the services provided to its other customers. Tiburon and its subcontractor agree to maintain an adequate staff of persons who are knowledgeable with the services and materials to be delivered hereunder as necessary to timely and adequately perform its obligations herein. Tiburon and its subcontractor warrant that the staff are capable of performing the services required pursuant to this Agreement (the "Services"), and that all Services will be fully and timely performed in a professional workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of this Agreement, and all applicable federal, state, and local laws, rules, and regulations

Tiburon and its subcontractor represent that the System to be provided by Subcontractor under this Agreement will perform in accordance with the Specifications in all material respects at the time of System Acceptance. Subcontractor is not responsible for System performance deficiencies that are caused by ancillary equipment not furnished by Subcontractor which is attached to or used in connection with the System or for reasons or parties beyond Subcontractor's control.

Software Warranty. Tiburon and its subcontractor warrant the Subcontractor Software in accordance with the terms of Exhibit G-2.

Equipment Warranty. During the Warranty Period, Tiburon and its subcontractor warrant that the Equipment under normal use and service will be free from material defects in materials and

workmanship. "Warranty Period" as used herein means one (1) year from the date of System Acceptance for Phase 1.

Exclusions To Equipment And Software Warranties. These warranties do not apply to: (i) defects or damage resulting from: use of the Equipment or Software in other than its normal, customary, and authorized manner; accident, liquids, neglect, or acts of God; testing, maintenance, disassembly, repair, installation, alteration, modification, or adjustment not provided or authorized in writing by Tiburon or its Subcontractor; (ii) Tiburon's or City's failure to comply with all applicable industry and OSHA standards; (iii) Equipment that has had the serial number removed or made illegible; (iv) consumables; (v) scratches or other cosmetic damage to Equipment surfaces that does not affect the operation of the Equipment; and (vii) normal or customary wear and tear.

Warranty Claims. To assert a warranty claim, City must notify Tiburon or its Subcontractor in writing of the claim before one (1) month after the expiration of the Warranty Period. Upon receipt of this notice, Tiburon or its Subcontractor will investigate the warranty claim. If this investigation confirms a valid warranty claim, Tiburon or its Subcontractor will (at its option and at no additional charge) repair the defective Equipment or Software, replace it with the same or equivalent product, or refund the price of the defective Equipment or Software. That action will be the full extent of Tiburon or its Subcontractor's liability for the warranty claim. A repaired or replaced product is warranted for the balance of the original applicable warranty period. All replaced products or parts will become the property of Tiburon or its Subcontractor.

Original End User Is Covered. These express limited warranties are extended by Tiburon's Subcontractor to City as the original user purchasing the System for commercial, industrial, or governmental use only, and are not assignable or transferable.

DISCLAIMER OF OTHER WARRANTIES. THESE WARRANTIES ARE THE COMPLETE WARRANTIES FOR THE EQUIPMENT AND SOFTWARE PROVIDED UNDER THIS AGREEMENT AND ARE GIVEN IN LIEU OF ALL OTHER WARRANTIES. TIBURON AND ITS SUBCONTRACTORS DISCLAIM ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

b. Phase 2 Warranty. Tiburon warrants that when the Software for Phase 2 specified in the Detailed Design Documents and all updates and improvements to the Software are delivered to the City, they will perform in accordance with Tiburon's published specifications for the Software. Tiburon further warrants that when fully implemented, the Software shall perform in accordance with the Detailed Design Documents applicable thereto on the Acceptance Date.

EXCEPT AS PROVIDED ABOVE, THE SOFTWARE IS LICENSED OR SUBLICENSSED "AS IS". THIS AGREEMENT DOES NOT CREATE ANY OTHER EXPRESS OR IMPLIED WARRANTIES FOR THE SOFTWARE, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Tiburon's sole obligation to City and City's exclusive remedy under this warranty is to remedy any material Software defect covered by this warranty, subject to the provisions of Sections H.4 and H.5 of Exhibit H, and for the prices set in Exhibit D. These efforts will involve either replacing the media or attempting to correct significant, demonstrable program or documentation errors.

c. Maintenance Support Services. Maintenance and support services shall be provided as set forth in Exhibit H.

11. Existing Systems.

a. **Due Care.** Tiburon shall take all advisable precautions to protect all existing equipment, facilities, and structures in any area in which Contactor is assembling or installing any portion of the project. During Phase 1, Tiburon, or its subcontractors, shall take particular care to configure and install mounting hardware so as not to cause damage to existing structures. Tiburon shall be responsible for correcting any damage they may cause to any equipment, facility, and structure to the condition prior to the time of damage.

b. **Interruption of Service.** Tiburon shall ensure that no unscheduled interruption of service of the existing external systems will occur during the course of installation, testing, maintenance or servicing of the project. If service or any part of service must be interrupted to install any part of the project, Tiburon shall schedule with City's Project Manager times when service may be interrupted. City's and Tiburon's Project Managers must supervise all service interruptions. With any interruption of service, Tiburon and appropriate staff of the City will work together to fully restore the system and ensure that the system is not degraded by the interruption.

c. **City Data.** All City data is controlled and owned by the City, Tiburon shall not be responsible for the content, completeness or accuracy of any City data. It is City's responsibility to regularly back-up the City data.

12. System Acceptance and Acceptance Test Plan

a. **Acceptance Test Plan.** The City and Tiburon have developed an Acceptance Test Plan that is set forth in Appendices A-4 and B-4. As described in the Statement of Work, the parties shall collaboratively develop and agree on the test scripts that will be incorporated into the final Acceptance Test Plan. The Acceptance Test Plan and the test scripts will establish the performance standards and criteria by which the System will be accepted by the City.

b. **Acceptance of System and Each Ancillary Component.** Upon completion of all tasks identified in the SOW, the City and Tiburon shall verify that all requirements in the Acceptance Test Plan have been completed. The City will not be deemed to have accepted any Licensed Software or the System, or any ancillary component, until Tiburon receives the Final Acceptance Certificate from the City. City will issue a Final Acceptance Certificate evidencing Tiburon's achievement of System Acceptance upon Acceptance of all phases and Tiburon's furnishing all Deliverables required under the Contract.

c. **Tiburon's Assistance in Acceptance Tests.** Tiburon must furnish all materials and technical assistance necessary to conduct the Acceptance Tests.

d. **Failure to Pass Acceptance Tests.** In the event that City determines that the System fails to meet the standards set forth in the Acceptance Test Plan, City shall promptly report to Tiburon each deficiency that fails to meet the standards set forth in the Acceptance Test Plan. Tiburon will correct the reproducible aspects of each deficiency that fails to meet the standards set forth in the Acceptance Test Plan in accordance with the process set forth in the Acceptance Test Plan. Deficiencies that do not re-occur or cannot be repeated by Tiburon, or by the City in Tiburon's presence, shall not be considered a failure.

13. Term and Termination/Termination for Convenience

a. **Termination for Cause.** Provided the parties have underwent the Dispute Resolution process set forth in Section 49, hereof, in the event Tiburon fails to perform any of its obligations under this Agreement, this Agreement may be terminated and all of Tiburon's rights hereunder ended.

Termination will be effective after ten (10) days written notice to Tiburon. No new work will be undertaken after the date of receipt of any notice of termination, Tiburon will be paid for those services performed under this Agreement, up to the date of termination.

b. Termination for Convenience. City may terminate this Agreement for City's convenience and without cause at any time by giving Tiburon thirty (30) days written notice of such termination. In the event of such termination, Tiburon will be paid for those services performed, equipment ordered, and costs incurred for which notification, in writing, has been provided to City prior to contractual commitment, pursuant to this Agreement, up to the date of termination. In no event will City be liable for costs incurred by Tiburon after receipt of a notice of termination. Such non-recoverable costs include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative expenses, or any other cost which is not reasonable or authorized under this Section. This Section shall not prevent Tiburon from recovering costs necessarily incurred in discontinuing further work under the contract after receipt of the termination notice.

c. Termination for Failure to Appropriate Funds. The City shall promptly notify Tiburon in writing if the City fails to appropriate sufficient funds for any remaining Phase of the Agreement for which payment would otherwise become due during the fiscal year. Either party may thereafter terminate the Agreement by written notice to the other party, and the termination shall be effective ten (10) days after delivery of the notice. Tiburon shall thereafter be entitled to payment for its unrecovered costs as provided in subsection (b) above.

d. Obligations upon Termination. Upon termination of this Agreement for any reason, Tiburon will submit an invoice to the City for an amount which represents the value of its work or services actually performed prior to the effective date of termination for which Tiburon has not previously been compensated at Tiburon's hourly rate set forth in Exhibit D. Upon approval and payment of this invoice by the City, the City shall be under no further obligation to Tiburon monetarily or otherwise.

14. Guaranteed Maximum Costs. The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by City ordinances governing emergency conditions, the City and its employees and officers are not authorized to request Tiburon to perform services or to provide materials, equipment, and supplies that would result in Tiburon performing services or providing materials, equipment, and supplies that are beyond the scope of the services, materials, equipment, and supplies agreed upon in the contract unless the agreement is amended in writing and approved as required by law to authorize additional services, materials, equipment, or supplies. The City is not required to reimburse Tiburon for services, materials, equipment, or supplies that are provided by Tiburon which are beyond the scope of the services, materials, equipment, and supplies agreed upon in the contract and which were not approved by a written amendment to the agreement having been lawfully executed by the City. The City and its employees and officers are not authorized to offer or promise to Tiburon additional funding for the contract which would exceed the maximum amount of funding provided for in the contract for Tiburon's performance under the contract. Additional funding for the contract in excess of the maximum provided in the contract shall require lawful approval and certification by the Controller of the City and County of San Francisco. The City is not required to honor any offered or promised additional funding for a contract which exceeds the maximum provided in the contract which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.

15. Invoice Format. Invoices furnished by Tiburon under this Agreement must be in a form acceptable to the Controller, and must include a unique identifying number. All amounts paid by City to Tiburon shall be subject to audit by the City. Payment shall be made by the City to Tiburon at the address specified in the Section entitled "Notices to the Parties."

16. Audit and Inspection of Records. Tiburon agrees to maintain and make available to City, during regular business hours, accurate books and accounting records relating to its work under this Agreement. Tiburon will permit City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, non-confidential records or personnel and other data related to this Agreement, which specifically excludes (a) Tiburon's corporate financial statements and personnel information other than names and titles of individuals working on the Project, and (b) trade secret information of Tiburon or any subcontractor, such as product cost information. Tiburon shall maintain such data and records in an accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until after final audit has been resolved, whichever is later. The State of California or any federal agency having an interest in the subject matter of this Agreement shall have the same rights conferred upon City by this Section.

17. Submitting False Claims; Monetary Penalties. Pursuant to San Francisco Administrative Code §21.35, Tiburon, a subcontractor, or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at

<http://www.municode.com/Library/clientCodePage.aspx?clientID=4201>.

