



London Breed  
Mayor

Micki Callahan  
Human Resources Director

Date: August 31, 2018

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Cynthia Avakian, AIR  
Diane Lim, ADP  
Joan Lubamersky, ADM  
Kate Howard, HRD  
Monique Colon, HOM  
John Tsutakawa, DSS  
Amy Nuque, MTA  
Genie Wong, POL  
Shamica Jackson/Bill Irwin, PUC  
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains twenty-three (23) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

Total of this Report	YTD Expedited Approvals FY2018-2019	Total for FY2018-2019
\$127,212,090	\$124,362,306	\$534,242,778

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

Diane Lim  
Adult Probation  
880 Bryant Street, Room 200  
San Francisco, CA 94103  
(415) 553-1058

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

Kate Howard  
Human Resources  
1 South Van Ness Ave, 4<sup>th</sup> Floor  
San Francisco, CA 94103  
(415) 557-4944

Monique Colon  
Department of Homelessness and Supportive  
Housing  
1360 Mission St, Ste 200  
San Francisco, CA 94103  
(415) 355-5230

John Tsutakawa  
Human Services  
1650 Mission St #300  
San Francisco, CA 94103  
(415) 557-6299

Amy Nuque  
Municipal Transportation Agency  
1 South Van Ness Ave., 6<sup>th</sup> Floor  
San Francisco, CA 94103  
(415) 646-2802

Genie Wong  
Police  
1245 3<sup>rd</sup> St. 6<sup>th</sup> Floor  
San Francisco, CA 94158  
(415) 837-7208

Shamica Jackson  
Bill Irwin  
Public Utilities Commission  
525 Golden Gate Ave., 8th Floor  
San Francisco, CA 94102  
SJ: (415) 554-0727  
BI: (415) 934-3975

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

Table of Contents  
PSC Submissions

<b>Regular PSCs</b>	<b>Department</b>	<b>Page</b>
40194-17/18	Airport Commission	1
42680-17/18	Airport Commission	9
43103-18/19	Airport Commission	14
46751-17/18	Airport Commission	22
26741-18/19	Adult Probation	33
41388-17/18	City Admin	163
45366-18/19	Human Resources	168
40295-18/19	Department of Homelessness and Supportive Housing	181
49961-18/19	Human Services	218
46107-17/18	Municipal Transportation Agency	227
41422-17/18	Police	240
43498-17/18	Police	249
47395-17/18	Public Utilities Commission	262
47705-18/19	Public Utilities Commission	275
48095-17/18	Public Utilities Commission	286
49000-18/19	Public Utilities Commission	302
43877-18/19	Public Health	312
45859-17/18	Public Health	317
44970-18/19	Human Resources	362
<b>Modification PSCs</b>		
43672-14/15	Airport Commission	368
38535-13/14	Public Health	380
43868-14/15	Public Health	388
47083-13/14	Public Health	396

## POSTING FOR September 17, 2018

### PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2018-09-17

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
40194 - 17/18	AIRPORT COMMISSION	\$1,800,000.00	The Contractor will design, implement, and facilitate the Airport-wide guest surveys, research, and fieldwork services at the San Francisco International Airport (Airport), to measure satisfaction and understand the quality of guest experience and the Airport's facilities and services. The Contractor will produce, execute, and analyze survey data and present the results to Airport senior staff. The contractor will also perform all fieldwork services associated with Airports Council International's Airport Services Quality Global Survey and Benchmarking Program, which may include; but not be limited to, fieldwork planning, data collection at boarding areas, questionnaire management, and quality control.	January 1, 2019	June 30, 2026	REGULAR
42680 - 17/18	AIRPORT COMMISSION	\$2,000,000.00	The consultant will provide as-needed exterior envelope and waterproofing consulting services to several capital projects. San Francisco International Airport (SFO or Airport) staff receives numerous requests to fix roof leaks and water intrusion issues in buildings across the Airport campus. The consultant would support Airport staff in inspecting the affected buildings and evaluate the causes, determine the extent of water damage, propose design solutions and review details of remediation of exterior building envelopes. The consultant will also advise on future assessments of new and proposed building projects.	August 20, 2018	August 19, 2023	REGULAR
43103 - 18/19	AIRPORT COMMISSION	\$500,000.00	The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment. The Contractor will update and develop computer based training (CBT) course content for security and safety training modules in Security Identification Display Area (SIDA), Security Awareness, Authorized Signatory, Non-Movement Driving in Air Operations Area, Movement Driving in Air Operations Area, Fueling, Escort Privileges, and Passenger Boarding/Jet Bridge courses. The Contractor will also provide maintenance to the operating software/system of the CBT known as iLS (Instructional Learning System), update course content and develop additional program as required by regulatory changes.	September 1, 2018	June 30, 2023	REGULAR
46751 - 17/18	AIRPORT COMMISSION	\$3,400,000.00	The Contractor will design, implement, deliver, and facilitate a specialized Airport-wide Guest Services Training Program at the San Francisco International Airport (Airport), on an intermittent basis, to improve customer service delivery of all airport employees to include, but not limited to, airport tenants, concessions, and all other customer-facing employees. The Contractor will also establish and administer the Mystery Shopping Program with concessions, security, and aviation support services at the Airport, and collect and analyze mystery shopping-related data. Additionally, the Contractor will develop and facilitate quarterly consultation sessions to provide Mystery Shopping	January 1, 2019	June 30, 2026	REGULAR



PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			results. The Contractor will also produce a customer service video to promote the Airport's guest experience culture and service.			
26741 - 18/19	ADULT PROBATION	\$2,000,000.00	<p>Comprehensive sex offender/containment model services to clients supervised by the San Francisco Adult Probation Department (SFAPD). Starting in July 2012, registered sex offenders on parole or probation are required to participate in sex offender management programs (California Penal Code, § 290.09). Also taking effect in July 2012 was a modification to Chelsea's Law, Assembly Bill 1844, which requires all defendants who are Registered Sex Offenders currently on formal probation for a 290 PC registerable offense to actively participate in a California Sex Offender Management Board (CASOMB) approved Sex Offender Management Program (California Penal Code Sections 1203.067, 290.09, 9003). Chelsea's Law codified a system called The Containment Model that requires collaboration and communication with a team comprised of the sex offender treatment provider, probation officer, polygraph examiner, and a victim advocate when appropriate.</p> <p>The Containment Model is considered a best practice when working with the sex offender population. This approach utilizes professionals from the fields of specialized mental health treatment, certified postconviction polygraphers, and specially trained community supervision officers (Probation/Parole). These professionals work together to "contain" the offender's behavior while in the community. The Containment Model is an additional tool the supervision officer uses to assess the risk an offender poses and develop a plan to mitigate that risk.</p>	November 1, 2018	October 31, 2023	ANNUAL
41388 - 17/18	GENERAL SERVICES AGENCY - CITY ADMIN	\$190,000.00	<p>Contractor will provide the Department of Real Estate with complete "Green Rooftop" landscaping services at three City buildings. The department is seeking a one-stop shop that will provide the landscaping, all necessary maintenance and services to provide all three buildings with attractive green rooftops. The Contractor will service all green roofs on bi-monthly basis. The services will include pruning, weeding watering, and inspection of watering equipment to ensure proper irrigation schedule. Contractor will inspect and maintain the roof membranes to prevent compromising penetrations that could allow water to damage the building. For one building, contractor will also maintain and operate a cistern that collects rainwater and releases it for the plants.</p>	July 1, 2018	June 30, 2022	REGULAR
45366 - 18/19	HUMAN RESOURCES	\$400,000.00	<p>Contractor will provide web-based computer software licenses and software support for a proprietary training program for City Supervisors and managers that meet the requirements of California Government Code Section 12950.1.</p>	August 1, 2018	July 31, 2026	REGULAR
40295 - 18/19	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING	\$999,999.00	<p>The awarded contractor will provide transportation services for homeless adults and families. Transportation services include transporting shelter and Navigation Center users from Access Points or other sites to Shelters and Navigation Centers and back.</p>	July 1, 2018	June 30, 2022	REGULAR
49961 - 18/19	HUMAN SERVICES	\$911,625.00	<p>Contractor will respond to case referrals from Adult Protective Services (APS) representative to inspect the CLIENT RESIDENCE and provide a written assessment detailing the evaluations of environment, a service plan, and a cost estimate of the Service(s).</p> <p>The services required for this contract include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1). Heavy cleaning- which may include removal of debris and clutter, cleaning/washing of walls and surfaces if necessary;</li> <li>2). Property preparation- which may include laundry, packaging of personal effects prior to pest control treatment;</li> </ol>	July 1, 2018	June 30, 2023	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			3). Coordination of pest control treatment for bedbugs, lice, roaches, fleas, rodents, and/or other pests as specified and coordinated by APS representative.			
46107 - 17/18	MUNICIPAL TRANSPORTATION AGENCY	\$200,000.00	To provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).	August 1, 2018	July 31, 2023	REGULAR
41422 - 17/18	POLICE	\$1,000,000.00	The San Francisco Police Department (SFPD) Crime Lab requires a contractor to perform as-needed Y-Chromosome Short Tandem Repeat (Y-STR) testing on sexual assault kits to identify male suspects and other as-needed deoxyribonucleic acid (DNA) testing. A contractor will bridge the gaps when caseloads surge or there is insufficient staffing to meet state mandated turnaround time.	July 1, 2019	June 30, 2023	REGULAR
43498 - 17/18	POLICE	\$900,000.00	The Contractor will provide controlled substance testing for the San Francisco Police Department (SFPD). Testing will be performed with chemical and scientific processes within American Society of Crime Lab Directors (ASCLD) standards. Controlled substance testing consists of, but is not limited to, maintaining chain-of-custody, weighing or measuring, testing, analysis, documenting, and completing reports. Contractor staff will work with investigators and the San Francisco District Attorney's Office, and provide expert court testimony.	March 1, 2019	February 28, 2023	REGULAR
47395 - 17/18	PUBLIC UTILITIES COMMISSION	\$8,000,000.00	The San Francisco Public Utilities Commission (SFPUC) intends to award a \$8 million agreement to support SFPUC civil, structural, electrical, process, mechanical engineering staff, and for other specialized engineering services needed to assist in the design and support during construction of a new raw water ozonation system at SFPUC's Sunol Valley Water Treatment Plant (SVWTP) to address long-term taste and odor issues. Design scope includes new cryogenic oxygen tanks, liquid oxygen vaporizers, ozone generators, ozone injectors, an ozone contactor, an ozone building, an ozone destruct system, electrical power facilities, associated piping/appurtenances, associated automatic controls (I&C), related facilities, and power generation consisting of solar panels atop the Treated Water Reservoir and nearby SVWTP facilities to offset the increased power load. The Sunol valley power supply and usage will need to be analyzed and upgraded at San Antonio Pump Station and the Calaveras Substation to accommodate the new plant power loads. The contract will also address identified plant process limitations and make modifications to improve the plant reliability.	December 1, 2018	December 1, 2024	REGULAR
47705 - 18/19	PUBLIC UTILITIES COMMISSION	\$4,000,000.00	Water resources and conservation planning and program support. Specialized and technical services will support efficient use and reliability of existing surface water supplies as well as development and ongoing management of alternate water supplies, including groundwater, recycled water, non-potable water, and purified water. Services will include preparation and review of technical and investigative reports, studies, and documents; development of outreach, informational, and training materials; development and review of conceptual engineering plans; water customer site assessments; development and updates to data models; data analyses, review, and interpretation; regulatory review; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; and cross-connection control testing assistance. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.	January 1, 2019	December 31, 2023	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
48095 - 17/18	PUBLIC UTILITIES COMMISSION	\$20,000,000.00	This as-needed 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; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP).	November 1, 2018	October 31, 2023	REGULAR
49000 - 18/19	PUBLIC UTILITIES COMMISSION	\$41,000,000.00	The scope of this design-build is to bring in a qualified design-build team that includes designer and contractor to complete detailed design and construction for Phase 2 of the Bay Corridor Transmission and Distribution (BCTD) Project. The BCTD allows San Francisco Public Utilities Commission (SFPUC) to deliver electrical power to identified future customers including University of California - San Francisco and Southeast wastewater treatment plant. The BCTD project elements include high voltage electrical transformer stations, underground electrical duct banks and cables. The cost breakdown is \$1.5M for all professional services and \$39.5M is for construction.	December 12, 2018	December 31, 2019	REGULAR
43877 - 18/19	PUBLIC HEALTH	\$3,240,000.00	Contractor(s) will provide as-needed, short-term, and/or intermittent assistance related to Information Technology (IT) security, operations and health network development in managed care strategic planning and implementation. Contractor(s) will assist the Department of Public Health (DPH) San Francisco Health Network (SFHN) as it further implements the Office of Managed Care, develops strategies to enter into contracts with managed care providers and other payers (e.g., Covered California payers), requires updated and comprehensive technology information, and implements strategies needed for the Department to respond to the changing health care environment and State legislation.	September 17, 2018	September 30, 2021	REGULAR
45859 - 17/18	PUBLIC HEALTH	\$28,000,000.00	Public Health Primary Care connects with community based organizations and the University of California at San Francisco (UCSF) to better serve patients and clients who may not have access to Public Health Primary Care Clinic sites or who need additional care coordination or support services in order to connect them with primary care, and to implement short-term project-based work. Contractors will provide public health services integrated with primary care services, including: primary medical care, psychosocial support, peer navigation, care coordination, mental health counseling, dental care, medical case management, non-medical case management, home health care, medical nutrition therapy, health education, transitional services, outreach services, and referrals for health care and supportive services, as well as grant writing, quality improvement support, and technical consulting.	July 1, 2018	June 30, 2023	REGULAR
44970 - 18/19	HUMAN RESOURCES	\$400,000.00	The contractors will conduct nation-wide executive searches to identify highly qualified candidates to participate in the selection processes.  In collaboration with the Department of Human Resources (DHR), the contractor shall identify, recruit, screen, recommend candidates, coordinate the interview process, conduct detailed reference checks, and provide assistance during the hiring process for the City and County of San Francisco (City). The contractor will develop a detailed candidate profile for the recruitment and selection process. The contractor will perform the initial selection and assessment of candidates and present top candidates to the City for final selection.	August 1, 2018	June 30, 2020	REGULAR

**TOTAL AMOUNT \$118,941,624**



Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For September 17, 2018****Proposed Modifications to Personal Services Contracts**

Commission Hearing Date

2018-09-17

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
43672 - 14/15 - MODIFICATIONS	September 17, 2018	AIRPORT COMMISSION -- AIR	\$1,000,000	\$2,500,000	To provide San Francisco International Airport (SFO) with general investment advisory services on an as-needed basis. This includes review of the investment policy and best practice recommendations for \$680 million of debt service reserve funds; advisory service on portfolio structure, security selection and periodic re-balancing of the portfolio; and preparation of detailed holding, activity or market condition reports on a daily, monthly or quarterly basis.	08/01/2018	06/30/2022	REGULAR
38535 - 13/14 - MODIFICATIONS	September 17, 2018	PUBLIC HEALTH -- DPH	\$67,200	\$134,400	Provide confidential hospital and palliative care for staff who provide care for seriously ill and/or dying patients in order to address the emotional impact on the team. Facilitate and mentor team professional growth and maturation to address issues of communication, dying, death, grief and burnout.	07/01/2019	06/30/2023	REGULAR
43868 - 14/15 - MODIFICATIONS	September 17, 2018	PUBLIC HEALTH -- DPH	\$3,503,266	\$11,063,266	Contractors are to provide triage screening for employability and disability and behavioral health and pre-vocational assessment with linkage to community services in the Department of Human Service (HSA) County Adult Assistance Programs (CAAP). Triage Screening provides brief assessment of CAAP applicants and recipients to determine if they have unmet health needs and whether they have disabilities that limit their ability to work or possibly meet the eligibility criteria for SSA Disability Benefits. The PAES Behavioral Health Assessment Service is an Integrated Behavioral Health Outpatient Program with a vocational focus that provides a comprehensive assessment of clients who have demonstrated barriers to employment during their participation in vocational services. This component assists in identifying employment barriers and offering community linkages. Pre-vocational services work with HSA's workforce Development Dept. to provide psycho-educational groups/workshops/ Learning Needs Assessments/On-the-Job Assessment/Hire-Ability programs to equip clients with skills/abilities/attitudes relevant to obtaining/retaining employment. Short term behavior health services will be provided including assessment, individual and group support, case management, medication	07/01/2018	06/30/2020	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					management; psychological testing, as well as consultation and outreach.			
47083 - 13/14 - MODIFICATIONS	September 17, 2018	PUBLIC HEALTH -- DPH	\$3,700,000	\$7,480,000	For San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH), provide off-site storage and retrieval services through a combination of scheduled and stat deliveries, year-round, twenty-four hours a day, seven days-a-week including holidays. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to maintaining appropriately secure and accurate medical records and maintaining the documentation needed for treatment, evaluation, billing, and legal purposes.	11/01/2019	06/30/2024	REGULAR

**TOTAL AMOUNT \$8,270,466**

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Airport Guest Surveys, Research, and Fieldwork Services

Funding Source: Airport Operating Funds

PSC Amount: \$1,800,000

PSC Est. Start Date: 01/01/2019

PSC Est. End Date 06/30/2026

**1. Description of Work**

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

The Contractor will design, implement, and facilitate the Airport-wide guest surveys, research, and fieldwork services at the San Francisco International Airport (Airport), to measure satisfaction and understand the quality of guest experience and the Airport's facilities and services. The Contractor will produce, execute, and analyze survey data and present the results to Airport senior staff. The contractor will also perform all fieldwork services associated with Airports Council International's Airport Services Quality Global Survey and Benchmarking Program, which may include; but not be limited to, fieldwork planning, data collection at boarding areas, questionnaire management, and quality control.