Tiburon, a subcontractor, or consultant will be deemed to have submitted a false claim to the City if Tiburon, a subcontractor, or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

18. Intentionally left blank by the Parties ("Liquidated Damages").

19. Default; Remedies.

a. Each of the following shall constitute an event of default ("Event of Default") under this Agreement:

1. Tiburon fails or refuses to perform or observe any term, covenant, or condition contained in any of the following Sections of this Agreement:

28. Proprietary or Confidential Information

29. Protection of Private Information

2. Tiburon fails or refuses to perform or observe any other term, covenant, or condition contained in this Agreement, and such default is not remedied or a plan put in place within 20 business days by the parties to remedy such default through the Dispute Resolution Process, as set forth in

Section 49 "Dispute Resolution." If the parties agree to extend the Dispute Resolution period beyond 20 business days, the cure period under this subsection will be extended for the same period of time.

3. Tiburon (a) is generally not paying its debts as they become due, (b) files, or consents by answer or otherwise to the filing against it of, a petition for relief, reorganization, arrangement, or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency, or other debtors' relief law of any jurisdiction, (c) makes an assignment for the benefit of its creditors, (d) consents to the appointment of a custodian, receiver, trustee, or other officer with similar powers of Tiburon or of any substantial part of Tiburon's property or (e) takes action for the purpose of any of the foregoing.

4. A court or government authority enters an order (a) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Tiburon or with respect to any substantial part of Tiburon's property, (b) constituting an order for relief or approving a petition for relief, reorganization, arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency, or other debtors' relief law of any jurisdiction or (c) ordering the dissolution, winding-up, or liquidation of Tiburon.

b. On and after any Event of Default, City shall have the right to exercise its legal and equitable remedies, including, without limitation, the right to terminate this Agreement or to seek specific performance of all or any part of this Agreement.

c. All remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules, and regulations. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.

20. Intentionally left blank by the Parties ("Responsibility for Equipment").

21. Payment Does Not Imply Acceptance of Work. The granting of any payment by City, or the receipt thereof by Tiburon, shall in no way lessen the liability of Tiburon to replace unsatisfactory work, equipment, or materials, although the unsatisfactory character of such work, equipment, or materials may not have been apparent or detected at the time such payment was made. Materials, equipment, components, or workmanship that do not conform to the requirements of this Agreement may be rejected by City and in such case must be replaced by Tiburon without delay.

22. Independent Contractor; Payment of Taxes and Other Expenses.

a. **Independent Contractor.** Tiburon or any agent or employee of Tiburon shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by City under this Agreement. Tiburon or any agent or employee of Tiburon shall not have employee status with City, nor be entitled to participate in any plans, arrangements, or distributions by City pertaining to or in connection with any retirement, health or other benefits that City may offer its employees. Tiburon or any agent or employee of Tiburon is liable for the acts and omissions of itself, its employees, and its agents. Tiburon shall be responsible for all obligations and payments, whether imposed by federal, state or local law, including, but not limited to, FICA, income tax withholdings, unemployment compensation, insurance, and other similar responsibilities related to Tiburon's performing services and work, or any agent or employee of Tiburon providing same. Nothing in this Agreement shall be construed as creating an employment or agency relationship between City and Tiburon or any agent or employee of Tiburon. Any terms in this Agreement referring to direction from City shall be construed as providing for direction as to policy and the result of Tiburon's work only, and

not as to the means by which such a result is obtained. City does not retain the right to control the means or the method by which Tiburon performs work under this Agreement.

b. Payment of Taxes and Other Expenses. Should any taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Tiburon is an employee due to the services provided pursuant to this Agreement, Tiburon shall indemnify the City for any employment tax due as a result of this provision. A determination of employment status pursuant to this paragraph shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Tiburon shall not be considered an employee of City.

23. Insurance

a. Without in any way limiting Tiburon's liability pursuant to the "Indemnification" section of this Agreement, Tiburon must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

1. Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and

2. Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit, \$2,000,000 aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and

3. Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

4. Professional liability insurance, applicable to Contractor's profession, with limits not less than \$1,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided under this Agreement.

b. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide:

1. Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.

2. That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

c. Regarding Workers' Compensation, Tiburon hereby agrees to waive subrogation, which any insurer of Tiburon may acquire from Tiburon by virtue of the payment of any loss. Tiburon agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by Tiburon, its employees, agents and subcontractors.

d. All policies shall provide thirty days' advance written notice to the City of reduction or nonrenewal of coverages or cancellation of coverages for any reason. Notices shall be sent to the City address in the "Notices to the Parties" section.

e. Should any of the required insurance be provided under a claims-made form, Tiburon shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

f. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

g. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

h. Before commencing any operations under this Agreement, Tiburon shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

i. Approval of the insurance by City shall not relieve or decrease the liability of Tiburon hereunder.

24. Indemnification and General Liability. Tiburon shall indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of Tiburon or loss of or damage to property, arising directly from Tiburon's willful misconduct or negligent performance of this Agreement, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement and except where such loss, damage, injury, liability or claim is the result of the negligence or willful misconduct of City and in not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on Tiburon, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs. In addition to Tiburon's obligation to indemnify City, Tiburon specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Tiburon by City and continues at all times thereafter.

25. Infringement Indemnification. If notified promptly in writing of any judicial action brought against City based on an allegation that City's use of the Licensed Software infringes a patent, copyright, or any right of a third party or constitutes misuse or misappropriation of a trade secret or any other right in intellectual property (Infringement), Tiburon will hold City harmless and defend such action at its own expense. Tiburon will pay the costs and damages awarded in any such action or the cost of settling such action, provided that Tiburon shall have sole control of the defense of any such action and all negotiations or its settlement or compromise. If notified promptly in writing of any informal claim (other than a judicial action) brought against City based on an allegation that City's use of the Licensed Software constitutes Infringement, Tiburon will pay the costs associated with resolving such claim and will pay the settlement amount (if any), provided that Tiburon shall have sole control of the resolution of any such claim and all negotiations for its settlement.

In the event a final injunction is obtained against City's use of the Licensed Software by reason of Infringement, or in Tiburon's opinion City's use of the Licensed Software is likely to become the subject of Infringement, Tiburon may at its option and expense: (a) procure for City the right to continue to use

the Licensed Software as contemplated hereunder, (b) replace the Licensed Software with a non-infringing, functionally equivalent substitute Licensed Software, or (c) suitably modify the Licensed Software to make its use hereunder non-infringing while retaining functional equivalency to the unmodified version of the Licensed Software. If none of these options is reasonably available to Tiburon, then the applicable Authorization Document or relevant part of such Authorization Document may be terminated at the option of either party hereto and Tiburon shall refund to City all amounts paid under this Agreement for the license of such infringing Licensed Software. Any unauthorized modification or attempted modification of the Licensed Software by City or any failure by City to implement any improvements or updates to the Licensed Software, as supplied by Tiburon, shall void this indemnity unless City has obtained prior written authorization from Tiburon permitting such modification, attempted modification or failure to implement. Tiburon shall have no liability for any claim of Infringement based on City's use or combination of the Licensed Software with products, equipment or data of the type for which the Licensed Software was neither designed nor intended to be used nor provided by Tiburon.

26. Liability. CITY'S PAYMENT OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED FOR IN SECTION 6 OF THIS AGREEMENT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL EITHER PARTY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT. TIBURON'S LIABILITY UNDER THIS AGREEMENT SHALL BE LIMITED TO THE CONTRACT VALUE FOR THE IMPLEMENTATION SERVICES OF PHASE 1 AND PHASE 2, COMBINED. IN THE EVENT TIBURON'S LIABILITY ARISES DURING THE MAINTENANCE AND SUPPORT PERIOD, TIBURON'S LIABILITY IS LIMITED TO THE MAINTENANCE FEE PAID DURING THE 12-MONTH SUPPORT PERIOD IN WHICH THE LIABILITY AROSE.

27. Nondisclosure. City agrees that it shall treat the Licensed Software and Documentation with the same degree of care as it treats like information of its own, which it does not wish to disclose to the public, from the date the Licensed Software is accepted by the City.

28. Proprietary or Confidential Information of City. Tiburon understands and agrees that, in the performance of the work or services under this Agreement or in contemplation thereof, Tiburon may have access to private or confidential information, which may be owned or controlled by City, and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City. Tiburon agrees that all information disclosed by City to Tiburon shall be held in confidence and used only in the performance of the Agreement. Tiburon shall exercise the same standard of care to protect such information as a reasonably prudent Tiburon would use to protect its own proprietary data. These obligations of confidentiality shall survive the termination of the Agreement.

29. Protection of Private Information. Tiburon has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Tiburon agrees that any failure of Contactor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the

Contract, bring a false claim action against Tiburon pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar Tiburon.

30. Ownership of Results. Any interest of Tiburon or its subcontractors, in drawings, plans, specifications, blueprints, studies, reports, memoranda, surveys, recommendations, computation sheets, computer files and media or other documents prepared by Tiburon or its subcontractors in connection with services to be performed under this Agreement, shall remain vested with Tiburon and such subcontractors. However, the City may use such results for their own internal business purposes.

31. Works for Hire. If, in connection with services performed under this Agreement, Tiburon or its subcontractors create artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, blueprints, source codes or any other original works of authorship, such works of authorship shall not be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works are the property of Tiburon.

32. Rights and Duties upon Termination or Expiration. This Section and the following Sections of this Agreement shall survive termination or expiration of this Agreement:

- | | |
|---|---|
| 6(c). Taxes | 28. Proprietary or Confidential Information of City |
| 16. Audit and Inspection of Records | 29. Protection of Private Information |
| 17. Submitting False Claims; Monetary Penalties | 30. Ownership of Results |
| 20. Responsibility for Equipment | 31. Works for Hire |
| 21. Payment Does Not Imply Acceptance of Work | 48. Modification of Agreement |
| 22. Independent Contractor; Payment of Taxes and Other Expenses | 50. Agreement Made in California; Venue |
| 23. Insurance | 51. Construction |
| 24. Indemnification and General Liability | 52. Entire Agreement |
| 25. Infringement Indemnification | 58. Severability |
| 26. Liability of City | |
| 27. Nondisclosure | |

Subject to the immediately preceding sentence, upon termination of this Agreement prior to expiration of the term specified in Section 3, this Agreement shall terminate and be of no further force or effect. This subsection shall survive termination of this Agreement.

33. Notice to the Parties. Unless otherwise indicated elsewhere in this Agreement, all written communications sent by the parties may be by U.S. mail, and e-mail, and shall be addressed as follows:

To City: Department of Emergency Management
IT Manager
1011 Turk St

San Francisco, CA 94102

To Tiburon: Tiburon, Inc.
VP of Contracts and Procurement
6200 Stoneridge Mall Road
Suite 400
Pleasanton, CA 94588

Either party may change the address to which notice is to be sent by giving written notice thereof to the other party. If e-mail notification is used, the sender must specify a Receipt notice. Any notice of default must be sent by registered mail, or overnight courier services such as Federal Express.

34. Subcontracting. Tiburon is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is first approved by City in writing. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. An agreement made in violation of this provision shall confer no rights on any party and shall be null and void.

35. Assignment. The services to be performed by Tiburon are personal in character and neither this Agreement nor any duties or obligations hereunder may be assigned or delegated by Tiburon unless first approved by City by written instrument executed and approved in the same manner as this Agreement, except Tiburon may assign this Agreement to a successor of all or substantially all of Tiburon's business without prior approval.

36. Compliance with American with Disabilities Act. Tiburon acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through Tiburon, must be accessible to the disabled public. Tiburon shall provide the services specified in this Agreement in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Tiburon agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Tiburon, its employees, agents or assigns will constitute a material breach of this Agreement.

37. Sunshine Ordinance. In accordance with San Francisco Administrative Code Section 67.24(e), contracts, Tiburon's bids, responses to requests for proposals and all other records of communications between City and persons or firms seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

38. Limitations on Contributions. Through execution of this Agreement, Tiburon acknowledges that it is familiar with Section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the contract must be approved by the individual, a board on which that individual serves, or the board of a state agency on which an appointee of that individual serves, (2) a candidate for the office held by

such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the contract until the later of either the termination of negotiations for such contract or six months after the date the contract is approved. Tiburon acknowledges that the foregoing restriction applies only if the contract or a combination or series of contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Tiburon further acknowledges that the prohibition on contributions applies to each prospective party to the contract; each member of Tiburon's board of directors; Tiburon's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Tiburon; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Tiburon. Additionally, Tiburon acknowledges that Tiburon must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126. Tiburon further agrees to provide to City the names of each person, entity or committee described above.

39. Conflict of Interest. Through its execution of this Agreement, Tiburon acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

40. Non-Waiver of Rights. The omission by either party at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants, or provisions hereof by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

41. Earned Income Credit (EIC) Forms. Administrative Code Section 120 requires that employers provide their employees with IRS Form W-5 (The Earned Income Credit Advance Payment Certificate) and the IRS EIC Schedule, as set forth below. Employers can locate these forms at the IRS Office, on the Internet, or anywhere that Federal Tax Forms can be found. Tiburon shall provide EIC Forms to each Eligible Employee at each of the following times: (i) within thirty days following the date on which this Agreement becomes effective (unless Tiburon has already provided such EIC Forms at least once during the calendar year in which such effective date falls); (ii) promptly after any Eligible Employee is hired by Tiburon; and (iii) annually between January 1 and January 31 of each calendar year during the term of this Agreement. Failure to comply with any requirement contained in subparagraph (a) of this Section shall constitute a material breach by Tiburon of the terms of this Agreement. If, within thirty days after Tiburon receives written notice of such a breach, Tiburon fails to cure such breach or, if such breach cannot reasonably be cured within such period of thirty days, Tiburon fails to commence efforts to cure within such period or thereafter fails to diligently pursue such cure to completion, the City may pursue any rights or remedies available under this Agreement or under applicable law. Any Subcontract entered into by Tiburon shall require the Subcontractor to comply, as to the Subcontractor's Eligible Employees, with each of the terms of this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Section 120 of the San Francisco Administrative Code.

42. Local Business Enterprise Utilization; Liquidated Damages.

a. **The LBE Ordinance.** Tiburon, shall comply with all the requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance"), provided such amendments do not materially increase Tiburon's obligations or liabilities, or materially diminish Tiburon's rights, under this Agreement. Such provisions of the LBE Ordinance are incorporated by reference and made a part of this Agreement as though fully set forth in this Section. Tiburon's willful failure to comply with any applicable provisions of the LBE Ordinance is a material breach of Tiburon's obligations under this Agreement and shall entitle City, subject to any applicable notice and cure provisions set forth in this Agreement, to exercise any of the remedies provided for under this Agreement, under the LBE Ordinance or otherwise available at law or in equity, which remedies shall be cumulative unless this Agreement expressly provides that any remedy is exclusive. In addition, Tiburon shall comply fully with all other applicable local, state and federal laws prohibiting discrimination and requiring equal opportunity in contracting, including subcontracting.

b. **Compliance and Enforcement.** If Tiburon willfully fails to comply with any of the provisions of the LBE Ordinance, the rules and regulations implementing the LBE Ordinance, or the provisions of this Agreement pertaining to LBE participation, Tiburon shall be liable for liquidated damages in an amount equal to Tiburon's net profit on this Agreement, or 10% of the total amount of this Agreement, or \$1,000, whichever is greatest. The Director of the City's Human Rights Commission or any other public official authorized to enforce the LBE Ordinance (separately and collectively, the "Director of HRC") may also impose other sanctions against Tiburon authorized in the LBE Ordinance, including declaring Tiburon to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of Tiburon's LBE certification. The Director of HRC will determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to Administrative Code §14B.17. By entering into this Agreement, Tiburon acknowledges and agrees that any liquidated damages assessed by the Director of the HRC shall be payable to City upon demand. Tiburon further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Tiburon on any contract with City. Tiburon agrees to maintain records necessary for monitoring its compliance with the LBE Ordinance for a period of three years following termination or expiration of this Agreement, and shall make such records available for audit and inspection by the Director of HRC or the Controller upon request.

43. **Nondiscrimination; Penalties**

a. **Tiburon Shall Not Discriminate.** In the performance of this Agreement, Tiburon agrees not to discriminate against any employee, City and County employee working with such Tiburon or subcontractor, applicant for employment with Tiburon or a subcontractor, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

b. **Subcontracts.** Tiburon shall incorporate by reference in all subcontracts the provisions of §§12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code (copies of which are available from Purchasing) and shall require all subcontractors to comply with such provisions. Tiburon's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

c. **Nondiscrimination in Benefits.** Tiburon does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco, on real property

owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code.

d. Condition to Contract. As a condition to this Agreement, Tiburon shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (form HRC-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Human Rights Commission.

e. Incorporation of Administrative Code Provisions by Reference. The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Tiburon shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters, including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Tiburon understands that pursuant to §§12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of \$50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Tiburon and/or deducted from any payments due Tiburon.

44. Requiring Minimum Compensation for Covered Employees

a. Tiburon agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided (excluding liquidated damages), and implementing guidelines and rules. The provisions of Sections 12P.5 and 12P.5.1 of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at

www.sfgov.org/olse/mco.

A partial listing of some of Tiburon's obligations under the MCO is set forth in this Section. Tiburon is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

b. The MCO requires Tiburon to pay Tiburon's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Tiburon is obligated to keep informed of the then-current requirements. Any subcontract entered into by Tiburon shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Tiburon's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against such subcontractor directly.

c. Tiburon shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

d. Tiburon shall maintain employee and payroll records as required by the MCO. If Tiburon fails to do so, it shall be presumed that Tiburon paid no more than the minimum wage required under State law.

e. The City is authorized to inspect Tiburon's job sites and conduct interviews with employees and conduct audits of Tiburon

f. Tiburon's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement.

g. Tiburon understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (excluding liquidated damages), under the terms of the contract, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Tiburon fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Tiburon fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

h. Tiburon represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

i. If Tiburon is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Tiburon later enters into an agreement or agreements that cause Tiburon to exceed that amount in a fiscal year, Tiburon shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between Tiburon and this department to exceed \$25,000 in the fiscal year.

45. Requiring Health Benefits for Covered Employees. Tiburon agrees to comply fully with and be bound by all of the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in San Francisco Administrative Code Chapter 12Q, including the remedies provided, and implementing regulations, as the same may be amended from time to time. The provisions of Section 12Q.5.1 of Chapter 12Q are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the HCAO is available on the web at www.sfgov.org/olse. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12Q.

a. For each Covered Employee, Tiburon shall provide the appropriate health benefit set forth in Section 12Q.3 of the HCAO. If Tiburon chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission.

b. Notwithstanding the above, if Tiburon is a small business as defined in Section 12Q.3(e) of the HCAO, it shall have no obligation to comply with part (a) above.

c. Tiburon's failure to comply with the HCAO shall constitute a material breach of this agreement. City shall notify Tiburon if such a breach has occurred. If, within 30 days after receiving City's written notice of a breach of this Agreement for violating the HCAO, Tiburon fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Tiburon fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, City shall have the right to pursue the remedies set forth in 12Q.5.1 and 12Q.5(f)(1-6), excluding liquidated damages. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to City.

d. Any Subcontract entered into by Tiburon shall require the Subcontractor to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section. Tiburon shall notify City's Office of Contract Administration when it enters into such a Subcontract and shall certify to the Office of Contract Administration that it has notified the Subcontractor of the obligations under the HCAO and has imposed the requirements of the HCAO on Subcontractor through the Subcontract. Each Tiburon shall be responsible for its Subcontractors' compliance with this Chapter. If a Subcontractor fails to comply, the City may pursue the remedies set forth in this Section against Tiburon based on the Subcontractor's failure to comply, provided that City has first provided Tiburon with notice and an opportunity to obtain a cure of the violation.

e. Tiburon shall not discharge, reduce in compensation, or otherwise discriminate against any employee for notifying City with regard to Tiburon's noncompliance or anticipated noncompliance with the requirements of the HCAO, for opposing any practice proscribed by the HCAO, for participating in proceedings related to the HCAO, or for seeking to assert or enforce any rights under the HCAO by any lawful means.

f. Tiburon represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the HCAO.

g. Tiburon shall maintain employee and payroll records in compliance with the California Labor Code and Industrial Welfare Commission orders, including the number of hours each employee has worked on the City Contract.

h. Tiburon shall keep itself informed of the current requirements of the HCAO.

i. Tiburon shall provide reports to the City in accordance with any reporting standards promulgated by the City under the HCAO, including reports on Subcontractors and Subtenants, as applicable.

j. Tiburon shall provide City with access to records pertaining to compliance with HCAO after receiving a written request from City to do so and being provided at least ten business days to respond.

k. Tiburon shall allow City to inspect Tiburon's job sites and have access to Tiburon's employees in order to monitor and determine compliance with HCAO.

l. City may conduct random audits of Tiburon to ascertain its compliance with HCAO. Tiburon agrees to cooperate with City when it conducts such audits.

m. If Tiburon is exempt from the HCAO when this Agreement is executed because its amount is less than \$25,000 (\$50,000 for nonprofits), but Tiburon later enters into an agreement or agreements that cause Tiburon's aggregate amount of all agreements with City to reach \$75,000, all the agreements shall be thereafter subject to the HCAO. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between Tiburon and the City to be equal to or greater than \$75,000 in the fiscal year.

46. First Source Hiring Program

a. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapter 83 of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Tiburon shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.

b. First Source Hiring Agreement. As an essential term of, and consideration for, any contract or property contract with the City, not exempted by the FSHA, Tiburon shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the contract or property contract. Tiburon shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:

1. Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs maybe certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.

2. Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.

3. Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.

4. Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be non-duplicative, and facilitate a coordinated flow of information and referrals.

5. Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of contracts and property contracts handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City contract or property contract has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.

6. Set the term of the requirements.
7. Set appropriate enforcement and sanctioning standards consistent with this Chapter.
8. Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.
9. Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy contracts.

c. **Hiring Decisions.** Tiburon shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.

d. **Exceptions.** Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.

e. **Subcontracts.** Any subcontract entered into by Tiburon shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.

47. Prohibition on Political Activity with City Funds. In accordance with San Francisco Administrative Code Chapter 12.G, Tiburon may not participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity") in the performance of the services provided under this Agreement. Tiburon agrees to comply with San Francisco Administrative Code Chapter 12.G and any implementing rules and regulations promulgated by the City's Controller. The terms and provisions of Chapter 12.G are incorporated herein by this reference. In the event Tiburon violates the provisions of this Section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement, and (ii) prohibit Tiburon from bidding on or receiving any new City contract for a period of two (2) years. The Controller will not consider Tiburon's use of profit as a violation of this Section.

48. Modification of Agreement. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement. Tiburon shall cooperate with Department to submit to the Director of HRC any amendment, modification, supplement or change order that would result in a cumulative increase of the original amount of this Agreement by more than 20% (HRC Contract Modification Form).

49. Dispute Resolution. City and Tiburon agree to exercise their best efforts, and to negotiate in good faith, to amicably resolve any disputes that may arise concerning the performance by either party of their obligations under this Agreement. If City's and Tiburon's Project Managers fail to resolve disputes through such negotiations, then the Parties will submit the dispute to their respective management, as set forth below, who shall have authority to settle the controversy and who are at a higher level of management than the Project Managers. If the Parties fail to resolve the matter at the manager level, then the Parties will submit the dispute to their next levels of management as set forth below. Either City or Tiburon may give the other party written notice of any dispute not resolved by good faith negotiations between the Parties' respective Project Managers.

Within 10 business days after delivery of the notice, the receiving Party shall submit to the other a written response. The notice and response shall include a statement of that Party's position and a summary of

arguments supporting that position. During this time, the Parties shall work in good faith to meet as needed, whether by telephone or in-person, in order to resolve the dispute. In the event the Parties at the dispute level 1 are unable to resolve the dispute within such time, the matter shall be referred in writing by the initiating Party to the management level of the receiving party, as identified in dispute level 2 below. The individuals identified as the point of contact for dispute level 2 shall have five (5) business days to work in good faith with one another to resolve such dispute. In the event the Parties are unable to resolve the dispute within such time, the matter shall be referred in writing by the initiating Party to the executive level of the receiving Party, as identified in dispute level 3 below. The individuals identified as the point of contact for dispute level 3 shall have five (5) business days to work in good faith with one another to resolve such dispute. All reasonable requests for information made by one Party to the other will be honored. All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of applicable rules of evidence.

If the executives cannot resolve the dispute to the satisfaction of both Parties, then City and Tiburon may attempt to mutually agree on the conditions under which such unresolved disputes can be referred to mediation or non-binding arbitration. If the Parties do not mutually agree to mediation or non-binding arbitration, or mutually select a mediator or arbitrator for the dispute, or such efforts do not resolve the dispute, then either Party may pursue any remedy available under California law. The level of dispute escalation will be as follows:

DISPUTE LEVEL	CITY	TIBURON
1	IT Manager	Director of Operations
2	Deputy Director	Sr. VP of Operations
3	Executive Director	CEO or CFO, or their designee

50. Agreement Made in California; Venue. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

51. Construction. All paragraph captions are for reference only and shall not be considered in construing this Agreement.

52. Entire Agreement. This contract sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. If any provision of this Agreement is held to be unenforceable, this Agreement shall be construed without such provision.

53. Time of the Essence. Time is of the essence with respect to the performance of each and all of the material obligations, covenants, and conditions and of this Agreement.

54. Compliance with Laws. Tiburon shall keep itself fully informed of the City's Charter, codes, ordinances and regulations of the City and of all state, and federal laws in any manner affecting the performance of this Agreement, and must at all times comply with such local codes, ordinances, and regulations and all applicable laws.

55. **MacBride Principles – Northern Ireland.** Pursuant to San Francisco Administrative Code §12F.5, the City and County of San Francisco urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. The City and County of San Francisco urges San Francisco companies to do business with corporations abide by the MacBride Principles. By signing below, the person executing this Agreement on behalf of Tiburon acknowledges and agrees that he or she has read and understood this Section.

56. **Tropical Hardwood and Virgin Redwood Ban.** Pursuant to §804(b) of the San Francisco Environment Code, the City and County of San Francisco urges Tiburon not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood products, virgin redwood or virgin redwood wood products.

57. **Resource Conservation.** Chapter 5 of the San Francisco Environment Code ("Resource Conservation") is incorporated herein by reference. Failure by Tiburon to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract.

58. **Severability.** Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

59. **Force Majeure.** Tiburon shall not be liable for failure to perform hereunder or maintain Software when such failures are due to causes beyond its reasonable control, such as acts of God, acts of civil or military authority, fires, strikes, floods, epidemics, quarantine, war, riot, delays in transportation, care shortages, and inability due to causes beyond its reasonable control to obtain necessary labor, materials or manufacturing facilities, and in such event Tiburon shall perform as soon as such cause is removed.

60. **Graffiti Removal.** Graffiti is detrimental to the health, safety and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect of the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property. Graffiti results in visual pollution and is a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and County and its residents, and to prevent the further spread of graffiti. Tiburon shall remove all graffiti from any real property owned or leased by Tiburon in the City and County of San Francisco within forty eight (48) hours of the earlier of Tiburon's (a) discovery or notification of the graffiti or (b) receipt of notification of the graffiti from the Department of Public Works. This Section is not intended to require Tiburon to breach any lease or other agreement that it may have concerning its use of the real property. The term "graffiti" means any inscription, word, figure, marking or design that is affixed, marked, etched, scratched, drawn or painted on any building, structure, fixture or other

improvement, whether permanent or temporary, including by way of example only and without limitation, signs, banners, billboards and fencing surrounding construction sites, whether public or private, without the consent of the owner of the property or the owner's authorized agent, and which is visible from the public right-of-way. "Graffiti" shall not include: (1) any sign or banner that is authorized by, and in compliance with, the applicable requirements of the San Francisco Public Works Code, the San Francisco Planning Code or the San Francisco Building Code; or (2) any mural or other painting or marking on the property that is protected as a work of fine art under the California Art Preservation Act (California Civil Code Sections 987 et seq.) or as a work of visual art under the Federal Visual Artists Rights Act of 1990 (17 U.S.C. §§ 101 et seq.).

Any failure of Tiburon to comply with this Section of this Agreement shall constitute a material breach of this Agreement.

61. Food Service Waste Reduction Requirements. Tiburon agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Tiburon agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Tiburon agrees that the sum of \$100 liquidated damages for the first breach, \$200 liquidated damages for the second breach in the same year, and \$500 liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Tiburon's failure to comply with this provision.

62. Cooperative Drafting. This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

63. Order of Precedence. In case of discrepancy or ambiguity in the terms or conditions of this Agreement, the following order of precedence shall prevail:

1. This Agreement
2. The Scope of Work (SOW)
3. The Detailed Design Document

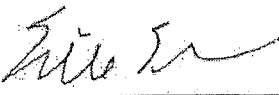
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

CITY

TIBURON

Recommended by:

Tiburon, Inc.



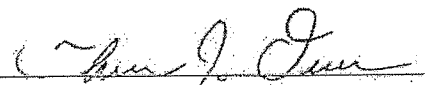
F2V
Anne Kronenberg
Executive Director
Department of Emergency Management


By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

Approved as to Form:

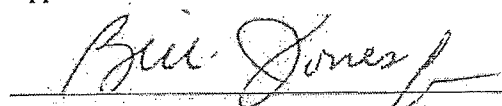
Dennis J. Herrera
City Attorney

I have read and understood paragraph 55, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

By: 
Deputy City Attorney



Approved:


Jaci Fong
Director of the Office of Contract Administration, and
Purchaser

City vendor number: _____

ATTACHMENTS:

Exhibit A - Fire Station Alerting Statement of Work (Phase 1)

- Appendix A-1 System Description
- Appendix A-2 Minimum Hardware Requirements
- Appendix A-3 Interface Control Documents
- Appendix A-4 Acceptance Testing

Exhibit B - Command CAD Statement of Work (Phase 2)

- Appendix B-1 - System Description and Network Diagram
- Appendix B-2 Minimum Hardware Requirements
- Appendix B-3 Interface Control Documents (ICD 1-21)
- Appendix B-4 Acceptance Testing and Functional Spreadsheets

Exhibit C - Master Project Schedule

Exhibit D - Project Pricing

Exhibit E - Payment Schedule

Exhibit F - Required System Documentation

Exhibit G - Software License Agreement

Exhibit H - Maintenance Agreement

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: Customization of website with some financial admin

Funding Source: Library Preservation Fund

PSC Amount: \$163,400

PSC Est. Start Date: 08/01/2019

PSC Est. End Date: 12/31/2023

1. Description of Work

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

Contractor shall build and maintain a Local Music Collection Site for San Francisco Public Library that provides streams and downloads of music content in multiple digital formats. Contractor shall provide means for the authentication of Library cardholders for downloading or streaming content according to Library's licensing agreements with artists, and provide interfaces for the export of and access to MUSICat MARC records for Library's catalog. Contractor shall provide administrative tools through MUSICat that support and streamline Library's implementation of and processes for collection development, licensing, and promotion, as well as displaying usage statistics and providing administrative and technical support for Library's staff and community of users. Contractor shall serve as payor to musicians that the Library contracts with for the non-exclusive use of their recordings, and will charge the Library \$20 service fee per \$200 payment.

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

Library wishes to establish partnerships with new stakeholders, attract new users, and support the local music community. Library staff does not have the time or training to build a unique platform such as this, -without this product the Library won't be able to provide this unique service to our community.

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

D. Will the contract(s) be renewed?
Yes, if the program is successful.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The Contractor has developed a very specific website using open source code which enables public libraries to host local music and to authenticate patron library cards so that patrons can download content. The code needs to be customized to the SFPL's own website and the Contractor's staff have the expertise to do so. It is not practical for City workers to build such a website when one already exists.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise building a music website for Public Libraries with capability to authenticate Library patrons through unique library card id; experience working with other large urban public libraries setting up music websites, including media hosting and delivery; skills to maintain the software including public and administrative interfaces, and technical support; provide online forms for musicians to submit, upload content & sign licenses; pay multiple musicians honorariums for rights to use music.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1071, IS Manager;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will use its computers, servers, and code to develop the specific instance (version) of the music platform for the Public Library.