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

The Airport is committed to providing exceptional service and redefining the airport experience through safe, convenient, and pleasant facilities and services to the traveling public. One of the ways the Airport is able to commit to this is by gathering data from surveys and research services. These services are necessary to ensure the Airport is able to measure the quality of its facilities and services. Without this data, the Airport would lose touch with its passenger user base and may suffer a reduction in passenger satisfaction and revenues.

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

These services have been provided for in the past through PSC No. 45026-14/15.

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

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

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

The duration is to align with the resulting contract, which is expected to have a five year term.

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

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

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

**B. Explain the qualifying circumstances:**

Airport Guest Surveys, Research, and Fieldwork Services will be performed on an intermittent basis, and as such, do not warrant full-time Airport staff assignment.

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

- A. Specify required skills and/or expertise: The Contractor is required to have a high level of knowledge and expertise in conducting face-to-face interviews, telephone surveys, focus groups, mail-back surveys, and other surveys; designing questionnaires; sampling design; conducting statistical analyses; interviewing in English, French, Spanish, German, Japanese, Korean, Mandarin, and Cantonese, and other languages as required by the Airport; and furnishing computerized survey data results.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1827, Administrative Services Mgr; 0922, Manager I;
- 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 Airport sent emails to the San Francisco County Transportation Authority (SFCTA) to determine if other City Departments were able to perform these services. No responses were received.

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

- A. Explain why civil service classes are not applicable.  
Existing civil service classes are not able to perform these specialized services. Furthermore, services will be performed at odd hours including weekends and evenings.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, these services are intermittent in nature and do not justify permanent staffing.

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

**7. Union Notification:** On 07/23/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Professional & Tech Engrs, Local 21

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



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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40194 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

**From:** DHR-PSCCoordinator, DHR (HRD) on behalf of Cynthia Avakian (AIR)  
**To:** Cynthia Avakian (AIR); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; andrew.kukis@flysfo.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40194 - 17/18  
**Date:** Monday, July 23, 2018 3:46:06 PM

---

RECEIPT for Union Notification for PSC 40194 - 17/18 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 40194 - 17/18 for \$1,800,000 for Initial Request services for the period 01/01/2019 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11341> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR Dept. Code: AIR

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

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

Type of Service: Airport Customer Survey

Funding Source: Airport Operating Funds PSC Duration: 6 years 25 weeks
PSC Amount: \$1,000,000 PSC Est. Start Date: 01/01/2015 PSC Est. End Date: 06/30/2021

1. Description of Work

A. Scope of Work:

Provide customer survey data regarding the quality of the San Francisco International Airport's (SFO) Food and Beverage and Retail Services, Parking, and other facilities and services, using the global survey product and methodology associated with the Airport Service Quality (ASQ) Program. ASQ is the only airport survey and services benchmarking program with global reach. The ASQ Program will include conducting 5,600 annual (1400 quarterly) on-site customer interviews. Contractor will use the ASQ Program to produce, execute, and analyze the data, producing results and recommendations to SFO.

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

SFO is committed to providing customer satisfaction through safe facilities, convenient, and pleasing services to the traveling public. SFO has been a participant of the ASQ survey process since 2011 and denial of this service would cause an interruption in the year-to-year benchmark comparison data. SFO would risk losing touch with its passenger user base, risking a reduction in passenger satisfaction and a loss in revenue.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This services has been provided under PSC #4101-09/10.

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

2. Union Notification: On 10/20/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Municipal Executive Association,

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45026 - 14/15

DHR Analysis/Recommendation:

12/15/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 12/15/2014

12/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills include high-level of knowledge and expertise in conducting surveys including face-to-face interviews, telephone surveys, focus groups, mail-back surveys, etc.; questionnaire and sampling design; statistical analyses; and interviewing in various languages (English, French, Spanish, German, Japanese, Korean, Mandarin, Cantonese, etc.); and furnishing computerized survey data results. Also, experience with large Airport environments in developing recommendations based on industry successes is required.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823,0922,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable as the work is intermittent and entails a large number of people for a short period of time.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, since the work is considered seasonal.

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

YES NO

- A. Will the contractor directly supervise City and County employee? [ ] [x]
B. Will the contractor train City and County employee? N/A. [ ] [x]
C. Are there legal mandates requiring the use of contractual services? [ ] [x]
D. Are there federal or state grant requirements regarding the use of contractual services? [ ] [x]
E. Has a board or commission determined that contracting is the most effective way to provide this service? [ ] [x]
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? [ ] [x]

[x] THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 11/17/2014 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: As-Needed Exterior Envelope and Waterproofing Consulting Services

Funding Source: Airport Operating and Capital Funds

PSC Amount: \$2,000,000

PSC Est. Start Date: 08/20/2018

PSC Est. End Date 08/19/2023

**1. Description of Work**

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

The consultant will provide as-needed exterior envelope and waterproofing consulting services to several capital projects. San Francisco International Airport (SFO or Airport) staff receives numerous requests to fix roof leaks and water intrusion issues in buildings across the Airport campus. The consultant would support Airport staff in inspecting the affected buildings and evaluate the causes, determine the extent of water damage, propose design solutions and review details of remediation of exterior building envelopes. The consultant will also advise on future assessments of new and proposed building projects.

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

The Airport is working to address aging facilities and infrastructure. This consultant would be used to increase the safety of the aging facilities and would advise on the assessment of proposed building projects.

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

This is a new service.

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

Yes, if there continues to be need for this service in the future.

**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 requested duration covers the anticipated term of the resulting 4 year contract and additional time in preparation for any unforeseen delays for the start of the contract.

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

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

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

**B. Explain the qualifying circumstances:**

The services is needed on an as-needed basis, as leaks are discovered and as new project plans are developed.

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

**A. Specify required skills and/or expertise:** The consultant will have expertise in evaluating physical components of building envelope systems, provide solutions for correcting existing conditions, and review drawings and technical specifications. The consultant will have skills to determine: 1) effectiveness of the existing building components including foundation, roof, walls, doors, windows, air and moisture barriers; 2)

how these components impact the efficiency and durability of the building(s); and 3) waterproofing solutions above and below grade.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5266, Architectural Associate 2; 5268, Architect; 5366, Engineering Associate 2;

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

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

On May 1, 2018, a notice of intent was sent to the City departments. Department of Public Works declined this specialized service.

**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 specialized skill. Traditional engineering and architecture classifications do not provide specialty training focused on the exterior building envelope. In-house architecture and engineering staff will manage the consultants and work closely with the consultants to gain knowledge and experience evaluating waterproofing systems and exterior envelope performance.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because the work is on an as-needed basis and the intermittent nature of the work would not support a full-time position.

**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 formal training will be provided. City engineers would gain experience working alongside the consultant.

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 06/25/2018, 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@flsfo.com

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42680 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Monday, June 25, 2018 1:47 PM  
**To:** Cynthia Avakian (AIR); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42680 - 17/18

RECEIPT for Union Notification for PSC 42680 - 17/18 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 42680 - 17/18 for \$2,000,000 for Initial Request services for the period 08/20/2018 – 08/19/2023. 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/11406> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Aviation Safety and Security Computer Based Training (CBT) Development

Funding Source: Airport Operating Funds

PSC Amount: \$500,000

PSC Est. Start Date: 09/01/2018

PSC Est. End Date 06/30/2023

**1. Description of Work**

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

The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment. The Contractor will update and develop computer based training (CBT) course content for security and safety training modules in Security Identification Display Area (SIDA), Security Awareness, Authorized Signatory, Non-Movement Driving in Air Operations Area, Movement Driving in Air Operations Area, Fueling, Escort Privileges, and Passenger Boarding/Jet Bridge courses. The Contractor will also provide maintenance to the operating software/system of the CBT known as iLS (Instructional Learning System), update course content and develop additional program as required by regulatory changes.

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

This service is required to meet the regulatory requirements mandated by the TSA and FAA before issuance of an airport ID badge. Denial of the request would hinder SFO's ability to remain in timely compliance with the TSA and FAA Regulations resulting in audit findings, and would reduce both the quality of the training provided and the quantity of trainees processed.

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

These services have been provided in the past through PSC No. 4012-13/14.

D. Will the contract(s) be renewed?

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

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

Services will be performed on an intermittent basis, and as such, do not warrant full-time Airport staff assignment.

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

- A. Specify required skills and/or expertise: Expertise and specialized skills in aviation safety and security as well as proper instructional design is required to ensure the Airport meets the mandatory requirements as prescribed by the TSA and the FAA.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1032, IS Trainer-Journey; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1232, Training Officer;
- 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?**

Services are not available through City resources.

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

- A. Explain why civil service classes are not applicable.  
Security regulations change frequently, and the Airport requires people with expertise in the dynamic programmatic elements to maintain up-to-date training materials to remain in compliance. Existing classifications do not have the required subject matter expertise & specialized skills.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because of the intermittent nature of the work.

**6. Additional Information**

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

**7. Union Notification: On 07/23/2018, 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# 43103 - 18/19

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 09/17/2018

Civil Service Commission Action:

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flsfo.com](mailto:cynthia.avakian@flsfo.com)  
**To:** [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); [ecassidy@ifpte21.org](mailto:ecassidy@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Janelle Dung-Sapantay \(AIR\)](mailto:Janelle.Dung-Sapantay@AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43103 - 18/19  
**Date:** Monday, July 23, 2018 3:43:33 PM

---

RECEIPT for Union Notification for PSC 43103 - 18/19 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 43103 - 18/19 for \$500,000 for Initial Request services for the period 09/01/2018 – 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11682> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 24, 2013

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Aviation Safety and Security Computer Based Training (CBT) Development

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$300,000 PSC DURATION: 8/20/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment.

B. Explain why this service is necessary and the consequences of denial: This training is required to meet the regulatory requirements mandated by the TSA and FAA before issuance of an airport ID badge.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The work was completed through a Memorandum of Understanding (MOU) with the City College of San Francisco.

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date 6/24/2013

RFP sent to: N/A Union Name on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4012-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved 8/19/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Expertise and specialized skills in aviation safety and security as well as proper instructional design is required to ensure the Airport meets the mandatory requirements as prescribed by the TSA and the FAA.

B. **Which, if any, civil service class normally performs this work?** IS Trainer (1032), IS Programmer Analyst (1062), Senior IS Programmer Analyst (1063) and Training Officer (1232) could perform some of the work.

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:** Security regulations change frequently, and we need people with expertise in the dynamic programmatic elements to help us maintain up-to-date training materials to remain in compliance.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No, because of the intermittent nature of work.

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

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.</li> </ul> |                          |                                     |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

*Cynthia P. Avakian* Cynthia Avakian  
Jul 24 2013 2:18 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Airport Guest Services Training, Mystery Shopping, and Consultation Services

Funding Source: Airport Operating Funds

PSC Amount: \$3,400,000

PSC Est. Start Date: 01/01/2019

PSC Est. End Date 06/30/2026

**1. Description of Work**

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

The Contractor will design, implement, deliver, and facilitate a specialized Airport-wide Guest Services Training Program at the San Francisco International Airport (Airport), on an intermittent basis, to improve customer service delivery of all airport employees to include, but not limited to, airport tenants, concessions, and all other customer-facing employees. The Contractor will also establish and administer the Mystery Shopping Program with concessions, security, and aviation support services at the Airport, and collect and analyze mystery shopping-related data. Additionally, the Contractor will develop and facilitate quarterly consultation sessions to provide Mystery Shopping results. The Contractor will also produce a customer service video to promote the Airport's guest experience culture and service.

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

The Airport is committed to providing exceptional services and redefining the airport experience through excellence in customer service delivery to the traveling public. Customers judge their overall airport experience in largely by the quality of the service they receive airport-wide, which requires all Airport staff share the same mission of providing excellent, consistent customer service. These services are necessary to ensure that Airport staff provide excellent customer service. If denied, there would be a decline in customer service at the Airport, and the Airport may suffer a reduction in passenger satisfaction and revenues as a consequence.

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

These services have been provided for in the past through PSC No. 4001-13/14.

D. Will the contract(s) be renewed?

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

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

The duration is to align with the resulting contract, which is expected to have a five year term.

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

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

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

B. Explain the qualifying circumstances:

Airport Guest Services Training, Mystery Shopping, and Consultation Services will be performed on an intermittent basis, and as such, do not warrant full-time Airport staff assignment.

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

- A. Specify required skills and/or expertise: The Contractor is required to have a high level of knowledge and expertise in designing, implementing, delivering, and facilitating airport service enhancement and focus sessions in a classroom environment, with mixed and single-vendor groups, at medium or large hub airports. The facilitator needs to have verifiable experience in developing motivational, customer-based curriculum in an airport setting. Additionally, the Contractor must be able to write a script used for the computer-based learning video to promote the Airport's guest experience culture and service.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1827, Administrative Services Mgr; 0922, Manager I;
- 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 Airport sent emails to the Department of Human Resources and General Services Agency - City Administrator (ADM) to determine if other City Departments were able to perform these services. No responses were received.

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

- A. Explain why civil service classes are not applicable.  
Existing civil service classes are not able to perform these specialized services on an intermittent 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 these services are intermittent in nature and do not justify permanent staffing.

**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. Airport staff will not receive training on how to conduct the Guest Services Training classes, however, they will be eligible to attend the classes.
- 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 07/23/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Professional & Tech Engrs, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46751 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

**From:** DHR-PSCCoordinator, DHR (HRD) on behalf of Cynthia Avakian (AIR)  
**To:** Cynthia Avakian (AIR); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; andrew.kukis@flysfo.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46751 - 17/18  
**Date:** Monday, July 23, 2018 3:50:01 PM

---

RECEIPT for Union Notification for PSC 46751 - 17/18 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 46751 - 17/18 for \$3,400,000 for Initial Request services for the period 01/01/2019 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11338> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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



# **Additional Attachment(s)**

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

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request:  Initial  Modification of an existing PSC (PSC # 4001-13/14)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Guest Service Enhancement ServicesFunding Source: Airport Operating FundsPSC Original Approved Amount: \$900,000PSC Original Approved Duration: 06/18/13 - 12/31/18 (5 years 28 weeks)PSC Mod#1 Amount: \$450,000PSC Mod#1 Duration: 02/08/16-06/30/21 (2 years 25 weeks)PSC Cumulative Amount Proposed: \$1,350,000PSC Cumulative Duration Proposed: 8 years 2 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide customer service training to all members of the airport community via facilitated guest service enhancement sessions on site. The contractor will design and deliver workshops intended for single airport tenant and employee groups and for mixed sessions, consisting on multiple tenant participants. Vendor will also write a customer service introductory script for use in computer-based learning sessions that will be required by SFO of all new employees within the airport.

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

Customers judge their overall airport experience in large part by the quality of the service they receive airport-wide. If SFO is to reach the goal of providing an exceptional airport in service to the community, it will require that all staff share the same mission of providing excellent service at all points. The key features of this program will expose each employee to a defined SFO service culture that would otherwise be very difficult to communicate airport-wide. The consequences of not having this training include a decline in customer service at the airport and a potential loss of revenue.

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

Yes by this existing original PSC 4001-13/14

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

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

**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:****2. Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:  
no response from department

B. Reason for the request for modification:

This modification increases the contract amount and duration for customer service mystery shop services including quarterly workshops and customer service consultations for concessionaire managers.

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

- A. Specify required skills and/or expertise: SFO seeks to hire a customer service professional with significant experience developing and facilitating service enhancement and focus sessions in a classroom environment, with mixed and single-vendor groups, at medium and large hub airports. Specifically, the facilitator needs to have verifiable experience in developing motivational, customer based curriculum. Additionally, the vendor must be able to write a script used for computer based learning to familiarize new staff to the SFO service culture.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1844, Senior Management Assistant; 0922, Manager I;
- 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.  
Existing classes do not have the expertise to develop and facilitate the specialized curriculum.
- 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: The training sessions will be held for two weeks per quarter, which does not guarantee the minimum number of hours for full or part time 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.

Training sessions will be held for two weeks per quarter and is designed specifically for airport tenant employees.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 11/30/15, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; Municipal Executive Association; Architect & Engineers, Local 21;

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

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

Address: PO Box 8097, San Francisco, CA, 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4001-13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/11/2016

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 25, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING )

CONTINUING  ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST  MODIFICATION

TYPE OF SERVICE: Guest Service Enhancement Services

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$900,000 PSC DURATION: 6/17/2013 through 12/31/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The contractor will provide specialized customer service training to all members of the airport community via facilitated guest service enhancement sessions on site. The contractor will design and deliver workshops intended for single airport tenant employee groups and for mixed sessions, consisting of multiple tenant participants. Vendor will also write a customer service introductory script for use in computer-based learning sessions that will be required by SFO of all new employees within the airport.

B. Explain why this service is necessary and the consequences of denial: Customers judge their overall airport experience in large part by the quality of the service they receive airport-wide. If SFO is to reach the goal of providing an exceptional airport in service to the community, it will require that all staff share the same mission of providing excellent service at all points. The key features of this program will expose each employee to a defined SFO service culture that would otherwise be very difficult to communicate airport-wide. The consequences of not having this training include a decline in customer service at the airport and a potential loss of revenue.

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

This is a new service.

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

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

Notice to MEA 7/15/13 *Cynthia Avakian*

<u>IFPTE, Local 21 SEIU 1021</u>	<u><i>Cynthia Avakian</i> Cynthia Avakian Jun 5 2013 11:02 PM</u>	<u>March 25, 2013</u>
Union Name	Signature of person mailing/faxing form	Date

RFP sent to:	<u>IFPTE, Local 21</u>	on	<u>May 22, 2013</u>	<u><i>Cynthia Avakian</i> Cynthia Avakian Jun 5 2013 11:02 PM</u>
	Union Name		Date	Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4001-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved 7/15/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: SFO seeks to hire a customer service professional with significant experience developing and facilitating service enhancement and focus sessions in a classroom environment, with mixed and single-vendor groups, at medium and large hub airports. Specifically, the facilitator needs to have verifiable experience in developing motivational, customer based curriculum. Additionally, the vendor must be able to write a script used for computer based learning to familiarize new staff to the SFO service culture.

B. Which, if any, civil service class normally performs this work? Portions of the work are currently performed by a 0922 Manager I, and 1844 Senior Management Assistant.

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: Existing classes do not have the expertise to develop and facilitate the specialized curriculum.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. The training sessions will be held two weeks per quarter, which does not guarantee the minimum number of hours for full or part time civil service class.

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

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

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

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

The program is designed specifically for airport tenant employees, however, select groups of Airport Commission employees will be trained as well. The occupational type of Airport Commission employees to receive training include custodial staff, management, and other staff whose work responsibilities routinely expose them to SFO customers. Employees targeted for training will undergo an initial 90 minute training, with the possibility of completing a 90 minute refresher training session at a later date.

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

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution #13-0045 for this work.

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being conducted. The results of that process are not known at this time.

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

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

*Cynthia P. Avakian* Cynthia Avakian  
Jun 5 2013 11:02 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

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: Sex Offender Treatment Services-Containment Model

Funding Source: General Funds

PSC Duration: 5 years

PSC Amount: \$2,000,000

**1. Description of Work**

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

Comprehensive sex offender/containment model services to clients supervised by the San Francisco Adult Probation Department (SFAPD).

Starting in July 2012, registered sex offenders on parole or probation are required to participate in sex offender management programs (California Penal Code, § 290.09). Also taking effect in July 2012 was a modification to Chelsea's Law, Assembly Bill 1844, which requires all defendants who are Registered Sex Offenders currently on formal probation for a 290 PC registerable offense to actively participate in a California Sex Offender Management Board (CASOMB) approved Sex Offender Management Program (California Penal Code Sections 1203.067, 290.09, 9003). Chelsea's Law codified a system called The Containment Model that requires collaboration and communication with a team comprised of the sex offender treatment provider, probation officer, polygraph examiner, and a victim advocate when appropriate.

The Containment Model is considered a best practice when working with the sex offender population. This approach utilizes professionals from the fields of specialized mental health treatment, certified postconviction polygraphers, and specially trained community supervision officers (Probation/Parole). These professionals work together to "contain" the offender's behavior while in the community. The Containment Model is an additional tool the supervision officer uses to assess the risk an offender poses and develop a plan to mitigate that risk.

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

The Sex Offender Containment Model services are mandated by the State of California (Chelsea's Law, Assembly Bill 1844) and denial of such services would be a violation of the State's mandate and would negatively impact public safety. Sex Offender services is a core public safety strategy of the San Francisco Adult Probation Department. Denial of the service would result in a complete absence of a vital service for high risk adults convicted of sex offenses. Without this service, clients would be more likely to re-offend, relapse, and/or remain disconnected from critically social and behavioral health services needed to assist their rehabilitative journey.

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

In the past the service has been provided by Blue Rock Institute, a Psy Corp. via PSC 4127 1112.

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

Pending availability of funds.

- 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.  
Required services are on going.

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

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

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- 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 are to be provided by highly specialized mental health physicians, namely forensic psychiatrists, who must possess a current Containment Model Certification from the California Sex Offender Management Board (CASOMB). State of California per Pen. Code, § 290.09, § 1203.067, § 9003. Chelsea's Law, Assembly Bill 1844

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

- A. Specify required skills and/or expertise: Ability to provide Sex Offender services as mandated by the State of California per Pen. Code, § 290.09, § 1203.067, § 9003. Positions require clinical expertise in providing specialized "rehabilitative" forensic mental health services to adult sex offenders who are supervised by the SFAPD. The highly trained specialists must conduct state mandated assessments, write reports, provide focused individual and group therapy sessions and collaborate with probation officers. Additionally, this service requires vast experience providing forensic assessment and treatment services, and to possess a current Certification by the California Sex Offender Management Board (CASOMB).
- B. Which, if any, civil service class(es) normally perform(s) this work? 2232, Senior Physician Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
Yes. The selected contractor will provide services at their designated location/facility.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
The services are to be provided by highly specialized mental health physicians, namely forensic psychiatrists, who must possess a current Containment Model Certification from the California Sex Offender Management Board (CASOMB).



- 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. Since the service is so specific, it is best delivered through providers who are experienced in the clinical aspects of working with sex offenders, through the state mandated Containment Model 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. Not applicable.
- C. Are there legal mandates requiring the use of contractual services?  
Yes. Chelsea's Law, Assembly Bill 1844 State of California per Pen. Code, § 290.09, § 1203.067, § 9003.
- 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. SFAPD will be releasing a competitive solicitation for this services in August 2018. It is unknown whether the same agency currently providing the containment model services will be selected for a new contract, but it is a possibility.

**7. Union Notification:** On 07/18/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Physicians and Dentists - 11AA; Physicians and Dentists - 8CC

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

Name: Diane Lim Phone: 553-1058 Email: diane.lim@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 26741 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

**From:** dhr-psccordinator@sfgov.org  
**To:** Lim, Diane (ADP); tjenkins@uapd.com; jduritz@uapd.com; Martinez, Veronica (ADP); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 26741 - 18/19  
**Date:** Wednesday, July 18, 2018 2:00:28 PM

---

RECEIPT for Union Notification for PSC 26741 - 18/19 more than \$100k

The ADULT PROBATION -- ADP has submitted a request for a Personal Services Contract (PSC) 26741 - 18/19 for \$2,000,000 for Initial Request services for the period 11/01/2018 – 10/31/2023. 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/11734> 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)**

Assembly Bill No. 1844

Chapter 219

**Assembly Bill No. 1844**

**CHAPTER 219**

An act to amend Sections 220, 236.1, 264, 264.1, 286, 288, 288a, 289, 290.04, 290.05, 290.06, 290.46, 666, 667.61, 1203.067, 2962, 3000, 3000.1, 3008, and 13887 of, and to add Sections 290.09, 3053.8, and 9003 to, the Penal Code, and to amend Section 18846.3 of the Revenue and Taxation Code, relating to sex crimes, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor September 9, 2010. Filed with  
Secretary of State September 9, 2010.]

**LEGISLATIVE COUNSEL'S DIGEST**

AB 1844, Fletcher. Sex offenders: punishment: parole.

Under existing law, an assault with the intent to commit mayhem, rape, sodomy, oral copulation, or with the intent to commit, by force, rape, spousal rape, or sexual penetration in concert with another, is punishable by imprisonment in the state prison for 2, 4, or 6 years, except as specified.

This bill would provide that an assault of a person under 18 years of age with the intent to commit rape, sodomy, oral copulation, or with the intent to commit, by force, rape, spousal rape, or sexual penetration in concert with another, would be punishable by imprisonment in state prison for 5, 7, or 9 years.

Under existing law, any person who deprives or violates the personal liberty of another with the intent to effect or maintain a felony violation of specified sex crimes, extortion, or to obtain forced labor or services, is guilty of human trafficking. Existing law provides that a violation of this provision where the victim of the trafficking was under 18 years of age at the time of the commission of the offense is punishable by imprisonment in the state prison for 4, 6, or 8 years.

This bill would provide that any person who commits human trafficking involving a commercial sex act where the victim of the human trafficking was under 18 years of age at the time of the commission of the offense shall be punished in addition by a fine of not more than \$100,000, to be used as specified.

Under existing law, rape, sodomy accomplished against the victim's will, oral copulation accomplished against the victim's will, and sexual penetration accomplished against the victim's will is punishable by imprisonment in state prison for 3, 6, or 8 years. Rape, sodomy, and oral copulation committed in concert with another is punishable by imprisonment in the state prison for 5, 7, or 9 years.

This bill would provide that the punishment for these specified crimes upon a child who is under 14 years of age is punishable by imprisonment

in state prison for 9, 11, or 13 years, and if committed upon a minor who is 14 years of age or older is punishable by imprisonment in state prison for 7, 9, or 11 years. This bill would provide that if these crimes are committed in concert with another person upon a child who is under 14 years of age they are punishable in state prison for 10, 12, or 14 years and if committed in concert upon a minor who is 14 years of age or older by imprisonment for 7, 9, or 11 years. By increasing the punishment for crimes, this bill would impose a state-mandated local program.

Under existing law, a person who commits an act of rape, rape or sexual penetration in concert, sodomy, oral copulation, or sexual penetration, when the act is committed upon a child who is under 14 years of age and 7 or more years younger than the person, is guilty of aggravated sexual assault of a child. Aggravated sexual assault of a child under these circumstances is punishable by imprisonment in state prison for 15 years to life.

This bill would provide that it does not preclude prosecution under this existing law.

Under existing law, a person who commits any lewd or lascivious act upon a child who is under 14 years of age by use of force or fear is guilty of a felony punishable by imprisonment in state prison for 3, 6, or 8 years.

This bill would increase the punishment for this crime to imprisonment in the state prison for 5, 8, or 10 years. By increasing the punishment for a crime, this bill would impose a state-mandated local program.

Under existing law, a person who commits any lewd or lascivious act upon a dependent person, as defined, by use of force or fear is guilty of a felony punishable by imprisonment in state prison for 3, 6, or 8 years.

This bill would increase the punishment for this crime to imprisonment in the state prison for 5, 8, or 10 years. By increasing the punishment for a crime, this bill would impose a state-mandated local program.

Existing law, as amended by Proposition 83 of the November 7, 2006, statewide general election, requires a person convicted of certain felonies under specified circumstances to be committed to prison for a term of years to life.

This bill would provide that these felonies committed under the above-specified circumstances upon a victim who is a child under 14 years of age shall be punished by imprisonment in state prison for life without the possibility of parole if the offender is 18 years of age or older or 25 years to life if the offender is under 18 years of age. This bill would add as a circumstance the infliction of bodily harm, as defined, on a victim who is a child under 14 years of age to the list of specified circumstances that would result in this imprisonment.

This bill would provide that when rape, spousal rape, rape in concert, or sexual penetration, sodomy, or oral copulation committed against the victim's will are committed under 2 of a specified list of circumstances, upon a minor 14 years of age or older, the punishment shall be imprisonment in state prison for life without the possibility of parole if the offender is 18 years of age or older or 25 years to life if the offender is under 18 years of age, or for 25 years to life if committed under one of the specified circumstances.

Under existing law, a person convicted of certain felony sex offenses shall be committed to prison for a term of 15 years to life if during the commission of the felony the defendant inflicted great bodily injury on the victim.

This bill would provide that any person who is convicted of certain sex offenses under specified circumstances, upon a victim who is a child under 14 years of age, shall be punished by imprisonment in the state prison for 25 years to life. The bill would provide a life term of imprisonment for any person convicted of a lewd or lascivious act where he or she inflicted bodily harm.

Existing law makes it unlawful for a person who is required to register as a sex offender to reside within 2,000 feet of a public or private school, or park where children regularly gather. Existing law also provides that any person required to register as a sex offender who comes into any school building or upon any school ground without lawful business and written permission is guilty of a misdemeanor.

This bill would make it a misdemeanor for a person who is on parole for specified sex offenses to enter any park where children regularly gather without express permission from the person's parole agent.

Under existing law, a prisoner is generally released on parole for a period not exceeding 3 years, except that inmates sentenced for certain enumerated violent felonies are released on parole for a period not exceeding 5 years. Under existing law, the period of parole for an inmate who has received a life sentence for certain specified sex offenses is for a period not exceeding 10 years.

This bill would require lifetime parole for habitual sex offenders, persons convicted of kidnapping a child under 14 years of age with the intent to commit a specified sexual offense, and persons convicted of other specified sex crimes, including, among others, aggravated sexual assault of a child. The bill would, unless a longer period of parole applies, impose a 10-year parole period on inmates sentenced for kidnapping with the intent to commit specified sex offenses, specified lewd or lascivious acts, and other specified sexual offenses. The bill would impose a 20-year parole period on inmates convicted and required to register as sex offenders for rape, sodomy, lewd or lascivious acts, continuous sexual abuse of a child, and other specified sex crimes, in which one or more of the victims of the offense was a child under 14 years of age, as specified.

Existing law provides that petty theft is a misdemeanor, except that every person who, having been convicted of petty theft, grand theft, auto theft, burglary, carjacking, robbery, or receiving stolen property and having served time in a penal institution therefor, is subsequently convicted of petty theft, is punishable by imprisonment in a county jail not exceeding one year, or in the state prison.

This bill would require that most persons be convicted 3 or more times of a qualifying offense to be subject to imprisonment in the state prison for petty theft. Persons required to register as sex offenders, or with a prior serious or violent felony conviction, who have been convicted and



imprisoned for the commission of specified crimes, including, among others, petty theft, auto theft, burglary, carjacking, or robbery, would remain subject to imprisonment in the state prison with one prior qualifying offense.

Existing law provides that the sex offender risk assessment tool for use with selected populations shall be known as the State-Authorized Risk Assessment Tool for Sex Offenders (SARATSO). Existing law provides that the SARATSO for adult males required to register as sex offenders shall be the STATIC-99 risk assessment scale. Existing law requires the SARATSO Review Committee to determine whether the STATIC-99 should be supplemented with an actuarial instrument that measures dynamic risk factors or whether it should be replaced with a different risk assessment tool.

This bill would provide that the STATIC-99 shall be the SARATSO static tool for adult males. The bill would require the SARATSO Review Committee, on or before January 1, 2012, to select an actuarial instrument that measures dynamic risk factors and an actuarial instrument that measures risk of future sexual violence to be administered as specified. The bill would provide that persons who administer the dynamic SARATSO and the future violence SARATSO shall be trained, as specified. The bill would make other conforming changes.

Existing law provides that with respect to a person who has been convicted of specified sex crimes, the Department of Justice shall make available to the public via the department's Internet Web site certain identifying and criminal history information.

This bill would require the department to also make available the person's static SARATSO score and information on an elevated risk level based on the SARATSO future violence tool.

Existing law requires that persons convicted of certain sex crimes be evaluated by the county probation department and requires that if a defendant is granted probation, the court shall order the defendant to be placed in an appropriate treatment program designed to deal with child molestation or sexual offenders, if an appropriate program is available in the county.

This bill would remove the requirement that the defendant be placed in an appropriate treatment program but would instead impose specified conditions, including participation in an approved sex offender management program, on persons released on formal supervised probation for an offense requiring registration as a sex offender, as specified. By imposing additional requirements on county probation departments, this bill would impose a state-mandated local program. The bill would similarly require participation in an approved sex offender management program, as a condition of parole, for persons released on parole for an offense that requires registration as a sex offender, as specified.

Existing law requires that, as a condition of parole, prisoners who meet specified criteria be treated by the State Department of Mental Health. Existing law requires that prior to release on parole, these prisoners be evaluated, as specified. Existing law provides that only if both independent

professionals who evaluate the prisoner, as required, concur with the chief psychiatrist's certification shall treatment by the department be required.

This bill would instead make these provisions applicable to the prisoner if at least one of the independent professionals concurs with the chief psychiatrist's certification.

Under the Personal Income Tax Law, individual taxpayers are allowed to contribute amounts in excess of their tax liability for the support of specified funds or accounts, including, among others, the California Sexual Violence Victim Services Fund. Existing law provides for the appearance of this fund on the tax return form until January 1, 2011, unless a later enacted statute deletes or extends that date.

This bill would delete the January 1, 2011, repeal date.

This bill would incorporate additional changes to Section 290.06 of the Penal Code proposed by SB 1201 contingent on the prior enactment of that bill.

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 with regard to certain mandates no reimbursement is required by this act for a specified reason.

With regard to any other mandates, this bill would provide that, if the Commission on State Mandates determines that the bill contains costs so mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

This bill would declare that it is to take effect immediately as an urgency statute.

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

SECTION 1. This act shall be known as the Chelsea King Child Predator Prevention Act of 2010.

SEC. 2. Section 220 of the Penal Code is amended to read:

220. (a) (1) Except as provided in subdivision (b), any person who assaults another with intent to commit mayhem, rape, sodomy, oral copulation, or any violation of Section 264.1, 288, or 289 shall be punished by imprisonment in the state prison for two, four, or six years.

(2) Except as provided in subdivision (b), any person who assaults another person under 18 years of age with the intent to commit rape, sodomy, oral copulation, or any violation of Section 264.1, 288, or 289 shall be punished by imprisonment in the state prison for five, seven, or nine years.

(b) Any person who, in the commission of a burglary of the first degree, as defined in subdivision (a) of Section 460, assaults another with intent to commit rape, sodomy, oral copulation, or any violation of Section 264.1, 288, or 289 shall be punished by imprisonment in the state prison for life with the possibility of parole.

SEC. 3. Section 236.1 of the Penal Code is amended to read:

236.1. (a) Any person who deprives or violates the personal liberty of another with the intent to effect or maintain a felony violation of Section 266, 266h, 266i, 267, 311.4, or 518, or to obtain forced labor or services, is guilty of human trafficking.

(b) Except as provided in subdivision (c), a violation of this section is punishable by imprisonment in the state prison for three, four, or five years.

(c) A violation of this section where the victim of the trafficking was under 18 years of age at the time of the commission of the offense is punishable by imprisonment in the state prison for four, six, or eight years.

(d) (1) For purposes of this section, unlawful deprivation or violation of the personal liberty of another includes substantial and sustained restriction of another's liberty accomplished through fraud, deceit, coercion, violence, duress, menace, or threat of unlawful injury to the victim or to another person, under circumstances where the person receiving or apprehending the threat reasonably believes that it is likely that the person making the threat would carry it out.