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

It is beyond the scope of City resources to develop a shareable music platform which offers all the same features as the MUSICat platform, such as the authentication of patrons through Library cards, the musician submittal forms, the graphical interface with a library look and feel, the ability to upload various music files, etc. These features require extensive development investments. This specific library music platform is now considered a best practice in the Public Library community.

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

- A. Explain why civil service classes are not applicable.
The Library and other City departments do not employ software engineers, or software developers with an expertise in music streaming and downloading. The MUSICat code is open source, but it is not "packaged", meaning the Contractor hasn't yet built the infrastructure that would make it possible for another team to replicate the entire MUSICat environment in an orderly way to create their own MUSICat site. It would be onerous for an outside team to get all of these tools up and running on their own.
- 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 service is based on a code that hasn't yet been built out and it is beyond the scope of City resources to develop a music platform with the specialized features that the Contractor has developed. This is a short term project developing a website that won't be used by other City departments.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. There will be very minimal training on how to use the platform either written instructions or webinar, including how to navigate the administrative module in order to download music files, interact with musicians via the site, and gather musician info. Library staff has capability to work with the website once it has been customized.

- 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 06/20/2019, 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: Maureen Singleton Phone: 4155574248 Email: MSingleton@sfpl.org

Address: 100 Larkin Street San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48316 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/16/2019

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of MSingleton@sfpl.org
Sent: Thursday, June 20, 2019 2:30 PM
To: Singleton, Maureen (LIB); 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; Yoshida, Shirley (LIB); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48316 - 18/19

RECEIPT for Union Notification for PSC 48316 - 18/19 more than \$100k

The PUBLIC LIBRARY -- LIB has submitted a request for a Personal Services Contract (PSC) 48316 - 18/19 for \$163,400 for Initial Request services for the period 08/01/2019 – 12/31/2023. 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/13054> 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 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: WWE Odor Control Unit, SEP Cogeneration Gas Conditioning System Media Products/Services (68702)

Funding Source: Wastewater Enterprise Operating Budget

PSC Amount: \$3,169,714

PSC Est. Start Date: 07/01/2017

PSC Est. End Date: 06/30/2022

1. Description of Work

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

The purpose of this contract is to provide labor, services, transportation, tools, equipment and materials to test, remove, furnish and replace, and legally dispose of :

1. Carbon and/or Potassium Permanganate odor control unit (OCU) media throughout the Wastewater Enterprise (WWE), and
2. Southeast Plant Cogeneration (SEP Cogen) Gas Conditioning System media for the City and County of San Francisco, Public Utilities Commission (SFPUCC).

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

WWE Odor Control Units treat contaminated air from Treatment Facilities or Pump Stations process areas before it is discharged to the atmosphere. If media reaches its maximum capacity (media life), a higher than designed pressure drop is created across the OCU media and fans cannot move air at their designed capacity from process areas. These situations have the potential of increasing odors and sometimes unsafe environments in areas at which WWE staff need to work. Additionally, SEP Cogeneration gas conditioning media needs to be changed to protect the internal combustion engine from hydrogen sulfide and siloxanes.

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.

OCU Media Contracts have been in place in the past (68700, 68701, and other smaller projects). SEP Cogeneration maintenance contract has been also been in place in the past. There were no previous PSC's 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.

N/A. This PSC request is for contract term limit of 5 years.

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 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: The contractor employs special equipment to perform the work that WWE does not possess, and in this case, workers are certified by media manufacturer for media handling. Therefore, it is anticipated that none of the work of this maintenance contract will be performed internally by WWE.
- 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. Please refer to response to the question "Explain why civil service classes are not applicable." The contractor employs special equipment (vacuum truck, containers, etc.) to perform the work that WWE does not possess, and in this case, workers are certified by media manufacturer for media handling. Therefore, it is anticipated that none of the work of this maintenance contract will be performed internally by WWE.

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 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 own the equipment necessary for media removal and replacement, nor does the city have a facility to store this equipment. Additionally, the City doesn't have other resources necessary to perform this work, including workers certified by media manufacturer for media handling.
- 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. This is a very extensive work that should be provided by a contractor. It does not make sense to have staff, time and equipment dedicated for this work. The contractor employs special equipment to perform the work that WWE does not possess. It is not practical for the City to acquire the specialized equipment and the staff needed to perform this work.

6. Additional Information

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

7. **Union Notification:** On 07/31/2019, 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@sflower.org

Address: 525 Golden Gate Avenue San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42222 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/16/2019

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@swater.org
Sent: Wednesday, July 31, 2019 3:00 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; Basconcello, 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; rmitcheil@twustf.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; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42222 - 19/20

RECEIPT for Union Notification for PSC 42222 - 19/20 more than \$100k
The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42222 - 19/20 for \$3,169,714 for Initial Request services for the period 07/01/2017 - 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13714> 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 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: Crane and Hoist Services(11323)

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

PSC Amount: \$375,000

1. Description of Work

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

Crane inspections and repair in accordance with CalOSHA ANSI standards in compliance with Plate V title 8 Federal code including OSHA 1810.179, ASME, and ANSI.

Scope of services will include, but is not limited to the following main services on equipment located within SFPUC-WWE system wide:

- Quarterly Maintenance and Inspections
- Mandatory Partial Load Testing,
- Proof Load and Operational Testing,
- Mandatory Annual Inspection, Maintenance, Certification
- Quadrennial Inspection, Maintenance, Certification,
- Troubleshooting and
- "As-needed Repairs"

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

Mandatory CalOSHA title 8 compliance. There's no argument that preventive maintenance—conducted in accordance with the manufacturer's recommendations—is essential to promoting overhead crane safety. This is a standard and furthers the case for preventive maintenance by outlining safe, proper preventive maintenance procedures that minimize interference with operation of cranes that are still in use. Through regular crane equipment inspections, technicians can discover worn parts and other problems, and schedule a crane repair when it is least disruptive to the company's operations. This saves the department from having to shut down during a peak production period due to unforeseen equipment failure.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Yes, this service has always been provided through an OCA generated contract (ITSF1600091CD). The PUC Wastewater enterprise has had several Crane and Gantry service contracts to allow for adherence to California OSHA state procedures.

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):

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The work waste water does is permitted by the state of California governed by the National Pollutant Discharge Elimination System, there is critical equipment, cranes being one, that require specialized periodic mandatory inspection and maintenance to help maintain and comply with the permit as we are responsible.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This service requires the contractor to be properly licensed and earn a DOSH number from the State of California with a Dual C-61 Limited Specialty, D21 Machinery and Pumps licenses Contractors License.

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?

None

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

A. Explain why civil service classes are not applicable.

There is no civil service class that could perform the work, city employees do not possess the CSLB certifications required to legally work on these units.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not practical at this time because we do not have very many of these types of assets. We only need to perform preventive and corrective maintenance from time to time; it's much more economically feasible to contract this work out.

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. We will not be training employees. We do not have the expertise nor resources to dedicate to the infrequent need to handle this equipment.

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 07/26/2019, 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@sfgwater.org

Address: 525 Golden Gate Avenue San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45965 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 09/16/2019

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
Sent: Friday, July 26, 2019 3:25 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; Basconcello, 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; ritchell@twusf.org; grojo@Local39.org; jduriz@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; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45965 - 19/20

1 04 1

RECEIPT for Union Notification for PSC 45965 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45965 - 19/20 for \$375,000 for Initial Request services for the period 10/01/2019 - 09/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/13795> 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 Service

Funding Source: Federal and Local Funds

PSC Duration: 4 years 50 weeks

PSC Amount: \$15,000,000

1. Description of Work

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

The consultant and its sub-consultant will provide specialized engineering and technical support services in a broad area of technical disciplines to supplement the Transit Division staff in the procurement, rehabilitation, maintenance and support of its Transit Vehicle Fleet, Transit Related Equipment, Maintenance of Way, Various Transit Systems and Facilities.

The San Francisco Municipal Transportation Agency (SFMTA) plans to award up to three contracts for these services to replace the existing As-Needed specialized engineering services for procurement of Rubber Tire Vehicles (Jacobs Engineering Inc.) and As-Needed specialized engineering services for procurement of New Light Rail Vehicles (Raul Bravo Associates Inc.). Each of the three contracts will be established for a period not to exceed five years, at a cost not to exceed \$5,000,000.

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

SFMTA needs to secure outside specialized engineering services on short notice to augment the skill set and resources level of in-house staff. This service is necessary to ensure that all vehicle procurement and rehabilitation projects meet original equipment manufacturer (OEM) specifications and SFMTA's requirements. Resident inspectors at the production plants are necessary to ensure that all required tests, measurements and quality control checkpoints are performed and documented to the satisfaction of SFMTA. The consultant will also help with the Federal Transit Administration (FTA) requirements for independent audits and cost analysis for all FTA funded project. Denial of the request may affect the finished quality of the vehicles and related equipment and ultimately cause an adverse impact on SFMTA's strategic plan to provide safe, accessible, and environmentally sustainable service to the public resulting in wasteful use of public resources. In addition, SFMTA will not be able to provide the independent audits and cost analysis required by the FTA.

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.

A similar service contract has been provided in the past through Personal Service Contract # 4007-12/13

D. Will the contract(s) be renewed?

No

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

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:

Contracting through an as-needed consultant for specialty work and short-term or capital project is more cost-effective.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience, expertise, and knowledge in: •

Electrical/Mechanical/Structural/Software/Systems engineering expertise on public transit vehicles including light rail vehicles, historic railcars, cable cars, hybrid buses, battery-electric buses, electric trolleybuses, and other transit vehicles. • Quality control and inspection along vehicle production lines. • Knowledge of Federal Motor Vehicle Safety Standards, Federal Railway Administration Rules and American Public Transportation Association Standards. • Expertise in track and signal maintenance, infrastructure maintenance and overhead lines, light rail right-of-way, trackway, fare collection system, and track signalization. • Service planning experience, including planning short- and long-term transit routes and stops; designing and establishing service level.

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?

Civil Service classes are unable to perform the full scope of work because this service is related to designing and building transit vehicles and SFMTA does not manufacture transit vehicles.

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

A. Explain why civil service classes are not applicable.

Civil Service Classes are not applicable because the City/SFMTA does not design, build or rehabilitate transit vehicles and related equipment. The necessary expertise requires working on a project involving transit vehicle procurement and rehabilitation, system designs, trackwork design, overhead contract system design and special inspections. In addition, the services require special skills in system integration, California Public Utility Commission (CPUC) system safety certification, detailed vehicle inspections, FTA independent procurement audits and cost analysis.

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 is not practical to adopt new civil-service classes that are not regularly used in these specialized areas.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. There aren't civil-service classes that are regularly used in these specialized areas.

- 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 07/22/2019, 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, 6th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44741 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/16/2019

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Monday, July 22, 2019 4:58 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; 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; rmittchell@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 # 44741 - 19/20

RECEIPT for Union Notification for PSC 44741 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 44741 - 19/20 for \$15,000,000 for Initial Request services for the period 01/01/2020 – 12/15/2024. 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/13770> 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: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # 4007 12/13)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Engineering and Technical Support for Vehicle Rehabilitation and Procurement ProjectsFunding Source: Local and Federal FundsPSC Original Approved Amount: \$5,000,000PSC Original Approved Duration: 07/01/12 - 12/31/18 (6 years 26 weeks)PSC Mod#1 Amount: \$1,250,000PSC Mod#1 Duration: 01/01/19-12/04/20 (1 year 48 weeks)PSC Mod#2 Amount: \$2,250,000PSC Mod#2 Duration: no duration addedPSC Cumulative Amount Proposed: \$8,500,000PSC Cumulative Duration Proposed: 8 years 22 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant and its sub-consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neoplan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task will include, but not limited to detailed and structural analysis of the new coaches; quality control and resident inspection at the production facilities; reviewing test plans, quality control, and inspection procedures; ensuring all required tests, measurements are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per FTA guidelines; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements

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

This service is necessary to ensure that the coaches being rehabilitated or being built are according to OEM specifications and SFMTA's requirements. Resident inspectors at the production plants are necessary to ensure that all required tests, measurements and quality control checkpoints are performed and documented to the satisfaction of SFMTA. The consultants will provide the FTA requirements for independent audits and cost analysis for FTA funded projects. Denial of this request may affect the finished quality of the rehabilitated coaches and the new diesel hybrid and electric trolley buses, and SFMTA will not be able to provide the independent audits and cost analysis required by the FTA.

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?

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:

No

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:

These are capital projects and require very specific technical experiences in vehicle procurements.

B. Reason for the request for modification:

To extend the Contract with Jacobs Engineering Group, Inc. by increasing the amount of the consultant contract by 70% of the original contract amount (from \$5,000,000 to \$8,500,000) so that the contractor can continue the on-going as-needed engineering supports for existing and new projects in the rubber tire fleet.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience, expertise, and knowledge in instrumenting and analyzing structural Finite Element Analysis studies on public transit vehicles; quality control and inspection along transit vehicle production lines; knowledge of diesel-hybrid technology and electric trolley coaches; knowledge of Federal Motor Vehicle Safety Standards; knowledge of various electric and mechanical systems in transit vehicles.

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?

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil Service classes are not applicable because the City/SFMTA does not design and build transit vehicles.

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 does not design and build transit vehicles

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.
N/A
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
N/A
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
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, current contractor to continue performing the work

7. **Union Notification:** On 09/19/18, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: 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# 4007 12/13

DHR Analysis/Recommendation:

11/05/2018

Commission Approval Required

Approved by Civil Service Commission

11/05/2018 DHR Approved for 11/05/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR -- MYR

Dept. Code: MYR

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

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

Type of Service: Federal Lobby Service

Funding Source: General Fund

PSC Amount: \$4,000,000

PSC Est. Start Date: 10/01/2019

PSC Est. End Date: 09/30/2022

1. Description of Work

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

Contractor shall conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators.

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

Federal legislations and regulatory actions can be significant and profound impact on the budget of the City and the legal requirements used by City departments. Effective advocacy for the City in the nations' capital is critical to advancing and securing the City's interests, particularly on federal appropriation issues

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 49852 - 14/15

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):

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

B. Explain the qualifying circumstances:

The services require presence in Washington DC and special skills.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive experience successfully representing municipal agencies on federal legislative and regulatory issues, including federal appropriations, tax legislation, accessing federal grants and government relations. Must perform the bulk of the work in Washington, D.C.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes may be relevant to portions of the work, but there is no one particular class or group of classes that encompasses the knowledge, skills and expertise required for this work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Lobbying for the City covers a breadth of issues, which each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available, allowing them to tap into expertise as the need arises. Because they represent many clients, they are also best able to use those resources to organize similar interests into effective lobbying forces. Also, because they represent many clients, they are in constant contact with Congressional office staff, allowing them to develop stronger relations with them. Adopting a new civil service class would not address these advantages.

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, this work is highly specialized and requires the vendor to be in Washington, D.C. The work could not feasibly be performed by City and County employees for reasons outlined in previous answers, and therefore training is not necessary or desired.

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 06/11/2019, 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: Daniella Mattias Phone: 415-554-6486 Email: daniella.mattias@sfgov.org

Address: 1 Dr, Carlton B. Goodlett Place, #200 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45665 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/16/2019

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of daniella.mattias@sfgov.org
Sent: Tuesday, June 11, 2019 11:29 AM
To: Mattias, Daniella (MYR); 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; Mattias, Daniella (MYR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45665 - 18/19

RECEIPT for Union Notification for PSC 45665 - 18/19 more than \$100k

The MAYOR -- MYR has submitted a request for a Personal Services Contract (PSC) 45665 - 18/19 for \$4,000,000 for Initial Request services for the period 10/01/2019 – 09/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13181> 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: MAYOR -- MYR Dept. Code: MYR

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Federal Lobbying Service

Funding Source: General Fund PSC Duration: 2 years
PSC Amount: \$875,000 PSC Est. Start Date: 10/01/2014 PSC Est. End Date: 09/30/2016

1. **Description of Work**

A. Scope of Work:

Contractor shall conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators.

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

Federal legislations and regulatory actions can be significant and profound impact on the budget of the City and the legal requirements used by City departments. Effective advocacy for the City in the nations' capital is critical to advancing and securing the City's interests, particularly on federal appropriation issues

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
PSC - 4125-08/09

D. Will the contract(s) be renewed? Unknown at this time

2. **Union Notification:** On 08/01/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49852 - 14/15

DHR Analysis/Recommendation:

10/06/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 10/06/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Extensive experience successfully representing municipal agencies on federal legislative and regulatory issues, including federal appropriations, tax legislation, accessing federal grants and government relations. Must perform the bulk of the work in Washington, D.C.

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

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes may be relevant to portions of the work, but there is no one particular class or group of classes that encompasses the knowledge, skills and expertise required for this work.

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

Lobbying for the City covers a breadth of issues, which each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available, allowing them to tap into expertise as the need arises ... (see 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?	<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? Holland & Knight	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 08/29/2014 BY:

Name: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

Address: 1 Dr, Carlton B. Goodlett Place, #433 San Francisco, CA 94103

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 47879 - 17/18)

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

Type of Service: vehicle washing and detailing

Funding Source: General fund

PSC Original Approved Amount: \$325,000 PSC Original Approved Duration: 11/01/17 - 12/31/20 (3 years 8 weeks)

PSC Mod#1 Amount: \$2,375,000 PSC Mod#1 Duration: 11/01/17-02/28/21 (8 weeks 3 days)

PSC Cumulative Amount Proposed: \$2,700,000 PSC Cumulative Duration Proposed: 3 years 17 weeks

1. Description of Work

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

This contract will establish a list of vendors in different parts of the City to perform as needed/seasonal car washing/detailing services (including some biohazard decontaminants) for the City's fleet of cars, sedans, pick ups and SUVs. Additionally, mobile car washing services will be available for vehicles and equipment including street sweepers, tractor and aerial trucks.

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

Vehicle washing services are needed to aid in vehicle maintenance, equipment functionality, maintain a professional appearance for City vehicles and minimize vehicle out of service periods. Consequences of denial include potential accelerated depreciation of City fleet vehicles and possible undetected contaminants on/in vehicles not washed regularly, potentially exposing City employees to hazards. These hazards include human contaminants such as body lice and body fluids in police cars.

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.

Mobile services are new. Other vehicle car washing was performed under 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:

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:

Vehicles are washed on an as-needed basis and the City does not have vehicle washing facilities or mobile washing capacity.

- B. Reason for the request for modification:
To add funds; additional services identified

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Ability to clean interior and exterior of vehicles including disinfecting and removal of biohazard materials for vehicles and equipment of all sizes. Ability to operate car washing machinery. Knowledge of and ability to clean contaminants.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7410, Automotive Service Worker; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Automated vehicle washing facilities to clean cars, sedans, pick ups and SUVs. Additionally, contractors will provide mobile washing equipment which may require the use of a tanker truck with vacuum equipment.

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 that may perform washing services are of higher skill than required for these services and do not provide mobile 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. The City does not have the facilities and equipment to perform these services.

6. Additional Information

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 07/22/19, the Department notified the following employee organizations of this PSC/RFP request:

Transport Workers Union, L 200;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47879 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/16/2019

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Wednesday, July 24, 2019 2:17 PM
To: rmarenco@twusf.org
Cc: 'DHR-PSCCoordinator, DHR (dhr-psccordinator@sfgov.org)'
Subject: Personal Services Contract 47879 17.18 modification

Dear Mr. Marenco

I wrote to you on September 22, 2019, about subject Personal Services Contract. At that time, I did not include the dates for the request. The original contract request was to start November 1, 2017. The concluding date requested is now February 28, 2021.

Please let me and the Department of Human Resources (which is copied on this email) know if you have any questions.

Thank you for your consideration.

Best regards,

Joan

Joan Lubamersky

General Services Agency-Office of the City Administrator
City Hall
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Direct: 1-415-554-4859
Direct: Main 1-415-554-4148 or 1-415-554-4851
Fax: 1-415-554-4849

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Monday, July 22, 2019 8:33 PM
To: rmarenc@twusf.org
Cc: 'DHR-PSCCoordinator, DHR (dhr-psccordinator@sfgov.org)'
Subject: Proposed Personal Service Contract Modification PSC 47879 17.18
Attachments: CSC Approval PSC 47879 17.18 Vehicle Washing.pdf

TO: Roger Marenc, President, TWU Local 250-A
FROM: Joan Lubamersky, Contract Coordinator
Office of the City Administrator
SUBJ: Proposed Modification to Personal Services Contract (PSC) 47879 17.18
As Needed/Seasonal Vehicle Washing Including By Mobile Crews

This memorandum is being sent to you via email because TWU Local 250A does not receive notices of City of San Francisco PSCs via our automated online system.

This proposed contract modification is to provide additional funds to perform as needed/season vehicle washing/detailing services including some biohazard decontaminant for the City's fleet of cars, sedans, pickup trucks and SUVs. Mobile car washing will be available for vehicles and equipment including street sweepers, tractors and aerial trucks. The original PSC was approved in 2017 (see attached) for \$325,000. The proposed modification adds \$2,375,000. The department issued six contracts in amounts far higher than what will be required. However, as this is a new service, and we don't know what the usage will be, we have requested approval for this higher amount.

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

Your union has 30 days in which to ask questions about this PSC before it moves forward to the Civil Services Commission. Please notify me as well as the Department of Human Resources, DHR-PSCCoordinator@sfgov.org, if you have any questions. Please include the PSC number (47879 17.18) on the subject line. I have copied the DHR email address on this email.

Thank you for your consideration.