(2) Duress includes knowingly destroying, concealing, removing, confiscating, or possessing any actual or purported passport or immigration document of the victim.

(e) For purposes of this section, "forced labor or services" means labor or services that are performed or provided by a person and are obtained or maintained through force, fraud, or coercion, or equivalent conduct that would reasonably overbear the will of the person.

(f) The Legislature finds that the definition of human trafficking in this section is equivalent to the federal definition of a severe form of trafficking found in Section 7102(8) of Title 22 of the United States Code.

(g) (1) In addition to the penalty specified in subdivision (c), any person who commits human trafficking involving a commercial sex act where the victim of the human trafficking was under 18 years of age at the time of the commission of the offense shall be punished by a fine of not more than one hundred thousand dollars (\$100,000).

(2) As used in this subdivision, "commercial sex act" means any sexual conduct on account of which anything of value is given or received by any person.

(h) Every fine imposed and collected pursuant to this section shall be deposited in the Victim-Witness Assistance Fund to be available for appropriation to fund services for victims of human trafficking. At least 50 percent of the fines collected and deposited pursuant to this section shall be granted to community-based organizations that serve victims of human trafficking.

SEC. 4. Section 264 of the Penal Code is amended to read:

264. (a) Except as provided in subdivision (c), rape, as defined in Section 261 or 262, is punishable by imprisonment in the state prison for three, six, or eight years.

(b) In addition to any punishment imposed under this section the judge may assess a fine not to exceed seventy dollars (\$70) against any person who violates Section 261 or 262 with the proceeds of this fine to be used

in accordance with Section 1463.23. The court shall, however, take into consideration the defendant's ability to pay, and no defendant shall be denied probation because of his or her inability to pay the fine permitted under this subdivision.

(c) (1) Any person who commits rape in violation of paragraph (2) of subdivision (a) of Section 261 upon a child who is under 14 years of age shall be punished by imprisonment in the state prison for 9, 11, or 13 years.

(2) Any person who commits rape in violation of paragraph (2) of subdivision (a) of Section 261 upon a minor who is 14 years of age or older shall be punished by imprisonment in the state prison for 7, 9, or 11 years.

(3) This subdivision does not preclude prosecution under Section 269, Section 288.7, or any other provision of law.

SEC. 5. Section 264.1 of the Penal Code is amended to read:

264.1. (a) The provisions of Section 264 notwithstanding, in any case in which the defendant, voluntarily acting in concert with another person, by force or violence and against the will of the victim, committed an act described in Section 261, 262, or 289, either personally or by aiding and abetting the other person, that fact shall be charged in the indictment or information and if found to be true by the jury, upon a jury trial, or if found to be true by the court, upon a court trial, or if admitted by the defendant, the defendant shall suffer confinement in the state prison for five, seven, or nine years.

(b) (1) If the victim of an offense described in subdivision (a) is a child who is under 14 years of age, the defendant shall be punished by imprisonment in the state prison for 10, 12, or 14 years.

(2) If the victim of an offense described in subdivision (a) is a minor who is 14 years of age or older, the defendant shall be punished by imprisonment in the state prison for 7, 9, or 11 years.

(3) This subdivision does not preclude prosecution under Section 269, Section 288.7, or any other provision of law.

SEC. 6. Section 286 of the Penal Code is amended to read:

286. (a) Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy.

(b) (1) Except as provided in Section 288, any person who participates in an act of sodomy with another person who is under 18 years of age shall be punished by imprisonment in the state prison, or in a county jail for not more than one year.

(2) Except as provided in Section 288, any person over the age of 21 years who participates in an act of sodomy with another person who is under 16 years of age shall be guilty of a felony.

(c) (1) Any person who participates in an act of sodomy with another person who is under 14 years of age and more than 10 years younger than he or she shall be punished by imprisonment in the state prison for three, six, or eight years.

(2) (A) Any person who commits an act of sodomy when the act is accomplished against the victim's will by means of force, violence, duress,

menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years.

(B) Any person who commits an act of sodomy with another person who is under 14 years of age when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for 9, 11, or 13 years.

(C) Any person who commits an act of sodomy with another person who is a minor 14 years of age or older when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for 7, 9, or 11 years.

(D) This paragraph does not preclude prosecution under Section 269, Section 288.7, or any other provision of law.

(3) Any person who commits an act of sodomy where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat, shall be punished by imprisonment in the state prison for three, six, or eight years.

(d) (1) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of sodomy when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person or where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat, shall be punished by imprisonment in the state prison for five, seven, or nine years.

(2) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of sodomy upon a victim who is under 14 years of age, when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 10, 12, or 14 years.

(3) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of sodomy upon a victim who is a minor 14 years of age or older, when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 7, 9, or 11 years.

(4) This subdivision does not preclude prosecution under Section 269, Section 288.7, or any other provision of law.

(e) Any person who participates in an act of sodomy with any person of any age while confined in any state prison, as defined in Section 4504, or in any local detention facility, as defined in Section 6031.4, shall be punished

by imprisonment in the state prison, or in a county jail for not more than one year.

(f) Any person who commits an act of sodomy, and the victim is at the time unconscious of the nature of the act and this is known to the person committing the act, shall be punished by imprisonment in the state prison for three, six, or eight years. As used in this subdivision, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions:

- (1) Was unconscious or asleep.
- (2) Was not aware, knowing, perceiving, or cognizant that the act occurred.
- (3) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.
- (4) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

(g) Except as provided in subdivision (h), a person who commits an act of sodomy, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act, shall be punished by imprisonment in the state prison for three, six, or eight years. Notwithstanding the existence of a conservatorship pursuant to the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.

(h) Any person who commits an act of sodomy, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act, and both the defendant and the victim are at the time confined in a state hospital for the care and treatment of the mentally disordered or in any other public or private facility for the care and treatment of the mentally disordered approved by a county mental health director, shall be punished by imprisonment in the state prison, or in a county jail for not more than one year. Notwithstanding the existence of a conservatorship pursuant to the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving legal consent.

(i) Any person who commits an act of sodomy, where the victim is prevented from resisting by an intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused, shall be punished by imprisonment in the state prison for three, six, or eight years.

(j) Any person who commits an act of sodomy, where the victim submits under the belief that the person committing the act is the victim's spouse, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief, shall be punished by imprisonment in the state prison for three, six, or eight years.

(k) Any person who commits an act of sodomy, where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official, shall be punished by imprisonment in the state prison for three, six, or eight years.

As used in this subdivision, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

(l) As used in subdivisions (c) and (d), "threatening to retaliate" means a threat to kidnap or falsely imprison, or inflict extreme pain, serious bodily injury, or death.

(m) In addition to any punishment imposed under this section, the judge may assess a fine not to exceed seventy dollars (\$70) against any person who violates this section, with the proceeds of this fine to be used in accordance with Section 1463.23. The court, however, shall take into consideration the defendant's ability to pay, and no defendant shall be denied probation because of his or her inability to pay the fine permitted under this subdivision.

SEC. 7. Section 288 of the Penal Code is amended to read:

288. (a) Except as provided in subdivision (i), any person who willfully and lewdly commits any lewd or lascivious act, including any of the acts constituting other crimes provided for in Part 1, upon or with the body, or any part or member thereof, of a child who is under the age of 14 years, with the intent of arousing, appealing to, or gratifying the lust, passions, or sexual desires of that person or the child, is guilty of a felony and shall be punished by imprisonment in the state prison for three, six, or eight years.

(b) (1) Any person who commits an act described in subdivision (a) by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, is guilty of a felony and shall be punished by imprisonment in the state prison for 5, 8, or 10 years.

(2) Any person who is a caretaker and commits an act described in subdivision (a) upon a dependent person by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, with the intent described in subdivision (a), is guilty of a felony and shall be punished by imprisonment in the state prison for 5, 8, or 10 years.

(c) (1) Any person who commits an act described in subdivision (a) with the intent described in that subdivision, and the victim is a child of 14 or 15 years, and that person is at least 10 years older than the child, is guilty of a public offense and shall be punished by imprisonment in the state prison

for one, two, or three years, or by imprisonment in a county jail for not more than one year. In determining whether the person is at least 10 years older than the child, the difference in age shall be measured from the birth date of the person to the birth date of the child.

(2) Any person who is a caretaker and commits an act described in subdivision (a) upon a dependent person, with the intent described in subdivision (a), is guilty of a public offense and shall be punished by imprisonment in the state prison for one, two, or three years, or by imprisonment in a county jail for not more than one year.

(d) In any arrest or prosecution under this section or Section 288.5, the peace officer, district attorney, and the court shall consider the needs of the child victim or dependent person and shall do whatever is necessary, within existing budgetary resources, and constitutionally permissible to prevent psychological harm to the child victim or to prevent psychological harm to the dependent person victim resulting from participation in the court process.

(e) Upon the conviction of any person for a violation of subdivision (a) or (b), the court may, in addition to any other penalty or fine imposed, order the defendant to pay an additional fine not to exceed ten thousand dollars (\$10,000). In setting the amount of the fine, the court shall consider any relevant factors, including, but not limited to, the seriousness and gravity of the offense, the circumstances of its commission, whether the defendant derived any economic gain as a result of the crime, and the extent to which the victim suffered economic losses as a result of the crime. Every fine imposed and collected under this section shall be deposited in the Victim-Witness Assistance Fund to be available for appropriation to fund child sexual exploitation and child sexual abuse victim counseling centers and prevention programs pursuant to Section 13837.

If the court orders a fine imposed pursuant to this subdivision, the actual administrative cost of collecting that fine, not to exceed 2 percent of the total amount paid, may be paid into the general fund of the county treasury for the use and benefit of the county.

(f) For purposes of paragraph (2) of subdivision (b) and paragraph (2) of subdivision (c), the following definitions apply:

(1) "Caretaker" means an owner, operator, administrator, employee, independent contractor, agent, or volunteer of any of the following public or private facilities when the facilities provide care for elder or dependent persons:

(A) Twenty-four hour health facilities, as defined in Sections 1250, 1250.2, and 1250.3 of the Health and Safety Code.

(B) Clinics.

(C) Home health agencies.

(D) Adult day health care centers.

(E) Secondary schools that serve dependent persons and postsecondary educational institutions that serve dependent persons or elders.

(F) Sheltered workshops.

(G) Camps.



(H) Community care facilities, as defined by Section 1402 of the Health and Safety Code, and residential care facilities for the elderly, as defined in Section 1569.2 of the Health and Safety Code.

(I) Respite care facilities.

(J) Foster homes.

(K) Regional centers for persons with developmental disabilities.

(L) A home health agency licensed in accordance with Chapter 8 (commencing with Section 1725) of Division 2 of the Health and Safety Code.

(M) An agency that supplies in-home supportive services.

(N) Board and care facilities.

(O) Any other protective or public assistance agency that provides health services or social services to elder or dependent persons, including, but not limited to, in-home supportive services, as defined in Section 14005.14 of the Welfare and Institutions Code.

(P) Private residences.

(2) "Board and care facilities" means licensed or unlicensed facilities that provide assistance with one or more of the following activities:

(A) Bathing.

(B) Dressing.

(C) Grooming.

(D) Medication storage.

(E) Medical dispensation.

(F) Money management.

(3) "Dependent person" means any person who has a physical or mental impairment that substantially restricts his or her ability to carry out normal activities or to protect his or her rights, including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have significantly diminished because of age. "Dependent person" includes any person who is admitted as an inpatient to a 24-hour health facility, as defined in Sections 1250, 1250.2, and 1250.3 of the Health and Safety Code.

(g) Paragraph (2) of subdivision (b) and paragraph (2) of subdivision (c) apply to the owners, operators, administrators, employees, independent contractors, agents, or volunteers working at these public or private facilities and only to the extent that the individuals personally commit, conspire, aid, abet, or facilitate any act prohibited by paragraph (2) of subdivision (b) and paragraph (2) of subdivision (c).

(h) Paragraph (2) of subdivision (b) and paragraph (2) of subdivision (c) do not apply to a caretaker who is a spouse of, or who is in an equivalent domestic relationship with, the dependent person under care.

(i) (1) Any person convicted of a violation of subdivision (a) shall be imprisoned in the state prison for life with the possibility of parole if the defendant personally inflicted bodily harm upon the victim.

(2) The penalty provided in this subdivision shall only apply if the fact that the defendant personally inflicted bodily harm upon the victim is pled and proved.

(3) As used in this subdivision, “bodily harm” means any substantial physical injury resulting from the use of force that is more than the force necessary to commit the offense.

SEC. 8. Section 288a of the Penal Code is amended to read:

288a. (a) Oral copulation is the act of copulating the mouth of one person with the sexual organ or anus of another person.

(b) (1) Except as provided in Section 288, any person who participates in an act of oral copulation with another person who is under 18 years of age shall be punished by imprisonment in the state prison, or in a county jail for a period of not more than one year.

(2) Except as provided in Section 288, any person over the age of 21 years who participates in an act of oral copulation with another person who is under 16 years of age is guilty of a felony.

(c) (1) Any person who participates in an act of oral copulation with another person who is under 14 years of age and more than 10 years younger than he or she shall be punished by imprisonment in the state prison for three, six, or eight years.

(2) (A) Any person who commits an act of oral copulation when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years.

(B) Any person who commits an act of oral copulation upon a person who is under 14 years of age, when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years.

(C) Any person who commits an act of oral copulation upon a minor who is 14 years of age or older, when the act is accomplished against the victim’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 6, 8, or 10 years.

(D) This paragraph does not preclude prosecution under Section 269, Section 288.7, or any other provision of law.

(3) Any person who commits an act of oral copulation where the act is accomplished against the victim’s will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat, shall be punished by imprisonment in the state prison for three, six, or eight years.

(d) (1) Any person who, while voluntarily acting in concert with another person, either personally or by aiding and abetting that other person, commits an act of oral copulation (1) when the act is accomplished against the victim’s will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, or (2) where the act is accomplished against the victim’s will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat, or (3) where the victim is at the time incapable,

because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act, shall be punished by imprisonment in the state prison for five, seven, or nine years. Notwithstanding the appointment of a conservator with respect to the victim pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime described under paragraph (3), that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving legal consent.

(2) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of oral copulation upon a victim who is under 14 years of age, when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 10, 12, or 14 years.

(3) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of oral copulation upon a victim who is a minor 14 years of age or older, when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years.

(4) This paragraph does not preclude prosecution under Section 269, Section 288.7, or any other provision of law.

(e) Any person who participates in an act of oral copulation while confined in any state prison, as defined in Section 4504 or in any local detention facility as defined in Section 6031.4, shall be punished by imprisonment in the state prison, or in a county jail for a period of not more than one year.

(f) Any person who commits an act of oral copulation, and the victim is at the time unconscious of the nature of the act and this is known to the person committing the act, shall be punished by imprisonment in the state prison for a period of three, six, or eight years. As used in this subdivision, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions:

(1) Was unconscious or asleep.

(2) Was not aware, knowing, perceiving, or cognizant that the act occurred.

(3) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

(4) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the oral copulation served a professional purpose when it served no professional purpose.

(g) Except as provided in subdivision (h), any person who commits an act of oral copulation, and the victim is at the time incapable, because of a

mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act, shall be punished by imprisonment in the state prison, for three, six, or eight years. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.

(h) Any person who commits an act of oral copulation, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act, and both the defendant and the victim are at the time confined in a state hospital for the care and treatment of the mentally disordered or in any other public or private facility for the care and treatment of the mentally disordered approved by a county mental health director, shall be punished by imprisonment in the state prison, or in a county jail for a period of not more than one year. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving legal consent.

(i) Any person who commits an act of oral copulation, where the victim is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

(j) Any person who commits an act of oral copulation, where the victim submits under the belief that the person committing the act is the victim's spouse, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

(k) Any person who commits an act of oral copulation, where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

As used in this subdivision, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

(l) As used in subdivisions (c) and (d), "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

(m) In addition to any punishment imposed under this section, the judge may assess a fine not to exceed seventy dollars (\$70) against any person who violates this section, with the proceeds of this fine to be used in accordance with Section 1463.23. The court shall, however, take into consideration the defendant's ability to pay, and no defendant shall be denied probation because of his or her inability to pay the fine permitted under this subdivision.

SEC. 9. Section 289 of the Penal Code is amended to read:

289. (a) (1) (A) Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years.

(B) Any person who commits an act of sexual penetration upon a child who is under 14 years of age, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years.

(C) Any person who commits an act of sexual penetration upon a minor who is 14 years of age or older, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 6, 8, or 10 years.

(D) This paragraph does not preclude prosecution under Section 269, Section 288.7, or any other provision of law.

(2) Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat, shall be punished by imprisonment in the state prison for three, six, or eight years.

(b) Except as provided in subdivision (c), any person who commits an act of sexual penetration, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act or causing the act to be committed, shall be punished by imprisonment in the state prison for three, six, or eight years. Notwithstanding the appointment of a conservator with respect to the victim pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving legal consent.

(c) Any person who commits an act of sexual penetration, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act or causing the act to be committed and both the defendant and the victim are at the time confined

in a state hospital for the care and treatment of the mentally disordered or in any other public or private facility for the care and treatment of the mentally disordered approved by a county mental health director, shall be punished by imprisonment in the state prison, or in a county jail for a period of not more than one year. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving legal consent.

(d) Any person who commits an act of sexual penetration, and the victim is at the time unconscious of the nature of the act and this is known to the person committing the act or causing the act to be committed, shall be punished by imprisonment in the state prison for three, six, or eight years. As used in this subdivision, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions:

(1) Was unconscious or asleep.

(2) Was not aware, knowing, perceiving, or cognizant that the act occurred.