Attachments: PSC 47879 17.18

Joan Lubamersky
General Services Agency-Office of the City Administrator
City Hall
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Direct: 1-415-554-4859
Direct: Main 1-415-554-4148 or 1-415-554-4851

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: vehicle washing and detailingFunding Source: General fundPSC Duration: 3 years 8 weeksPSC Amount: \$325,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This contract will establish a list of vendors in different parts of the City to perform as needed/seasonal car washing/detailing services (including some biohazard decontaminants) for the City's fleet of cars, sedans, pick ups and SUVs. Additionally, mobile car washing services will be available for vehicles and equipment including street sweepers, tractor and aerial trucks.

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

Vehicle washing services are needed to aid in vehicle maintenance, equipment functionality, maintain a professional appearance for City vehicles and minimize vehicle out of service periods. Consequences of denial include potential accelerated depreciation of City fleet vehicles and possible undetected contaminants on/in vehicles not washed regularly, potentially exposing City employees to hazards. These hazards include human contaminants such as body lice and body fluids in police cars.

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 by City contract in the past for washing services. Mobile car washing services have not been provided.

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 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:

Vehicles are washed on an as-needed basis and the City does not have vehicle washing facilities or mobile washing capacity.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to clean interior and exterior of vehicles including disinfecting and removal of biohazard materials for vehicles and equipment of all sizes. Ability to operate car washing machinery. Knowledge of and ability to clean contaminants.

B. Which, if any, civil service class(es) normally perform(s) this work? 7410, Automotive Service Worker; 7410, Automotive Service Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Automated vehicle washing facilities to clean cars, sedans, pick ups and SUVs. Additionally, contractors will provide mobile washing equipment which may require the use of a tanker truck with vacuum equipment.

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

City classifications that include potentially washing vehicles are also skilled in vehicle maintenance and repair. They do not have the facilities to clean this variety of vehicles and don't provide mobile services.

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

A. Explain why civil service classes are not applicable.

Civil service classes that may perform washing services are of higher skill than required for these services and do not provide mobile 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. The City does not have the facilities and equipment to perform these services.

6. Additional Information

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

No.

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

No. No training will be provided.

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

No.

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

No.

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

No.

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

7. **Union Notification:** On 09/11/2017, the Department notified the following employee organizations of this PSC/RFP request:
Transport Workers Union, L 200

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47879 - 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: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 38630 - 17/18)

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

Type of Service: 24-Hour Adult Protective Services/Child Abuse Hotline Answering Service

Funding Source: 75% County, 12% State, 13% Federal

PSC Original Approved Amount: \$55,000

PSC Original Approved Duration: 09/01/17 - 08/31/19 (1 year 52 weeks)

PSC Mod#1 Amount: \$55,000

PSC Mod#1 Duration: 09/01/19-06/30/21 (1 year 43 weeks)

PSC Cumulative Amount Proposed: \$110,000

PSC Cumulative Duration Proposed: 3 years 43 weeks

1. Description of Work

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

The purpose of this contract is to provide 24-hour back up and some direct coverage for the following two (2) hotlines:

- The Child Abuse Hotline, the phone number that the public uses to report suspected child maltreatment, and
- The Adult Protective Services Hotline, the phone number that the public uses to report suspected elder or dependent adult abuse, neglect, and/or exploitation.

Contractor will provide live weekday, weeknight, weekend, and holiday coverage for both the Adult Protective Services and FCS Hotlines, as needed. Contractor will ensure that information is accurately accepted from callers and subsequently transferred to designated APS/FCS staff.

The Contractor will provide as needed back-up coverage for both the APS and FCS reporting lines in the event of a local disaster, if HSA staff or functioning phone lines are not available to take reports.

Contractor will provide regular and individualized reports to APS and FCS programs to facilitate the

ability of the program to track call volume.

Scope Change

In addition to providing answering services for the child protective services and adult protective services hotlines, the hotline will now provide after hours coverage for the Public Guardian and Public Conservators office. This is a small addition to existing services.

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

Per state regulation, the Department of Aging and Adult Services Adult Protective Services Program is mandated to accept and respond to elder and dependent adult abuse reports on a 24-hour basis. Similarly, San Francisco's Human Services Agency Division of Family and Children's Services, is also required to maintain 24-hour reporting and response capability to child abuse reports. Through this contract, the Human Services Agency will continue to provide an efficient and reliable method for first responders, mandated reporters, and community members to make reports to APS and FCS during designated hours (please refer to Appendix A for more specific information). The consequences for denial will result in Department non-compliance with a State mandate. However, of primary import, would be the health and safety of seniors, disabled persons or children and the ability of the public to report suspected abuse, neglect, maltreatment, and/or exploitation of seniors, dependent adults, and/or children on a 24-hour basis. The primary concern of denial is missing calls. Some people may not leave reports of abuse or neglect on a voice mail and be discouraged from leaving a critical report. Having the coverage ensures that a live person can receive each call and take the reporting party's information, even when multiple calls come in simultaneously.

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 38630 - 17/18

D. Will the contract(s) be renewed?

Most likely yes, if the Contractor performs at a satisfactory level. This is a State-mandated service requirement.

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:

N/A

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The State mandates acceptance and response to elder/dependent adult and child abuse reports on a 24-hour basis. The work is on-call in nature and typically addresses high stress or crisis situations where health and safety of older/dependent adults or children may be at risk.

B. Reason for the request for modification:

PSC is being modified to extend the contract for two years and add additional funding.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: 1. Answer, screen transfer, and route incoming calls in a timely and courteous manner in high-stress, potentially crisis situations daily, evenings, weekends and holidays, 24 hours per day. 2. Accurately collect information from callers in high-stress, potentially crisis situations and transfer this information to Adult Protective Services or Child Protective Services on-call staff, so as to facilitate staff intervention as necessary and appropriate.

B. Which, if any, civil service class(es) normally perform(s) this work? 1706, Telephone Operator; 2940, Protective Services Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: These services are provided at the Contractor's place of business. Calls are received by the Contractor and pertinent information obtained is then transferred to Adult Protective Services or Child Protective Services on-call staff, so as to facilitate staff intervention as necessary and appropriate.

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.

1706 Telephone Operator and 2940 Protective Services Worker are class appropriate to provide these services. However, the work is on-call in nature and there would be no economy or efficiency derived from the time, effort and expense it would take to train a crew of 1706 Telephone Operators and 2940 Protective Services Workers to respond to reports of abuse or neglect daily, evenings, weekends and holidays, 24 hours per day. Currently, 2940 staff work on call to respond in person to abuse reports and to conduct actual investigations. However, when staff are involved with responses or when multiple calls are received simultaneously, the 2940 staff are not able to pick up each call in a consistent and timely manner.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work is on-call in nature and there would be no economy or efficiency derived from the time, effort and expense it would take to train a crew of 1706 Telephone Operators and 2940 Protective Services Workers to respond to reports of abuse or neglect daily, evenings, weekends and holidays, 24 hours per day.

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 Contractor will not train City staff. Call and information gathering protocols will be developed and provided to the Contractor by Adult Protective Services and Family & Children's Services staff and/or management. The Contractor will train and orient its own staff incorporating these protocols into their process workflow.
- 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.
Above item unanimously approved 8/24/17
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
This is an extension of an exiting contract

7. **Union Notification:** On 06/21/19, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous;

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

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

Address: 1650 Mission St, Room 300, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38630 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/16/2019

Receipt of Union Notification(s)

From: DHR-PSCCoordinator, DHR (HRD) on behalf of Tsutakawa, John (HSA)
To: [Tsutakawa, John \(HSA\)](mailto:Tsutakawa.John@hsa.org); Ricardo.lopez@sfgov.org; [Basconcillo, Katherine \(PUC\)](mailto:Basconcillo.Katherine@puc.org); 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 \(HSA\)](mailto:Poon.Sin.Yee@hsa.org); david.canham@seiu1021.org; jtanner940@aol.com; [Gendelman, Johanna \(HSA\)](mailto:Gendelman.Johanna@hsa.org); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 38630 - 17/18 - MODIFICATIONS
Date: Friday, June 21, 2019 3:52:08 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$55,000 for services for the period September 1, 2019 – June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13301>

Email sent to the following addresses: 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@sfgwater.org
Ricardo.lopez@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSSDept. Code: DSSType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: 24-Hour Adult Protective Services/Child Abuse Hotline Answering ServiceFunding Source: 75% County, 12% State, 13% FederalPSC Amount: \$55,000PSC Est. Start Date: 09/01/2017PSC Est. End Date: 08/31/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The purpose of this contract is to provide 24-hour back up and some direct coverage for the following two (2) hotlines:

- The Child Abuse Hotline, the phone number that the public uses to report suspected child maltreatment, and
- The Adult Protective Services Hotline, the phone number that the public uses to report suspected elder or dependent adult abuse, neglect, and/or exploitation.

Contractor will provide live weekday, weeknight, weekend, and holiday coverage for both the Adult Protective Services and FCS Hotlines, as needed. Contractor will ensure that information is accurately accepted from callers and subsequently transferred to designated APS/FCS staff.

The Contractor will provide as needed back-up coverage for both the APS and FCS reporting lines in the event of a local disaster, if HSA staff or functioning phone lines are not available to take reports.

Contractor will provide regular and individualized reports to APS and FCS programs to facilitate the ability of the program to track call volume.

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

Per state regulation, the Department of Aging and Adult Services Adult Protective Services Program is mandated to accept and respond to elder and dependent adult abuse reports on a 24-hour basis. Similarly, San Francisco's Human Services Agency Division of Family and Children's Services, is also required to maintain 24-hour reporting and response capability to child abuse reports. Through this contract, the Human

Services Agency will continue to provide an efficient and reliable method for first responders, mandated reporters, and community members to make reports to APS and FCS during designated hours (please refer to Appendix A for more specific information). The consequences for denial will result in Department non-compliance with a State mandate. However, of primary import, would be the health and safety of seniors, disabled persons or children and the ability of the public to report suspected abuse, neglect, maltreatment, and/or exploitation of seniors, dependent adults, and/or children on a 24-hour basis. The primary concern of denial is missing calls. Some people may not leave reports of abuse or neglect on a voice mail and be discouraged from leaving a critical report. Having the coverage ensures that a live person can receive each call and take the reporting party's information, even when multiple calls come in simultaneously.

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 contract authorized by PSC 2006-08/09

D. Will the contract(s) be renewed?

Most likely yes, if the Contractor performs at a satisfactory level. This is a State-mandated service requirement.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The State mandates acceptance and response to elder/dependent adult and child abuse reports on a 24-hour basis. The work is on-call in nature and typically addresses high stress or crisis situations where health and safety of older/dependent adults or children may be at risk.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: 1. Answer, screen transfer, and route incoming calls in a timely and courteous manner in high-stress, potentially crisis situations daily, evenings, weekends and holidays, 24 hours per day. 2. Accurately collect information from callers in high-stress, potentially crisis situations and transfer this information to Adult Protective Services or Child Protective Services on-call staff, so as to facilitate staff intervention as necessary and appropriate.