(3) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

(4) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

(e) Any person who commits an act of sexual penetration when the victim is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

(f) Any person who commits an act of sexual penetration when the victim submits under the belief that the person committing the act or causing the act to be committed is the victim's spouse, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

(g) Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official, shall be punished by imprisonment in the state prison for a period of three, six, or eight years.

As used in this subdivision, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.

(h) Except as provided in Section 288, any person who participates in an act of sexual penetration with another person who is under 18 years of age shall be punished by imprisonment in the state prison or in the county jail for a period of not more than one year.

(i) Except as provided in Section 288, any person over the age of 21 years who participates in an act of sexual penetration with another person who is under 16 years of age shall be guilty of a felony.

(j) Any person who participates in an act of sexual penetration with another person who is under 14 years of age and who is more than 10 years younger than he or she shall be punished by imprisonment in the state prison for three, six, or eight years.

(k) As used in this section:

(1) "Sexual penetration" is the act of causing the penetration, however slight, of the genital or anal opening of any person or causing another person to so penetrate the defendant's or another person's genital or anal opening for the purpose of sexual arousal, gratification, or abuse by any foreign object, substance, instrument, or device, or by any unknown object.

(2) "Foreign object, substance, instrument, or device" shall include any part of the body, except a sexual organ.

(3) "Unknown object" shall include any foreign object, substance, instrument, or device, or any part of the body, including a penis, when it is not known whether penetration was by a penis or by a foreign object, substance, instrument, or device, or by any other part of the body.

(l) As used in subdivision (a), "threatening to retaliate" means a threat to kidnap or falsely imprison, or inflict extreme pain, serious bodily injury or death.

(m) As used in this section, "victim" includes any person who the defendant causes to penetrate the genital or anal opening of the defendant or another person or whose genital or anal opening is caused to be penetrated by the defendant or another person and who otherwise qualifies as a victim under the requirements of this section.

SEC. 10. Section 290.04 of the Penal Code is amended to read:

290.04. (a) (1) The sex offender risk assessment tools authorized by this section for use with selected populations shall be known, with respect to each population, as the State-Authorized Risk Assessment Tool for Sex Offenders (SARATSO). If a SARATSO has not been selected for a given population pursuant to this section, no duty to administer the SARATSO elsewhere in this code shall apply with respect to that population. Every person required to register as a sex offender shall be subject to assessment with the SARATSO as set forth in this section and elsewhere in this code.

(2) A representative of the Department of Corrections and Rehabilitation, in consultation with a representative of the State Department of Mental Health and a representative of the Attorney General's office, shall comprise the SARATSO Review Committee. The purpose of the committee, which shall be staffed by the Department of Corrections and Rehabilitation, shall be to ensure that the SARATSO reflects the most reliable, objective and well-established protocols for predicting sex offender risk of recidivism.

has been scientifically validated and cross validated, and is, or is reasonably likely to be, widely accepted by the courts. The committee shall consult with experts in the fields of risk assessment and the use of actuarial instruments in predicting sex offender risk, sex offending, sex offender treatment, mental health, and law, as it deems appropriate.

(b) (1) Commencing January 1, 2007, the SARATSO for adult males required to register as sex offenders shall be the STATIC-99 risk assessment scale, which shall be the SARATSO static tool for adult males.

(2) On or before January 1, 2008, the SARATSO Review Committee shall determine whether the STATIC-99 should be supplemented with an actuarial instrument that measures dynamic risk factors or whether the STATIC-99 should be replaced as the SARATSO with a different risk assessment tool. On or before January 1, 2012, the SARATSO Review Committee shall select an actuarial instrument that measures dynamic risk factors and an actuarial instrument that measures risk of future sexual violence. The selected instruments shall be the SARATSO dynamic tool for adult males and the SARATSO future violence tool for adult males. If the committee unanimously agrees on changes to be made to a designated SARATSO, it shall advise the Governor and the Legislature of the changes, and the Department of Corrections and Rehabilitation shall post the decision on its Internet Web site. Sixty days after the decision is posted, the selected tool shall become the SARATSO for adult males.

(c) On or before July 1, 2007, the SARATSO Review Committee shall research risk assessment tools for adult females required to register as sex offenders. If the committee unanimously agrees on an appropriate risk assessment tool to be used to assess this population, it shall advise the Governor and the Legislature of the selected tool, and the State Department of Mental Health shall post the decision on its Internet Web site. Sixty days after the decision is posted, the selected tool shall become the SARATSO for adult females.

(d) On or before July 1, 2007, the SARATSO Review Committee shall research risk assessment tools for male juveniles required to register as sex offenders. If the committee unanimously agrees on an appropriate risk assessment tool to be used to assess this population, it shall advise the Governor and the Legislature of the selected tool, and the State Department of Mental Health shall post the decision on its Internet Web site. Sixty days after the decision is posted, the selected tool shall become the SARATSO for male juveniles.

(e) On or before July 1, 2007, the SARATSO Review Committee shall research risk assessment tools for female juveniles required to register as sex offenders. If the committee unanimously agrees on an appropriate risk assessment tool to be used to assess this population, it shall advise the Governor and the Legislature of the selected tool, and the State Department of Mental Health shall post the decision on its Internet Web site. Sixty days after the decision is posted, the selected tool shall become the SARATSO for female juveniles.



(f) The committee shall periodically evaluate the SARATSO static, dynamic, and risk of future violence tools for each specified population. If the committee unanimously agrees on a change to the SARATSO for any population, it shall advise the Governor and the Legislature of the selected tool, and the Department of Corrections and Rehabilitation shall post the decision on its Internet Web site. Sixty days after the decision is posted, the selected tool shall become the SARATSO for that population.

(g) The committee shall perform other functions consistent with the provisions of this act or as may be otherwise required by law, including, but not limited to, defining tiers of risk based on the SARATSO. The committee shall be immune from liability for good faith conduct under this act.

SEC. 11. Section 290.05 of the Penal Code is amended to read:

290.05. (a) The SARATSO Training Committee shall be comprised of a representative of the State Department of Mental Health, a representative of the Department of Corrections and Rehabilitation, a representative of the Attorney General's Office, and a representative of the Chief Probation Officers of California.

(b) On or before January 1, 2008, the SARATSO Training Committee, in consultation with the Corrections Standards Authority and the Commission on Peace Officer Standards and Training, shall develop a training program for persons authorized by this code to administer the static SARATSO, as set forth in Section 290.04.

(c) (1) The Department of Corrections and Rehabilitation shall be responsible for overseeing the training of persons who will administer the static SARATSO pursuant to paragraph (1) or (2) of subdivision (a) of Section 290.06.

(2) The State Department of Mental Health shall be responsible for overseeing the training of persons who will administer the static SARATSO pursuant to paragraph (3) of subdivision (a) of Section 290.06.

(3) The Correction Standards Authority shall be responsible for developing standards for the training of persons who will administer the static SARATSO pursuant to paragraph (5) or (6) of subdivision (a) of Section 290.06.

(4) The Commission on Peace Officer Standards and Training shall be responsible for developing standards for the training of persons who will administer the static SARATSO pursuant to subdivision (b) of Section 290.06.

(d) The training shall be conducted by experts in the field of risk assessment and the use of actuarial instruments in predicting sex offender risk. Subject to requirements established by the committee, the Department of Corrections and Rehabilitation, the State Department of Mental Health, probation departments, and authorized local law enforcement agencies shall designate key persons within their organizations to attend training and, as authorized by the department, to train others within their organizations designated to perform risk assessments as required or authorized by law.

Any person who administers the static SARATSO shall receive training no less frequently than every two years.

(e) If the agency responsible for scoring the static SARATSO believes an individual score does not represent the person's true risk level, based on factors in the offender's record, the agency may submit the case to the experts retained by the SARATSO Review Committee to monitor the scoring of the SARATSO. Those experts shall be guided by empirical research in determining whether to raise or lower the risk level. Agencies that score the static SARATSO shall develop a protocol for submission of risk level override requests to the experts retained in accordance with this subdivision.

(f) The static SARATSO may be performed for purposes authorized by statute only by persons trained pursuant to this section. Persons who administer the dynamic SARATSO and the future violence SARATSO while under contract to provide sex offender management programs, pursuant to Section 290.09, shall be trained to administer the dynamic and future violence SARATSO tools as required in Section 290.09. Probation officers or parole agents may be trained by SARATSO experts on the dynamic SARATSO tool and perform assessments on that tool only if authorized by the SARATSO Training Committee to do so after successful completion of training.

SEC. 12. Section 290.06 of the Penal Code is amended to read:

290.06. Effective on or before July 1, 2008, the static SARATSO, as set forth in Section 290.04, shall be administered as follows:

(a) (1) The Department of Corrections and Rehabilitation shall assess every eligible person who is incarcerated in state prison. Whenever possible, the assessment shall take place at least four months, but no sooner than 10 months, prior to release from incarceration.

(2) The department shall assess every eligible person who is on parole if the person was not assessed prior to release from state prison. Whenever possible, the assessment shall take place at least four months, but no sooner than 10 months, prior to termination of parole. The department shall record in a database the risk assessment scores of persons assessed pursuant to this paragraph and paragraph (1), and any risk assessment score that was submitted to the department by a probation officer pursuant to Section 1203.

(3) The State Department of Mental Health shall assess every eligible person who is committed to that department. Whenever possible, the assessment shall take place at least four months, but no sooner than 10 months, prior to release from commitment. The State Department of Mental Health shall record in a database the risk assessment scores of persons assessed pursuant to this paragraph and any risk assessment score that was submitted to the department by a probation officer pursuant to Section 1203.

(4) Commencing January 1, 2010, the Department of Corrections and Rehabilitation and the State Department of Mental Health shall send the scores obtained in accordance with paragraphs (2) and (3) respectively, to the Department of Justice Sex Offender Tracking Program not later than 30 days after the date of the assessment. The risk assessment score of an offender shall be made part of his or her file maintained by the Department

of Justice Sex Offender Tracking Program as soon as possible without financial impact, but no later than January 1, 2012.

(5) Each probation department shall, prior to sentencing, assess every person who would be referred for assessment pursuant to subdivision (d) of Section 1203, whether or not a report is prepared pursuant to Section 1203.

(6) Each probation department shall assess every eligible person under its supervision who was not assessed pursuant to paragraph (5). The assessment shall take place prior to the termination of probation, but no later than January 1, 2010.

(b) Eligible persons not assessed pursuant to subdivision (a) may be assessed as follows:

(1) Upon request of the law enforcement agency in the jurisdiction in which the person is registered pursuant to Sections 290 to 290.023, inclusive, the person shall be assessed. The law enforcement agency may enter into a memorandum of understanding with a probation department to perform the assessment. In the alternative, the law enforcement agency may arrange to have personnel trained to perform the risk assessment in accordance with subdivision (d) of Section 290.05.

(2) Eligible persons not assessed pursuant to subdivision (a) may request that a risk assessment be performed. A request form shall be available at registering law enforcement agencies. The person requesting the assessment shall pay a fee for the assessment that shall be sufficient to cover the cost of the assessment. The risk assessment so requested shall be performed either by the probation department, if a memorandum of understanding is established between the law enforcement agency and the probation department, or by personnel who have been trained to perform risk assessment in accordance with subdivision (d) of Section 290.05.

(c) For purposes of this section, "eligible person" means a person who was convicted of an offense that requires him or her to register as a sex offender pursuant to Section 290 and who is eligible for assessment, pursuant to the official Coding Rules designated for use with the risk assessment instrument by the author of any risk assessment instrument (SARATSO) selected by the SARATSO Review Committee.

(d) Persons authorized to perform risk assessments pursuant to this section, Section 1203, and Section 706 of the Welfare and Institutions Code shall be immune from liability for good faith conduct under this act.

SEC. 12.5. Section 290.06 of the Penal Code is amended to read:

290.06. The static SARATSO, as set forth in Section 290.04, shall be administered as follows:

(a) (1) The Department of Corrections and Rehabilitation shall assess every eligible person who is incarcerated in state prison. Whenever possible, the assessment shall take place at least four months, but no sooner than 10 months, prior to release from incarceration.

(2) The department shall assess every eligible person who is on parole if the person was not assessed prior to release from state prison. Whenever possible, the assessment shall take place at least four months, but no sooner

than 10 months, prior to termination of parole. The department shall record in a database the risk assessment scores of persons assessed pursuant to this paragraph and paragraph (1), and any risk assessment score that was submitted to the department by a probation officer pursuant to Section 1203.

(3) The department shall assess every person on parole transferred from any other state or by the federal government to this state who has been, or is hereafter convicted in any other court, including any state, federal, or military court, of any offense that, if committed or attempted in this state, would have been punishable as one or more of the offenses described in subdivision (c) of Section 290. The assessment required by this paragraph shall occur no later than 60 days after a determination by the Department of Justice that the person is required to register as a sex offender in California pursuant to Section 290.005.

(4) The State Department of Mental Health shall assess every eligible person who is committed to that department. Whenever possible, the assessment shall take place at least four months, but no sooner than 10 months, prior to release from commitment. The State Department of Mental Health shall record in a database the risk assessment scores of persons assessed pursuant to this paragraph and any risk assessment score that was submitted to the department by a probation officer pursuant to Section 1203.

(5) Commencing January 1, 2010, the Department of Corrections and Rehabilitation and the State Department of Mental Health shall send the scores obtained in accordance with paragraphs (2), (3), and (4) to the Department of Justice Sex Offender Tracking Program not later than 30 days after the date of the assessment. The risk assessment score of an offender shall be made part of his or her file maintained by the Department of Justice Sex Offender Tracking Program as soon as possible without financial impact, but no later than January 1, 2012.

(6) Each probation department shall, prior to sentencing, assess every eligible person as defined in subdivision (c), whether or not a report is prepared pursuant to Section 1203.

(7) Each probation department shall assess every eligible person under its supervision who was not assessed pursuant to paragraph (6). The assessment shall take place prior to the termination of probation, but no later than January 1, 2010.

(b) Eligible persons not assessed pursuant to subdivision (a) may be assessed as follows:

(1) Upon request of the law enforcement agency in the jurisdiction in which the person is registered pursuant to Sections 290 to 290.023, inclusive, the person shall be assessed. The law enforcement agency may enter into a memorandum of understanding with a probation department to perform the assessment. In the alternative, the law enforcement agency may arrange to have personnel trained to perform the risk assessment in accordance with subdivision (d) of Section 290.05.

(2) Eligible persons not assessed pursuant to subdivision (a) may request that a risk assessment be performed. A request form shall be available at registering law enforcement agencies. The person requesting the assessment

shall pay a fee for the assessment that shall be sufficient to cover the cost of the assessment. The risk assessment so requested shall be performed either by the probation department, if a memorandum of understanding is established between the law enforcement agency and the probation department, or by personnel who have been trained to perform risk assessment in accordance with subdivision (d) of Section 290.05.

(c) For purposes of this section, "eligible person" means a person who was convicted of an offense that requires him or her to register as a sex offender pursuant to the Sex Offender Registration Act and who is eligible for assessment, pursuant to the official Coding Rules designated for use with the risk assessment instrument by the author of any risk assessment instrument (SARATSO) selected by the SARATSO Review Committee.

(d) Persons authorized to perform risk assessments pursuant to this section, Section 1203, and Section 706 of the Welfare and Institutions Code shall be immune from liability for good faith conduct under this act.

SEC. 13. Section 290.09 is added to the Penal Code, to read:

290.09. On or before July 2012, the SARATSO dynamic tool and the SARATSO future violence tool, as set forth in Section 290.04, shall be administered as follows:

(a) (1) Every sex offender required to register pursuant to Sections 290 to 290.023, inclusive, shall, while on parole or formal supervised probation, participate in an approved sex offender management program, pursuant to Sections 1203.067 and 3008.

(2) The sex offender management program shall meet the certification requirements developed by the California Sex Offender Management Board pursuant to Section 9003. Probation departments and the Department of Corrections and Rehabilitation shall enter into contracts with certified sex offender management professionals to provide those programs. Probation departments and the Department of Corrections and Rehabilitation shall not employ or contract with, and shall not allow a sex offender to employ or contract with, any individual or entity to provide sex offender evaluation or treatment services pursuant to this section unless the sex offender evaluation or treatment services to be provided by the individual or entity conforms with the standards developed pursuant to Section 9003.

(b) (1) The sex offender management professionals certified by the California Sex Offender Management Board in accordance with Section 9003 who enter into the contracts for sex offender management programs with any probation department and the Department of Corrections and Rehabilitation, pursuant to Section 290.09, shall assess each registered sex offender on formal supervised probation or parole using the SARATSO dynamic tool, when a dynamic risk factor changes, and shall do a final dynamic assessment within six months of the offender's release from supervision. The management professional shall also assess the sex offenders in the program with the SARATSO future violence tool.

(2) The certified sex offender management professional shall, as soon as possible but not later than 30 days after the assessment, provide the person's score on the SARATSO dynamic tool and the future violence tool

to the person's parole agent or probation officer. Within five working days of receipt of the score, the parole or probation officer shall send the score to the Department of Justice, and the score shall be accessible to law enforcement through the Department of Justice's Internet Web site for the California Sex and Arson Registry (CSAR).

(c) The certified sex offender management professional shall communicate with the offender's probation officer or parole agent on a regular basis, but at least once a month, about the offender's progress in the program and dynamic risk assessment issues, and shall share pertinent information with the certified polygraph examiner as required.

(d) The SARATSO Training Committee shall provide annual training on the SARATSO dynamic tool and the SARATSO future violence tool. Certified sex offender management professionals shall attend this training once to obtain authorization to perform the assessments, and thereafter attend training updates as required by the SARATSO Training Committee. If a sex offender management professional is certified pursuant to Section 9003 to conduct an approved sex offender management program prior to attending SARATSO training on the dynamic and violent risk assessment tools, he or she shall present to the SARATSO Training Committee proof of training on these tools from a risk assessment expert approved by the SARATSO Training Committee.

SEC. 14. Section 290.46 of the Penal Code is amended to read:

290.46. (a) (1) On or before the dates specified in this section, the Department of Justice shall make available information concerning persons who are required to register pursuant to Section 290 to the public via an Internet Web site as specified in this section. The department shall update the Internet Web site on an ongoing basis. All information identifying the victim by name, birth date, address, or relationship to the registrant shall be excluded from the Internet Web site. The name or address of the person's employer and the listed person's criminal history other than the specific crimes for which the person is required to register shall not be included on the Internet Web site. The Internet Web site shall be translated into languages other than English as determined by the department.

(2) (A) On or before July 1, 2010, the Department of Justice shall make available to the public, via an Internet Web site as specified in this section, as to any person described in subdivision (b), (c), or (d), the following information:

(i) The year of conviction of his or her most recent offense requiring registration pursuant to Section 290.

(ii) The year he or she was released from incarceration for that offense.

(iii) Whether he or she was subsequently incarcerated for any other felony, if that fact is reported to the department. If the department has no information about a subsequent incarceration for any felony, that fact shall be noted on the Internet Web site.

However, no year of conviction shall be made available to the public unless the department also is able to make available the corresponding year

of release of incarceration for that offense, and the required notation regarding any subsequent felony.

(B) (i) Any state facility that releases from incarceration a person who was incarcerated because of a crime for which he or she is required to register as a sex offender pursuant to Section 290 shall, within 30 days of release, provide the year of release for his or her most recent offense requiring registration to the Department of Justice in a manner and format approved by the department.

(ii) Any state facility that releases a person who is required to register pursuant to Section 290 from incarceration whose incarceration was for a felony committed subsequently to the offense for which he or she is required to register shall, within 30 days of release, advise the Department of Justice of that fact.

(iii) Any state facility that, prior to January 1, 2007, released from incarceration a person who was incarcerated because of a crime for which he or she is required to register as a sex offender pursuant to Section 290 shall provide the year of release for his or her most recent offense requiring registration to the Department of Justice in a manner and format approved by the department. The information provided by the Department of Corrections and Rehabilitation shall be limited to information that is currently maintained in an electronic format.

(iv) Any state facility that, prior to January 1, 2007, released a person who is required to register pursuant to Section 290 from incarceration whose incarceration was for a felony committed subsequently to the offense for which he or she is required to register shall advise the Department of Justice of that fact in a manner and format approved by the department. The information provided by the Department of Corrections and Rehabilitation shall be limited to information that is currently maintained in an electronic format.

(3) The State Department of Mental Health shall provide to the Department of Justice Sex Offender Tracking Program the names of all persons committed to its custody pursuant to Article 4 (commencing with Section 6600) of Chapter 2 of Part 2 of Division 6 of the Welfare and Institutions Code, within 30 days of commitment, and shall provide the names of all of those persons released from its custody within five working days of release.

(b) (1) On or before July 1, 2005, with respect to a person who has been convicted of the commission or the attempted commission of any of the offenses listed in, or who is described in, paragraph (2), the Department of Justice shall make available to the public via the Internet Web site his or her name and known aliases, a photograph, a physical description, including gender and race, date of birth, criminal history, prior adjudication as a sexually violent predator, the address at which the person resides, and any other information that the Department of Justice deems relevant, but not the information excluded pursuant to subdivision (a). On or before January 1, 2013, the department shall make available to the public via the Internet

Web site his or her static SARATSO score and information on an elevated risk level based on the SARATSO future violence tool.

(2) This subdivision shall apply to the following offenses and offenders:

(A) Section 187 committed in the perpetration, or an attempt to perpetrate, rape or any act punishable under Section 286, 288, 288a, or 289.

(B) Section 207 committed with intent to violate Section 261, 286, 288, 288a, or 289.

(C) Section 209 committed with intent to violate Section 261, 286, 288, 288a, or 289.

(D) Paragraph (2) or (6) of subdivision (a) of Section 261.

(E) Section 264.1.

(F) Section 269.

(G) Subdivision (c) or (d) of Section 286.

(H) Subdivision (a), (b), or (c) of Section 288, provided that the offense is a felony.

(I) Subdivision (c) or (d) of Section 288a.

(J) Section 288.3, provided that the offense is a felony.

(K) Section 288.4, provided that the offense is a felony.

(L) Section 288.5.

(M) Subdivision (a) or (j) of Section 289.

(N) Section 288.7.

(O) Any person who has ever been adjudicated a sexually violent predator, as defined in Section 6600 of the Welfare and Institutions Code.

(P) A felony violation of Section 311.1.

(Q) A felony violation of subdivision (b), (c), or (d) of Section 311.2.

(R) A felony violation of Section 311.3.

(S) A felony violation of subdivision (a), (b), or (c) of Section 311.4.

(T) Section 311.10.

(U) A felony violation of Section 311.11.

(c) (1) On or before July 1, 2005, with respect to a person who has been convicted of the commission or the attempted commission of any of the offenses listed in paragraph (2), the Department of Justice shall make available to the public via the Internet Web site his or her name and known aliases, a photograph, a physical description, including gender and race, date of birth, criminal history, the community of residence and ZIP Code in which the person resides or the county in which the person is registered as a transient, and any other information that the Department of Justice deems relevant, but not the information excluded pursuant to subdivision (a). On or before July 1, 2006, the Department of Justice shall determine whether any person convicted of an offense listed in paragraph (2) also has one or more prior or subsequent convictions of an offense listed in subdivision (c) of Section 290, and, for those persons, the Department of Justice shall make available to the public via the Internet Web site the address at which the person resides. However, the address at which the person resides shall not be disclosed until a determination is made that the person is, by virtue of his or her additional prior or subsequent conviction of an offense listed in subdivision (c) of Section 290, subject to this subdivision.



(2) This subdivision shall apply to the following offenses:

(A) Section 220, except assault to commit mayhem.

(B) Paragraph (1), (3), or (4) of subdivision (a) of Section 261.

(C) Paragraph (2) of subdivision (b), or subdivision (f), (g), or (i), of Section 286.

(D) Paragraph (2) of subdivision (b), or subdivision (f), (g), or (i), of Section 288a.

(E) Subdivision (b), (d), (e), or (i) of Section 289.

(d) (1) On or before July 1, 2005, with respect to a person who has been convicted of the commission or the attempted commission of any of the offenses listed in, or who is described in, this subdivision, the Department of Justice shall make available to the public via the Internet Web site his or her name and known aliases, a photograph, a physical description, including gender and race, date of birth, criminal history, the community of residence and ZIP Code in which the person resides or the county in which the person is registered as a transient, and any other information that the Department of Justice deems relevant, but not the information excluded pursuant to subdivision (a) or the address at which the person resides.

(2) This subdivision shall apply to the following offenses and offenders:

(A) Subdivision (a) of Section 243.4, provided that the offense is a felony.

(B) Section 266, provided that the offense is a felony.

(C) Section 266c, provided that the offense is a felony.

(D) Section 266j.

(E) Section 267.

(F) Subdivision (c) of Section 288, provided that the offense is a misdemeanor.

(G) Section 288.3, provided that the offense is a misdemeanor.

(H) Section 288.4, provided that the offense is a misdemeanor.

(I) Section 626.81.

(J) Section 647.6.

(K) Section 653c.

(L) Any person required to register pursuant to Section 290 based upon an out-of-state conviction, unless that person is excluded from the Internet Web site pursuant to subdivision (e). However, if the Department of Justice has determined that the out-of-state crime, if committed or attempted in this state, would have been punishable in this state as a crime described in subdivision (c) of Section 290, the person shall be placed on the Internet Web site as provided in subdivision (b) or (c), as applicable to the crime.

(e) (1) If a person has been convicted of the commission or the attempted commission of any of the offenses listed in this subdivision, and he or she has been convicted of no other offense listed in subdivision (b), (c), or (d) other than those listed in this subdivision, that person may file an application with the Department of Justice, on a form approved by the department, for exclusion from the Internet Web site. If the department determines that the person meets the requirements of this subdivision, the department shall grant the exclusion and no information concerning the person shall be made available via the Internet Web site described in this section. He or she bears

the burden of proving the facts that make him or her eligible for exclusion from the Internet Web site. However, a person who has filed for or been granted an exclusion from the Internet Web site is not relieved of his or her duty to register as a sex offender pursuant to Section 290 nor from any otherwise applicable provision of law.

(2) This subdivision shall apply to the following offenses:

(A) A felony violation of subdivision (a) of Section 243.4.

(B) Section 647.6, if the offense is a misdemeanor.

(C) A felony violation of Section 311.1, subdivision (b), (c), or (d) of Section 311.2, or Section 311.3, 311.4, 311.10, or 311.11 if the person submits to the department a certified copy of a probation report filed in court that clearly states that all victims involved in the commission of the offense were at least 16 years of age or older at the time of the commission of the offense.

(D) (i) An offense for which the offender successfully completed probation, provided that the offender submits to the department a certified copy of a probation report, presentencing report, report prepared pursuant to Section 288.1, or other official court document that clearly demonstrates that the offender was the victim's parent, stepparent, sibling, or grandparent and that the crime did not involve either oral copulation or penetration of the vagina or rectum of either the victim or the offender by the penis of the other or by any foreign object.

(ii) An offense for which the offender is on probation at the time of his or her application, provided that the offender submits to the department a certified copy of a probation report, presentencing report, report prepared pursuant to Section 288.1, or other official court document that clearly demonstrates that the offender was the victim's parent, stepparent, sibling, or grandparent and that the crime did not involve either oral copulation or penetration of the vagina or rectum of either the victim or the offender by the penis of the other or by any foreign object.

(iii) If, subsequent to his or her application, the offender commits a violation of probation resulting in his or her incarceration in county jail or state prison, his or her exclusion, or application for exclusion, from the Internet Web site shall be terminated.

(iv) For the purposes of this subparagraph, "successfully completed probation" means that during the period of probation the offender neither received additional county jail or state prison time for a violation of probation nor was convicted of another offense resulting in a sentence to county jail or state prison.

(3) If the department determines that a person who was granted an exclusion under a former version of this subdivision would not qualify for an exclusion under the current version of this subdivision, the department shall rescind the exclusion, make a reasonable effort to provide notification to the person that the exclusion has been rescinded, and, no sooner than 30 days after notification is attempted, make information about the offender available to the public on the Internet Web site as provided in this section.

(4) Effective January 1, 2012, no person shall be excluded pursuant to this subdivision unless the offender has submitted to the department documentation sufficient for the department to determine that he or she has a SARATSO risk level of low or moderate-low.

(f) The Department of Justice shall make a reasonable effort to provide notification to persons who have been convicted of the commission or attempted commission of an offense specified in subdivision (b), (c), or (d), that on or before July 1, 2005, the department is required to make information about specified sex offenders available to the public via an Internet Web site as specified in this section. The Department of Justice shall also make a reasonable effort to provide notice that some offenders are eligible to apply for exclusion from the Internet Web site.

(g) (1) A designated law enforcement entity, as defined in subdivision (f) of Section 290.45, may make available information concerning persons who are required to register pursuant to Section 290 to the public via an Internet Web site as specified in paragraph (2).

(2) The law enforcement entity may make available by way of an Internet Web site the information described in subdivision (c) if it determines that the public disclosure of the information about a specific offender by way of the entity's Internet Web site is necessary to ensure the public safety based upon information available to the entity concerning that specific offender.

(3) The information that may be provided pursuant to this subdivision may include the information specified in subdivision (b) of Section 290.45. However, that offender's address may not be disclosed unless he or she is a person whose address is on the Department of Justice's Internet Web site pursuant to subdivision (b) or (c).

(h) For purposes of this section, "offense" includes the statutory predecessors of that offense, or any offense committed in another jurisdiction that, if committed or attempted to be committed in this state, would have been punishable in this state as an offense listed in subdivision (c) of Section 290.

(i) Notwithstanding Section 6254.5 of the Government Code, disclosure of information pursuant to this section is not a waiver of exemptions under Chapter 3.5 (commencing with Section 6250) of Title 1 of Division 7 of the Government Code and does not affect other statutory restrictions on disclosure in other situations.

(j) (1) Any person who uses information disclosed pursuant to this section to commit a misdemeanor shall be subject to, in addition to any other penalty or fine imposed, a fine of not less than ten thousand dollars (\$10,000) and not more than fifty thousand dollars (\$50,000).

(2) Any person who uses information disclosed pursuant to this section to commit a felony shall be punished, in addition and consecutive to any other punishment, by a five-year term of imprisonment in the state prison.

(k) Any person who is required to register pursuant to Section 290 who enters an Internet Web site established pursuant to this section shall be punished by a fine not exceeding one thousand dollars (\$1,000),

imprisonment in a county jail for a period not to exceed six months, or by both that fine and imprisonment.

(l) (1) A person is authorized to use information disclosed pursuant to this section only to protect a person at risk.

(2) Except as authorized under paragraph (1) or any other provision of law, use of any information that is disclosed pursuant to this section for purposes relating to any of the following is prohibited:

(A) Health insurance.

(B) Insurance.

(C) Loans.

(D) Credit.

(E) Employment.

(F) Education, scholarships, or fellowships.

(G) Housing or accommodations.

(H) Benefits, privileges, or services provided by any business establishment.

(3) This section shall not affect authorized access to, or use of, information pursuant to, among other provisions, Sections 11105 and 11105.3, Section 8808 of the Family Code, Sections 777.5 and 14409.2 of the Financial Code, Sections 1522.01 and 1596.871 of the Health and Safety Code, and Section 432.7 of the Labor Code.

(4) (A) Any use of information disclosed pursuant to this section for purposes other than those provided by paragraph (1) or in violation of paragraph (2) shall make the user liable for the actual damages, and any amount that may be determined by a jury or a court sitting without a jury, not exceeding three times the amount of actual damage, and not less than two hundred fifty dollars (\$250), and attorney's fees, exemplary damages, or a civil penalty not exceeding twenty-five thousand dollars (\$25,000).

(B) Whenever there is reasonable cause to believe that any person or group of persons is engaged in a pattern or practice of misuse of the information available via an Internet Web site established pursuant to this section in violation of paragraph (2), the Attorney General, any district attorney, or city attorney, or any person aggrieved by the misuse is authorized to bring a civil action in the appropriate court requesting preventive relief, including an application for a permanent or temporary injunction, restraining order, or other order against the person or group of persons responsible for the pattern or practice of misuse. The foregoing remedies shall be independent of any other remedies or procedures that may be available to an aggrieved party under other provisions of law, including Part 2 (commencing with Section 43) of Division 1 of the Civil Code.

(m) The public notification provisions of this section are applicable to every person described in this section, without regard to when his or her crimes were committed or his or her duty to register pursuant to Section 290 arose, and to every offense described in this section, regardless of when it was committed.

(n) A designated law enforcement entity and its employees shall be immune from liability for good faith conduct under this section.

(o) The Attorney General, in collaboration with local law enforcement and others knowledgeable about sex offenders, shall develop strategies to assist members of the public in understanding and using publicly available information about registered sex offenders to further public safety. These strategies may include, but are not limited to, a hotline for community inquiries, neighborhood and business guidelines for how to respond to information posted on this Internet Web site, and any other resource that promotes public education about these offenders.

SEC. 15. Section 666 of the Penal Code is amended to read:

666. (a) Notwithstanding Section 490, every person who, having been convicted three or more times of petty theft, grand theft, auto theft under Section 10851 of the Vehicle Code, burglary, carjacking, robbery, or a felony violation of Section 496 and having served a term therefor in any penal institution or having been imprisoned therein as a condition of probation for that offense, is subsequently convicted of petty theft, then the person convicted of that subsequent offense is punishable by imprisonment in the county jail not exceeding one year, or in the state prison.

(b) Notwithstanding Section 490, any person described in paragraph (1) who, having been convicted of petty theft, grand theft, auto theft under Section 10851 of the Vehicle Code, burglary, carjacking, robbery, or a felony violation of Section 496, and having served a term of imprisonment therefor in any penal institution or having been imprisoned therein as a condition of probation for that offense, who is subsequently convicted of petty theft, is punishable by imprisonment in the county jail not exceeding one year, or in the state prison.

(1) This subdivision shall apply to any person who is required to register pursuant to the Sex Offender Registration Act, or who has a prior violent or serious felony conviction, as specified in subdivision (c) of Section 667.5 or subdivision (c) of Section 1192.7.

(2) This subdivision shall not be construed to preclude prosecution or punishment pursuant to subdivisions (b) to (i), inclusive, of Section 667, or Section 1170.12.

SEC. 16. Section 667.61 of the Penal Code is amended to read:

667.61. (a) Except as provided in subdivision (j), (l), or (m), any person who is convicted of an offense specified in subdivision (c) under one or more of the circumstances specified in subdivision (d) or under two or more of the circumstances specified in subdivision (e) shall be punished by imprisonment in the state prison for 25 years to life.

(b) Except as provided in subdivision (a), (j), (l), or (m), any person who is convicted of an offense specified in subdivision (c) under one of the circumstances specified in subdivision (e) shall be punished by imprisonment in the state prison for 15 years to life.

(c) This section shall apply to any of the following offenses:

(1) Rape, in violation of paragraph (2) or (6) of subdivision (a) of Section 261.

(2) Spousal rape, in violation of paragraph (1) or (4) of subdivision (a) of Section 262.

(3) Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1.

(4) Lewd or lascivious act, in violation of subdivision (b) of Section 288.