B. Which, if any, civil service class(es) normally perform(s) this work? 1706, Telephone Operator; 2940, Protective Services Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: These services are provided at the Contractor's place of business. Calls are received by the Contractor and pertinent information obtained is then transferred to Adult Protective Services or Child Protective Services on-call staff, so as to facilitate staff intervention as necessary and appropriate.

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

Prior to contracting for these services, the Department employed Protective Services Workers to answer and screen all calls reporting alleged abuse or neglect and staff were rotated to ensure seamless services daily, evenings, weekends and holidays, 24 hours per day. Some calls were missed when staff could not respond to immediate calls in person. There was an extremely significant cost inefficiency in utilizing staff in this manner. Further, it took valuable staff resources offline who could be better deployed investigating claims of abuse and neglect rather than answering or screening calls. The Department has successfully contracted for these services at a relatively low cost freeing up Protective Services Workers to investigate claims of abuse or neglect and taking appropriate prescriptive action.

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

A. Explain why civil service classes are not applicable.

1706 Telephone Operator and 2940 Protective Services Worker are class appropriate to provide these services. However, the work is on-call in nature and there would be no economy or efficiency derived from the time, effort and expense it would take to train a crew of 1706 Telephone Operators and 2940 Protective Services Workers to respond to reports of abuse or neglect daily, evenings, weekends and holidays, 24 hours per day. Currently, 2940 staff work on call to respond in person to abuse reports and to conduct actual investigations. However, when staff are involved with responses or when multiple calls are received simultaneously, the 2940 staff are not able to pick up each call in a consistent and timely manner.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is on-call in nature and there would be no economy or efficiency derived from the time, effort and expense it would take to train a crew of 1706 Telephone Operators and 2940 Protective Services Workers to respond to reports of abuse or neglect daily, evenings, weekends and holidays, 24 hours per day.

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 staff. Call and information gathering protocols will be developed and provided to the Contractor by Adult Protective Services and Family & Children's Services staff and/or management. The Contractor will train and orient its own staff incorporating these protocols into their process workflow.

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
Yes. Above item unanimously approved 8/24/17

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 12/26/2017, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous

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

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

Address: 1650 Mission St, Room 300 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38630 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/31/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 44258 - 15/16)

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

Type of Service: Specialized and Technical As-Needed Services, Water Enterprise (PRO.0019/CS-1053)

Funding Source: SFPUC Water Enterprise

PSC Original Approved Amount: \$20,000,000

PSC Original Approved Duration: 05/01/16 - 04/30/21 (5 years)

PSC Mod#1 Amount: \$208,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$600,000

PSC Mod#2 Duration: no duration added

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

PSC Mod#3 Duration: 05/01/21-11/29/21 (30 weeks 3 days)

PSC Cumulative Amount Proposed: \$30,808,000

PSC Cumulative Duration Proposed: 5 years 30 weeks

1. Description of Work

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

This PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; natural resources services; water treatment services; and enterprise operations and management services for the San Francisco Public Utilities Commission (SFPUC).

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: water supply development to meet contractual obligations, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and groundwater sampling and testing, and natural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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. See PSC 4162-08/09 attached

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:

A seven-month increase in the PSC End Date is requested to reflect the five-year duration of Contract PRO.0019 from November 30, 2016 to November 29, 2021. The duration for contract PRO.0019 is unchanged at five years.

2. Reason(s) for the Request

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

The scope of work is highly specialized requiring specialized skills, expertise and/or knowledge not found within the SFPUC or other City departments, and the work to be done under the PSC is required only on a short term as-needed basis and not on a regular basis. Therefore, long term staffing is not required.

B. Reason for the request for modification:

There is very high demand for as-needed technical and professional services in the Water Enterprise. 50% of the contract duration remains at this time, while there is much less capacity remaining percentage-wise. The workload in each Water Enterprise Division that utilizes the Water As-Needed Contract is not slowing down. Therefore, the demand for these services is expected to remain very high, and more capacity is required in order to keep projects under the Water Enterprise functioning.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5148, Water Operations Analyst; 5211, Eng/Arch/Landscape Arch Sr; 5602, Utility Specialist; 5620, Regulatory Specialist; 6138, Industrial Hygienist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. For example, it would not be practical for the City to permanently hire a technically-specialized expert in naturally occurring

asbestos to do one time studies that are necessary to meet regulatory requirements and protect worker health.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to adopt a new civil service class to perform this work because it is as-needed for short-term, technical and highly specialized work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training is not apart of this PSC because of the short term and highly specialized work that it will consist of.

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 07/26/19, the Department notified the following employee organizations of this PSC/RFP request:

Stationary Engineers, Local 39; 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

Address: 525 Golden Gate Ave 8th floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44258 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/16/2019

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccoordinator@sfgov.org on behalf of wirwin@sfwater.org
Sent: Friday, July 26, 2019 12:05 PM
To: Irwin, William; MRainsford@Local39.org; grojo@Local39.org; amakayan@ifpte21.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 44258 - 15/16 - MODIFICATIONS

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 \$10,000,000 for services for the period May 1, 2021 – November 29, 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/dhrrupal/node/6828>

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 amakayan@ifpte21.org grojo@local39.org MRainsford@Local39.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 44258 - 15/16)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Specialized and Technical As-Needed Services, Water Enterprise (PRO.0019/CS-1053)Funding Source: SFPUC Water EnterprisePSC Original Approved Amount: \$20,000,000PSC Original Approved Duration: 05/01/16 - 04/30/21 (5 years)PSC Mod#1 Amount: \$208,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$600,000PSC Mod#2 Duration: no duration addedPSC Cumulative Amount Proposed: \$20,808,000PSC Cumulative Duration Proposed: 5 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; natural resources services; water treatment services; and enterprise operations and management services for the San Francisco Public Utilities Commission (SFPUC).

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: water supply development to meet contractual obligations, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and groundwater sampling and testing, and natural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

This service is currently being provided via PSC No. 44258-15/16.

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 SFPUC is requesting PSC authority to provide specialized engineering, scientific or other technical expertise on an as-needed basis to supplement City staff in critical areas such as water supply, storage, and transport services; water quality services; water treatment services; and

enterprise operations and management services. These services are often needed to meet Federal and State environmental and regulatory agency reporting requirements and additional short term, technical, highly specialized tasks. It is estimated that these services will take five years to complete.

2. Reason(s) for the Request

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

The scope of work is highly specialized requiring specialized skills, expertise and/or knowledge not found within the SFPUC or other City departments, and the work to be done under the PSC is required only on a short term as-needed basis and not on a regular basis. Therefore, long term staffing is not required.

B. Reason for the request for modification:

To align the PSC amount with the Contract amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5148, Water Operations Analyst; 5211, Eng/Arch/Landscape Arch Sr; 5602, Utility Specialist; 5620, Regulatory Specialist; 6138, Industrial Hygienist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. For example, it would not be practical for the City to permanently hire a technically-specialized expert in naturally occurring asbestos to do one time studies that are necessary to meet regulatory requirements and protect worker health.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to

adopt a new civil service class to perform this work because it is as-needed for short-term, technical and highly specialized work.

6. **Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training is not apart of this PSC because of the short term and highly specialized work that it will consist of.
- 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.
Carollo Engineers

7. **Union Notification:** On 11/04/16, the Department notified the following employee organizations of this PSC/RFP request:
Stationary Engineers, Local 39; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;
Architect & Engineers, Local 21;

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

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

Address: 525 Golden Gate Ave 8th floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44258 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/14/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 44258 - 15/16)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Specialized and Technical As-Needed Services, Water Enterprise (PRO.0019/CS-1053)Funding Source: SFPUC Water EnterprisePSC Original Approved Amount: \$20,000,000PSC Original Approved Duration: 05/01/16 - 04/30/21 (5 years)PSC Mod#1 Amount: \$208,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$20,208,000PSC Cumulative Duration Proposed: 5 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; natural resources services; water treatment services; and enterprise operations and management services for the San Francisco Public Utilities Commission (SFPUC).

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: water supply development to meet contractual obligations, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and groundwater sampling and testing, and natural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

This service is currently being provided via PSC No. 44258-15/16.

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 SFPUC is requesting PSC authority to provide specialized engineering, scientific or other technical expertise on an as-needed basis to supplement City staff in critical areas such as water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. These services are often needed to meet Federal and State environmental and regulatory agency reporting requirements and additional short term,

technical, highly specialized tasks. It is estimated that these services will take five years to complete.

2. Reason(s) for the Request

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

The scope of work is highly specialized requiring specialized skills, expertise and/or knowledge not found within the SFPUC or other City departments, and the work to be done under the PSC is required only on a short term as-needed basis and not on a regular basis. Therefore, long term staffing is not required.

B. Reason for the request for modification:

To align the PSC amount with the Contract amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services.

B. Which, if any, civil service class(es) normally perform(s) this work? 5148, Water Operations Analyst; 5211, Eng/Arch/Landscape Arch Sr; 5602, Utility Specialist; 5620, Regulatory Specialist; 6138, Industrial Hygienist;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. For example, it would not be practical for the City to permanently hire a technically-specialized expert in naturally occurring asbestos to do one time studies that are necessary to meet regulatory requirements and protect worker health.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to

adopt a new civil service class to perform this work because it is as-needed for short-term, technical and highly specialized work.

6. **Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training is not apart of this PSC because of the short term and highly specialized work that it will consist of.
- 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 05/06/16, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

Address: 525 Golden Gate Ave 8th floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44258 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/17/2016

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: Specialized and Technical As-Needed Services, Water Enterprise (PRO.0019/CS-1053)

Funding Source: SFPUC Water Enterprise PSC Duration: 5 years
PSC Amount: \$20,000,000 PSC Est. Start Date: 05/01/2016 PSC Est. End Date: 04/30/2021

1. Description of Work

A. Scope of Work:

This PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; natural resources services; water treatment services; and enterprise operations and management services for the San Francisco Public Utilities Commission (SFPUC).

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: water supply development to meet contractual obligations, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and groundwater sampling and testing, and natural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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. Similar services were provided in the past via PSC No. 4162-08/09(CS-229).

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

2. Union Notification: On 10/26/2015, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Stationary Engineers,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44258 - 15/16

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:

Specialized and technical skills related to water utility operations and management including hydrological modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services.

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

5620,5602,5148,5211,6138,

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:

The contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. For example, it would not be practical for the City to permanently hire a technically-specialized expert in naturally occurring asbestos to do one time studies that are necessary to meet regulatory requirements and protect worker health.

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

No, it would not be practical to adopt a new civil service class to perform this work because it is as-needed for short-term, technical and highly specialized work.

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

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
 No. Training is not apart of this PSC because of the short term and highly s
- 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 11/25/2015 BY:

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

Address: 525 Golden Gate Ave 8th floor San Francisco, CA 94102