(5) Sexual penetration, in violation of subdivision (a) of Section 289.

(6) Sodomy, in violation of paragraph (2) or (3) of subdivision (c), or subdivision (d), of Section 286.

(7) Oral copulation, in violation of paragraph (2) or (3) of subdivision (c), or subdivision (d), of Section 288a.

(8) Lewd or lascivious act, in violation of subdivision (a) of Section 288.

(9) Continuous sexual abuse of a child, in violation of Section 288.5.

(d) The following circumstances shall apply to the offenses specified in subdivision (c):

(1) The defendant has been previously convicted of an offense specified in subdivision (c), including an offense committed in another jurisdiction that includes all of the elements of an offense specified in subdivision (c).

(2) The defendant kidnapped the victim of the present offense and the movement of the victim substantially increased the risk of harm to the victim over and above that level of risk necessarily inherent in the underlying offense in subdivision (c).

(3) The defendant inflicted aggravated mayhem or torture on the victim or another person in the commission of the present offense in violation of Section 205 or 206.

(4) The defendant committed the present offense during the commission of a burglary of the first degree, as defined in subdivision (a) of Section 460, with intent to commit an offense specified in subdivision (c).

(5) The defendant committed the present offense in violation of Section 264.1, subdivision (d) of Section 286, or subdivision (d) of Section 288a, and, in the commission of that offense, any person committed any act described in paragraph (2), (3), or (4) of this subdivision.

(6) The defendant personally inflicted great bodily injury on the victim or another person in the commission of the present offense in violation of Section 12022.53, 12022.7, or 12022.8.

(7) The defendant personally inflicted bodily harm on the victim who was under 14 years of age.

(e) The following circumstances shall apply to the offenses specified in subdivision (c):

(1) Except as provided in paragraph (2) of subdivision (d), the defendant kidnapped the victim of the present offense in violation of Section 207, 209, or 209.5.

(2) Except as provided in paragraph (4) of subdivision (d), the defendant committed the present offense during the commission of a burglary in violation of Section 459.

(3) The defendant personally used a dangerous or deadly weapon or a firearm in the commission of the present offense in violation of Section 12022, 12022.3, 12022.5, or 12022.53.

(4) The defendant has been convicted in the present case or cases of committing an offense specified in subdivision (c) against more than one victim.

(5) The defendant engaged in the tying or binding of the victim or another person in the commission of the present offense.

(6) The defendant administered a controlled substance to the victim in the commission of the present offense in violation of Section 12022.75.

(7) The defendant committed the present offense in violation of Section 264.1, subdivision (d) of Section 286, or subdivision (d) of Section 288a, and, in the commission of that offense, any person committed any act described in paragraph (1), (2), (3), (5), or (6) of this subdivision.

(f) If only the minimum number of circumstances specified in subdivision (d) or (e) that are required for the punishment provided in subdivision (a), (b), (j), (l), or (m) to apply have been pled and proved, that circumstance or those circumstances shall be used as the basis for imposing the term provided in subdivision (a), (b), (j), (l), or (m) whichever is greater, rather than being used to impose the punishment authorized under any other provision of law, unless another provision of law provides for a greater penalty or the punishment under another provision of law can be imposed in addition to the punishment provided by this section. However, if any additional circumstance or circumstances specified in subdivision (d) or (e) have been pled and proved, the minimum number of circumstances shall be used as the basis for imposing the term provided in subdivision (a), (j), or (l) and any other additional circumstance or circumstances shall be used to impose any punishment or enhancement authorized under any other provision of law.

(g) Notwithstanding Section 1385 or any other provision of law, the court shall not strike any allegation, admission, or finding of any of the circumstances specified in subdivision (d) or (e) for any person who is subject to punishment under this section.

(h) Notwithstanding any other provision of law, probation shall not be granted to, nor shall the execution or imposition of sentence be suspended for, any person who is subject to punishment under this section.

(i) For any offense specified in paragraphs (1) to (7), inclusive, of subdivision (c), or in paragraphs (1) to (6), inclusive, of subdivision (n), the court shall impose a consecutive sentence for each offense that results in a conviction under this section if the crimes involve separate victims or involve the same victim on separate occasions as defined in subdivision (d) of Section 667.6.

(j) (1) Any person who is convicted of an offense specified in subdivision (c), with the exception of a violation of subdivision (a) of Section 288, upon a victim who is a child under 14 years of age under one or more of the circumstances specified in subdivision (d) or under two or more of the circumstances specified in subdivision (e), shall be punished by imprisonment in the state prison for life without the possibility of parole. Where the person was under 18 years of age at the time of the offense, the

person shall be punished by imprisonment in the state prison for 25 years to life.

(2) Any person who is convicted of an offense specified in subdivision (c) under one of the circumstances specified in subdivision (e), upon a victim who is a child under 14 years of age, shall be punished by imprisonment in the state prison for 25 years to life.

(k) As used in this section, "bodily harm" means any substantial physical injury resulting from the use of force that is more than the force necessary to commit an offense specified in subdivision (c).

(l) Any person who is convicted of an offense specified in subdivision (n) under one or more of the circumstances specified in subdivision (d) or under two or more of the circumstances specified in subdivision (e), upon a victim who is a minor 14 years of age or older shall be punished by imprisonment in the state prison for life without the possibility of parole. If the person who was convicted was under 18 years of age at the time of the offense, he or she shall be punished by imprisonment in the state prison for 25 years to life.

(m) Any person who is convicted of an offense specified in subdivision (n) under one of the circumstances specified in subdivision (e) against a minor 14 years of age or older shall be punished by imprisonment in the state prison for 25 years to life.

(n) Subdivisions (l) and (m) shall apply to any of the following offenses:

(1) Rape, in violation of paragraph (2) of subdivision (a) of Section 261.

(2) Spousal rape, in violation of paragraph (1) of subdivision (a) of Section 262.

(3) Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1.

(4) Sexual penetration, in violation of paragraph (1) of subdivision (a) of Section 289.

(5) Sodomy, in violation of paragraph (2) of subdivision (c) of Section 286, or in violation of subdivision (d) of Section 286.

(6) Oral copulation, in violation of paragraph (2) of subdivision (c) of Section 288a, or in violation of subdivision (d) of Section 288a.

(o) The penalties provided in this section shall apply only if the existence of any circumstance specified in subdivision (d) or (e) is alleged in the accusatory pleading pursuant to this section, and is either admitted by the defendant in open court or found to be true by the trier of fact.

SEC. 17. Section 1203.067 of the Penal Code is amended to read:

1203.067. (a) Notwithstanding any other law, before probation may be granted to any person convicted of a felony specified in Section 261, 262, 264.1, 286, 288, 288a, 288.5, or 289, who is eligible for probation, the court shall do all of the following:

(1) Order the defendant evaluated pursuant to Section 1203.03, or similar evaluation by the county probation department.

(2) Conduct a hearing at the time of sentencing to determine if probation of the defendant would pose a threat to the victim. The victim shall be



notified of the hearing by the prosecuting attorney and given an opportunity to address the court.

(3) Order any psychiatrist or psychologist appointed pursuant to Section 288.1 to include a consideration of the threat to the victim and the defendant's potential for positive response to treatment in making his or her report to the court. Nothing in this section shall be construed to require the court to order an examination of the victim.

(b) On or after July 1, 2012, the terms of probation for persons placed on formal supervised probation for an offense that requires registration pursuant to Sections 290 to 290.023, inclusive, shall include all of the following:

(1) Persons placed on formal supervised probation prior to July 1, 2012, shall participate in an approved sex offender management program, following the standards developed pursuant to Section 9003, for a period of not less than one year or the remaining term of probation if it is less than one year. The length of the period in the program is to be determined by the certified sex offender management professional in consultation with the probation officer and as approved by the court.

(2) Persons placed on formal supervised probation on or after July 1, 2012, shall successfully complete a sex offender management program, following the standards developed pursuant to Section 9003, as a condition of release from probation. The length of the period in the program shall be not less than one year, up to the entire period of probation, as determined by the certified sex offender management professional in consultation with the probation officer and as approved by the court.

(3) Waiver of any privilege against self-incrimination and participation in polygraph examinations, which shall be part of the sex offender management program.

(4) Waiver of any psychotherapist-patient privilege to enable communication between the sex offender management professional and supervising probation officer, pursuant to Section 290.09.

(c) Any defendant ordered to be placed in an approved sex offender management program pursuant to subdivision (b) shall be responsible for paying the expense of his or her participation in the program as determined by the court. The court shall take into consideration the ability of the defendant to pay, and no defendant shall be denied probation because of his or her inability to pay.

SEC. 18. Section 2962 of the Penal Code is amended to read:

2962. As a condition of parole, a prisoner who meets the following criteria shall be required to be treated by the State Department of Mental Health, and the State Department of Mental Health shall provide the necessary treatment:

(a) The prisoner has a severe mental disorder that is not in remission or cannot be kept in remission without treatment.

The term "severe mental disorder" means an illness or disease or condition that substantially impairs the person's thought, perception of reality, emotional process, or judgment; or which grossly impairs behavior; or that

demonstrates evidence of an acute brain syndrome for which prompt remission, in the absence of treatment, is unlikely. The term “severe mental disorder” as used in this section does not include a personality or adjustment disorder, epilepsy, mental retardation or other developmental disabilities, or addiction to or abuse of intoxicating substances.

The term “remission” means a finding that the overt signs and symptoms of the severe mental disorder are controlled either by psychotropic medication or psychosocial support. A person “cannot be kept in remission without treatment” if during the year prior to the question being before the Board of Prison Terms or a trial court, he or she has been in remission and he or she has been physically violent, except in self-defense, or he or she has made a serious threat of substantial physical harm upon the person of another so as to cause the target of the threat to reasonably fear for his or her safety or the safety of his or her immediate family, or he or she has intentionally caused property damage, or he or she has not voluntarily followed the treatment plan. In determining if a person has voluntarily followed the treatment plan, the standard shall be whether the person has acted as a reasonable person would in following the treatment plan.

(b) The severe mental disorder was one of the causes of or was an aggravating factor in the commission of a crime for which the prisoner was sentenced to prison.

(c) The prisoner has been in treatment for the severe mental disorder for 90 days or more within the year prior to the prisoner’s parole or release.

(d) (1) Prior to release on parole, the person in charge of treating the prisoner and a practicing psychiatrist or psychologist from the State Department of Mental Health have evaluated the prisoner at a facility of the Department of Corrections, and a chief psychiatrist of the Department of Corrections has certified to the Board of Prison Terms that the prisoner has a severe mental disorder, that the disorder is not in remission, or cannot be kept in remission without treatment, that the severe mental disorder was one of the causes or was an aggravating factor in the prisoner’s criminal behavior, that the prisoner has been in treatment for the severe mental disorder for 90 days or more within the year prior to his or her parole release day, and that by reason of his or her severe mental disorder the prisoner represents a substantial danger of physical harm to others. For prisoners being treated by the State Department of Mental Health pursuant to Section 2684, the certification shall be by a chief psychiatrist of the Department of Corrections, and the evaluation shall be done at a state hospital by the person at the state hospital in charge of treating the prisoner and a practicing psychiatrist or psychologist from the Department of Corrections.

(2) If the professionals doing the evaluation pursuant to paragraph (1) do not concur that (A) the prisoner has a severe mental disorder, (B) that the disorder is not in remission or cannot be kept in remission without treatment, or (C) that the severe mental disorder was a cause of, or aggravated, the prisoner’s criminal behavior, and a chief psychiatrist has certified the prisoner to the Board of Prison Terms pursuant to this paragraph,

then the Board of Prison Terms shall order a further examination by two independent professionals, as provided for in Section 2978.

(3) If at least one of the independent professionals who evaluate the prisoner pursuant to paragraph (2) concurs with the chief psychiatrist's certification of the issues described in paragraph (2), this subdivision shall be applicable to the prisoner. The professionals appointed pursuant to Section 2978 shall inform the prisoner that the purpose of their examination is not treatment but to determine if the prisoner meets certain criteria to be involuntarily treated as a mentally disordered offender. It is not required that the prisoner appreciate or understand that information.

(e) The crime referred to in subdivision (b) meets both of the following criteria:

(1) The defendant received a determinate sentence pursuant to Section 1170 for the crime.

(2) The crime is one of the following:

(A) Voluntary manslaughter.

(B) Mayhem.

(C) Kidnapping in violation of Section 207.

(D) Any robbery wherein it was charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022, in the commission of that robbery.

(E) Carjacking, as defined in subdivision (a) of Section 215, if it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022, in the commission of the carjacking.

(F) Rape, as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262.

(G) Sodomy by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person.

(H) Oral copulation by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person.

(I) Lewd acts on a child under the age of 14 years in violation of Section 288.

(J) Continuous sexual abuse in violation of Section 288.5.

(K) The offense described in subdivision (a) of Section 289 where the act was accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person.

(L) Arson in violation of subdivision (a) of Section 451, or arson in violation of any other provision of Section 451 or in violation of Section 455 where the act posed a substantial danger of physical harm to others.

(M) Any felony in which the defendant used a firearm which use was charged and proved as provided in Section 12022.5, 12022.53, or 12022.55.

(N) A violation of Section 12308.

(O) Attempted murder.

(P) A crime not enumerated in subparagraphs (A) to (O), inclusive, in which the prisoner used force or violence, or caused serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243.

(Q) A crime in which the perpetrator expressly or impliedly threatened another with the use of force or violence likely to produce substantial physical harm in such a manner that a reasonable person would believe and expect that the force or violence would be used. For purposes of this subparagraph, substantial physical harm shall not require proof that the threatened act was likely to cause great or serious bodily injury.

(f) As used in this chapter, "substantial danger of physical harm" does not require proof of a recent overt act.

SEC. 19. Section 3000 of the Penal Code is amended to read:

3000. (a) (1) The Legislature finds and declares that the period immediately following incarceration is critical to successful reintegration of the offender into society and to positive citizenship. It is in the interest of public safety for the state to provide for the effective supervision of and surveillance of parolees, including the judicious use of revocation actions, and to provide educational, vocational, family and personal counseling necessary to assist parolees in the transition between imprisonment and discharge. A sentence pursuant to Section 1168 or 1170 shall include a period of parole, unless waived, or as otherwise provided in this article.

(2) The Legislature finds and declares that it is not the intent of this section to diminish resources allocated to the Department of Corrections and Rehabilitation for parole functions for which the department is responsible. It is also not the intent of this section to diminish the resources allocated to the Board of Parole Hearings to execute its duties with respect to parole functions for which the board is responsible.

(3) The Legislature finds and declares that diligent effort must be made to ensure that parolees are held accountable for their criminal behavior, including, but not limited to, the satisfaction of restitution fines and orders.

(4) The parole period of any person found to be a sexually violent predator shall be tolled until that person is found to no longer be a sexually violent predator, at which time the period of parole, or any remaining portion thereof, shall begin to run.

(b) Notwithstanding any provision to the contrary in Article 3 (commencing with Section 3040) of this chapter, the following shall apply:

(1) In the case of any inmate sentenced under Section 1168, the period of parole shall not exceed five years in the case of an inmate imprisoned for any offense other than first or second degree murder for which the inmate has received a life sentence, and shall not exceed three years in the case of any other inmate, unless in either case the parole authority for good cause waives parole and discharges the inmate from custody of the department. This subdivision shall also be applicable to inmates who committed crimes prior to July 1, 1977, to the extent specified in Section 1170.2.

(2) At the expiration of a term of imprisonment of one year and one day, or a term of imprisonment imposed pursuant to Section 1170 or at the expiration of a term reduced pursuant to Section 2931 or 2933, if applicable,

the inmate shall be released on parole for a period not exceeding three years, except that any inmate sentenced for an offense specified in paragraph (3), (4), (5), (6), (11), or (18) of subdivision (c) of Section 667.5 shall be released on parole for a period not exceeding 10 years, unless a longer period of parole is specified in Section 3000.1.

(3) Notwithstanding paragraphs (1) and (2), in the case of any offense for which the inmate has received a life sentence pursuant to subdivision (b) of Section 209, with the intent to commit a specified sex offense, or Section 667.51, 667.61, or 667.71, the period of parole shall be 10 years, unless a longer period of parole is specified in Section 3000.1.

(4) (A) Notwithstanding paragraphs (1) to (3), inclusive, in the case of a person convicted of and required to register as a sex offender for the commission of an offense specified in Section 261, 262, 264.1, 286, 288a, paragraph (1) of subdivision (b) of Section 288, Section 288.5, or 289, in which one or more of the victims of the offense was a child under 14 years of age, the period of parole shall be 20 years unless the board, for good cause, determines that the person will be retained on parole. The board shall make a written record of this determination and transmit a copy of it to the parolee.

(B) In the event of a retention on parole, the parolee shall be entitled to a review by the board each year thereafter.

(C) There shall be a hearing as provided in Sections 3041.5 and 3041.7 within 12 months of the date of any revocation of parole to consider the release of the inmate on parole, and notwithstanding the provisions of paragraph (2) of subdivision (b) of Section 3041.5, there shall be annual parole consideration hearings thereafter, unless the person is released or otherwise ineligible for parole release. The panel or board shall release the person within one year of the date of the revocation unless it determines that the circumstances and gravity of the parole violation are such that consideration of the public safety requires a more lengthy period of incarceration or unless there is a new prison commitment following a conviction.

(D) The provisions of Section 3042 shall not apply to any hearing held pursuant to this subdivision.

(5) The parole authority shall consider the request of any inmate regarding the length of his or her parole and the conditions thereof.

(6) Upon successful completion of parole, or at the end of the maximum statutory period of parole specified for the inmate under paragraph (1), (2), (3), or (4), as the case may be, whichever is earlier, the inmate shall be discharged from custody. The date of the maximum statutory period of parole under this subdivision and paragraphs (1), (2), (3), and (4) shall be computed from the date of initial parole and shall be a period chronologically determined. Time during which parole is suspended because the prisoner has absconded or has been returned to custody as a parole violator shall not be credited toward any period of parole unless the prisoner is found not guilty of the parole violation. However, the period of parole is subject to the following:

(A) Except as provided in Section 3064, in no case may a prisoner subject to three years on parole be retained under parole supervision or in custody for a period longer than four years from the date of his or her initial parole.

(B) Except as provided in Section 3064, in no case may a prisoner subject to five years on parole be retained under parole supervision or in custody for a period longer than seven years from the date of his or her initial parole.

(C) Except as provided in Section 3064, in no case may a prisoner subject to 10 years on parole be retained under parole supervision or in custody for a period longer than 15 years from the date of his or her initial parole.

(7) The Department of Corrections and Rehabilitation shall meet with each inmate at least 30 days prior to his or her good time release date and shall provide, under guidelines specified by the parole authority, the conditions of parole and the length of parole up to the maximum period of time provided by law. The inmate has the right to reconsideration of the length of parole and conditions thereof by the parole authority. The Department of Corrections and Rehabilitation or the Board of Parole Hearings may impose as a condition of parole that a prisoner make payments on the prisoner's outstanding restitution fines or orders imposed pursuant to subdivision (a) or (c) of Section 13967 of the Government Code, as operative prior to September 28, 1994, or subdivision (b) or (f) of Section 1202.4.

(8) For purposes of this chapter, the Board of Parole Hearings shall be considered the parole authority.

(9) The sole authority to issue warrants for the return to actual custody of any state prisoner released on parole rests with the Board of Parole Hearings, except for any escaped state prisoner or any state prisoner released prior to his or her scheduled release date who should be returned to custody, and Section 3060 shall apply.

(10) It is the intent of the Legislature that efforts be made with respect to persons who are subject to Section 290.011 who are on parole to engage them in treatment.

SEC. 20. Section 3000.1 of the Penal Code is amended to read:

3000.1. (a) (1) In the case of any inmate sentenced under Section 1168 for any offense of first or second degree murder with a maximum term of life imprisonment, the period of parole, if parole is granted, shall be the remainder of the inmate's life.

(2) Notwithstanding any other provision of law, in the case of any inmate sentenced to a life term under subdivision (b) of Section 209, if that offense was committed with the intent to commit a specified sexual offense, Sections 269 and 288.7, subdivision (c) of Section 667.51, Section 667.71 in which one or more of the victims of the offense was a child under 14 years of age, or subdivision (j), (l), or (m) of Section 667.61, the period of parole, if parole is granted, shall be the remainder of the inmate's life.

(b) Notwithstanding any other provision of law, when any person referred to in paragraph (1) of subdivision (a) has been released on parole from the state prison, and has been on parole continuously for seven years in the case of any person imprisoned for first degree murder, and five years in the case

of any person imprisoned for second degree murder, since release from confinement, the board shall, within 30 days, discharge that person from parole, unless the board, for good cause, determines that the person will be retained on parole. The board shall make a written record of its determination and transmit a copy of it to the parolee.

(c) In the event of a retention on parole pursuant to subdivision (b), the parolee shall be entitled to a review by the board each year thereafter.

(d) There shall be a hearing as provided in Sections 3041.5 and 3041.7 within 12 months of the date of any revocation of parole to consider the release of the inmate on parole and, notwithstanding the provisions of paragraph (2) of subdivision (b) of Section 3041.5, there shall be annual parole consideration hearings thereafter, unless the person is released or otherwise ineligible for parole release. The panel or board shall release the person within one year of the date of the revocation unless it determines that the circumstances and gravity of the parole violation are such that consideration of the public safety requires a more lengthy period of incarceration or unless there is a new prison commitment following a conviction.

(e) The provisions of Section 3042 shall not apply to any hearing held pursuant to this section.

SEC. 21. Section 3008 of the Penal Code is amended to read:

3008. (a) The Department of Corrections and Rehabilitation shall ensure that all parolees under active supervision who are deemed to pose a high risk to the public of committing sex crimes, as determined by the State-Authorized Risk Assessment Tool for Sex Offenders (SARATSO), as set forth in Sections 290.04 to 290.06, inclusive, are placed on intensive and specialized parole supervision and are required to report frequently to designated parole officers. The department may place any other parolee convicted of an offense that requires him or her to register as a sex offender pursuant to Section 290 who is on active supervision on intensive and specialized supervision and require him or her to report frequently to designated parole officers.

(b) The department shall develop and, at the discretion of the secretary, and subject to an appropriation of the necessary funds, may implement a plan for the implementation of relapse prevention treatment programs, and the provision of other services deemed necessary by the department, in conjunction with intensive and specialized parole supervision, to reduce the recidivism of sex offenders.

(c) The department shall develop control and containment programming for sex offenders who have been deemed to pose a high risk to the public of committing a sex crime, as determined by the SARATSO, and shall require participation in appropriate programming as a condition of parole.

(d) On or after July 1, 2012, the parole conditions of a person released on parole for an offense that requires registration pursuant to Sections 290 to 290.023, inclusive, shall include all of the following:

(1) Persons placed on parole prior to July 1, 2012, shall participate in an approved sex offender management program, following the standards

developed pursuant to Section 9003, for a period of not less than one year or the remaining term of parole if it is less than one year. The length of the period in the program is to be determined by the certified sex offender management professional in consultation with the parole officer and as approved by the court.

(2) Persons placed on parole on or after July 1, 2012, shall successfully complete a sex offender management program, following the standards developed pursuant to Section 9003, as a condition of parole. The length of the period in the program shall be not less than one year, up to the entire period of parole, as determined by the certified sex offender management professional in consultation with the parole officer and as approved by the court.

(3) Waiver of any privilege against self-incrimination and participation in polygraph examinations, which shall be part of the sex offender management program.

(4) Waiver of any psychotherapist-patient privilege to enable communication between the sex offender management professional and supervising parole officer, pursuant to Section 290.09.

(e) Any defendant ordered to be placed in an approved sex offender management treatment program pursuant to subdivision (d) shall be responsible for paying the expense of his or her participation in the program as determined by the court. The court shall take into consideration the ability of the defendant to pay, and no defendant shall be denied discharge onto parole because of his or her inability to pay.

SEC. 22. Section 3053.8 is added to the Penal Code, to read:

3053.8. (a) Notwithstanding any other provision of law, when a person is released on parole after having served a term of imprisonment for any of the offenses specified in subdivision (b) in which one or more of the victims was under 14 years of age, and for which registration is required pursuant to the Sex Offender Registration Act, it shall be a condition of parole that the person may not, during his or her period of parole, enter any park where children regularly gather without the express permission of his or her parole agent.

(b) Subdivision (a) shall apply to persons released on parole after having served a term of imprisonment for an offense specified in Section 261, 262, 264.1, 269, 286, 288a, paragraph (1) of subdivision (b) of Section 288, 288.5, 288.7, 289, subdivision (c) of Section 667.51, subdivision (j), (k), or (l) of Section 667.61, or 667.71.

SEC. 23. Section 9003 is added to the Penal Code, to read:

9003. (a) On or before July 1, 2011, the board shall develop and update standards for certification of sex offender management professionals. All those professionals who enter into contracts with a probation department or the Department of Corrections and Rehabilitation to provide sex offender management programs and risk assessments, pursuant to Section 290.09, shall be certified by the board according to these standards. The standards shall be published on the board's Internet Web site. Professionals may apply to the board for certification on or after August 1, 2011.



(1) (A) The board shall submit to the Department of Justice fingerprint images and related information required by the Department of Justice of all sex offender management applicants, as defined by subdivision (a), for the purposes of obtaining information as to the existence and content of a record of state or federal convictions and state or federal arrests and also information as to the existence and content of a record of state arrests or federal arrests for which the Department of Justice establishes that the person is free on bail or on his or her own recognizance pending trial or appeal.

(B) When received, the Department of Justice shall forward to the Federal Bureau of Investigation requests for federal summary criminal history information received pursuant to this section. The Department of Justice shall review the information returned from the Federal Bureau of Investigation and compile and disseminate a response to the board.

(C) The Department of Justice shall provide a state and federal response to the board pursuant to paragraph (1) of subdivision (f) of Section 11105.

(D) The board shall request from the Department of Justice subsequent arrest notification service, as provided pursuant to Section 11105.2 of the Penal Code, for persons described in subdivision (a).

(2) The board shall require any person who applies for certification under this section to submit information relevant to the applicant's fitness to provide sex offender management services.

(3) The board shall assess a fee to the applicant not to exceed one hundred eighty dollars (\$180) per application. The board shall pay a fee to the Department of Justice sufficient to cover the cost of processing the criminal background request specified in this section.

(b) On or before July 1, 2011, the board shall develop and update standards for certification of sex offender management programs, which shall include treatment, as specified, and dynamic and future violence risk assessments pursuant to Section 290.09. The standards shall be published on the board's Internet Web site. All those programs shall include polygraph examinations by a certified polygraph examiner, which shall be conducted as needed during the period that the offender is in the sex offender management program. Only certified sex offender management professionals whose programs meet the standards set by the board are eligible to enter into contracts with probation and parole to provide sex offender management programs pursuant to Section 290.09.

(c) On or before July 1, 2011, the board shall develop and update standards for certification of polygraph examiners. The standards shall be published on the board's Internet Web site.

SEC. 24. Section 13887 of the Penal Code is amended to read:

13887. (a) Any county may establish and implement a sexual assault felony enforcement (SAFE) team program pursuant to the provisions of this chapter.

(b) The Legislature finds and declares that identifying and developing reliable and sustainable funding for SAFE teams established by this chapter, including those established in rural and regional areas, is critical for reducing sexual assaults in California.

SEC. 25. Section 18846.3 of the Revenue and Taxation Code is amended to read:

18846.3. (a) (1) By September 1, 2006, and by September 1 of each subsequent calendar year that the California Sexual Violence Victim Services Fund appears on a tax return, the Franchise Tax Board shall do all of the following:

(A) Determine the minimum contribution amount required to be received during the next calendar year for the fund to appear on the tax return for the taxable year that includes that next calendar year.

(B) Provide written notification to the California Coalition Against Sexual Assault of the amount determined in subparagraph (A).

(C) Determine whether the amount of contributions estimated to be received during the calendar year will equal or exceed the minimum contribution amount determined by the Franchise Tax Board for the calendar year pursuant to subparagraph (A). The Franchise Tax Board shall estimate the amount of contributions to be received by using the actual amounts received and an estimate of the contributions that will be received by the end of that calendar year.

(2) If the Franchise Tax Board determines that the amount of contributions estimated to be received during a calendar year will not at least equal the minimum contribution amount for the calendar year, this article is repealed with respect to taxable years beginning on or after January 1 of that calendar year.

(3) For purposes of this section, the minimum contribution amount for a calendar year means two hundred fifty thousand dollars (\$250,000) for the 2007 calendar year or the adjusted minimum contribution amount adjusted pursuant to subdivision (b).

(b) For each calendar year, beginning with the 2008 calendar year, the Franchise Tax Board shall adjust, on or before September 1 of that calendar year, the minimum contribution amount specified in subdivision (a) as follows:

(1) The minimum contribution amount for the calendar year shall be an amount equal to the product of the minimum contribution amount for the prior calendar year multiplied by the inflation factor adjustment as specified in paragraph (2) of subdivision (h) of Section 17041, rounded off to the nearest dollar.

(2) The inflation factor adjustment used for the calendar year shall be based on the figures for the percentage change in the California Consumer Price Index received on or before August 1 of the calendar year pursuant to paragraph (1) of subdivision (h) of Section 17041.

SEC. 26. Section 12.5 of this bill incorporates amendments to Section 290.06 of the Penal Code proposed by both this bill and SB 1201. It shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2011, but this bill becomes operative first, (2) each bill amends Section 290.06 of the Penal Code, and (3) this bill is enacted after SB 1201, in which case Section 290.06 of the Penal Code, as amended by

Section 12 of this bill, shall remain operative only until the operative date of SB 1201, at which time Section 12.5 of this bill shall become operative.

SEC. 27. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution for certain costs that may be incurred by a local agency or school district because, in that regard, this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

However, if the Commission on State Mandates determines that this act contains other 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.

SEC. 28. The provisions of this act are severable. If any provision of this act or its application is held invalid, that invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

SEC. 29. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to ensure the public safety, it is necessary that this act take effect immediately.

O

State of California

Penal Code

Section 290



**State of California**

**PENAL CODE**

**Section 290**

---

290. (a) Sections 290 to 290.024, inclusive, shall be known, and may be cited, as the Sex Offender Registration Act. All references to “the Act” in those sections are to the Sex Offender Registration Act.

(b) Every person described in subdivision (c), for the period specified in subdivision (d) while residing in California, or while attending school or working in California, as described in Sections 290.002 and 290.01, shall register with the chief of police of the city in which he or she is residing, or the sheriff of the county if he or she is residing in an unincorporated area or city that has no police department, and, additionally, with the chief of police of a campus of the University of California, the California State University, or community college if he or she is residing upon the campus or in any of its facilities, within five working days of coming into, or changing his or her residence within, any city, county, or city and county, or campus in which he or she temporarily resides, and shall register thereafter in accordance with the Act, unless the duty to register is terminated pursuant to Section 290.5 or as otherwise provided by law.

(c) The following persons shall register:

Every person who, since July 1, 1944, has been or is hereafter convicted in any court in this state or in any federal or military court of a violation of Section 187 committed in the perpetration, or an attempt to perpetrate, rape or any act punishable under Section 286, 288, 288a, or 289, Section 207 or 209 committed with intent to violate Section 261, 286, 288, 288a, or 289, Section 220, except assault to commit mayhem, subdivision (b) or (c) of Section 236.1, Section 243.4, Section 261, paragraph (1) of subdivision (a) of Section 262 involving the use of force or violence for which the person is sentenced to the state prison, Section 264.1, 266, or 266c, subdivision (b) of Section 266h, subdivision (b) of Section 266i, Section 266j, 267, 269, 285, 286, 288, 288a, 288.3, 288.4, 288.5, 288.7, 289, or 311.1, subdivision (b), (c), or (d) of Section 311.2, Section 311.3, 311.4, 311.10, 311.11, or 647.6, former Section 647a, subdivision (c) of Section 653f, subdivision 1 or 2 of Section 314, any offense involving lewd or lascivious conduct under Section 272, or any felony violation of Section 288.2; any statutory predecessor that includes all elements of one of the offenses described in this subdivision; or any person who since that date has been or is hereafter convicted of the attempt or conspiracy to commit any of the offenses described in this subdivision.

(d) A person described in subdivision (c), or who is otherwise required to register pursuant to the Act shall register for 10 years, 20 years, or life, following a conviction

and release from incarceration, placement, commitment, or release on probation or other supervision, as follows:

(1) (A) A tier one offender is subject to registration for a minimum of 10 years. A person is a tier one offender if the person is required to register for conviction of a misdemeanor described in subdivision (c), or for conviction of a felony described in subdivision (c) that was not a serious or violent felony as described in subdivision (c) of Section 667.5 or subdivision (c) of Section 1192.7.

(B) This paragraph does not apply to a person who is subject to registration pursuant to paragraph (2) or (3).

(2) (A) A tier two offender is subject to registration for a minimum of 20 years. A person is a tier two offender if the person was convicted of an offense described in subdivision (c) that is also described in subdivision (c) of Section 667.5 or subdivision (c) of Section 1192.7, Section 285, subdivision (g) or (h) of Section 286, subdivision (g) or (h) of Section 288a, subdivision (b) of Section 289, or Section 647.6 if it is a second or subsequent conviction for that offense that was brought and tried separately.

(B) This paragraph does not apply if the person is subject to lifetime registration as required in paragraph (3).

(3) A tier three offender is subject to registration for life. A person is a tier three offender if any one of the following applies:

(A) Following conviction of a registerable offense, the person was subsequently convicted in a separate proceeding of committing an offense described in subdivision (c) and the conviction is for commission of a violent felony described in subdivision (c) of Section 667.5, or the person was subsequently convicted of committing an offense for which the person was ordered to register pursuant to Section 290.006, and the conviction is for the commission of a violent felony described in subdivision (c) of Section 667.5.

(B) The person was committed to a state mental hospital as a sexually violent predator pursuant to Article 4 (commencing with Section 6600) of Chapter 2 of Part 2 of Division 6 of the Welfare and Institutions Code.

(C) The person was convicted of violating any of the following:

(i) Section 187 while attempting to commit or committing an act punishable under Section 261, 286, 288, 288a, or 289.

(ii) Section 207 or 209 with intent to violate Section 261, 286, 288, 288a, or 289.

(iii) Section 220.

(iv) Subdivision (b) of Section 266h.

(v) Subdivision (b) of Section 266i.

(vi) Section 266j.

(vii) Section 267.

(viii) Section 269.

(ix) Subdivision (b) or (c) of Section 288.

(x) Section 288.2.

(xi) Section 288.3, unless committed with the intent to commit a violation of subdivision (b) of Section 286, subdivision (b) of Section 288a, or subdivision (h) or (i) of Section 289.

(xii) Section 288.4.

(xiii) Section 288.5.

(xiv) Section 288.7.

(xv) Subdivision (c) of Section 653f.

(xvi) Any offense for which the person is sentenced to a life term pursuant to Section 667.61.

(D) The person's risk level on the static risk assessment instrument for sex offenders (SARATSO), pursuant to Section 290.04, is well above average risk at the time of release on the index sex offense into the community, as defined in the Coding Rules for that instrument.

(E) The person is a habitual sex offender pursuant to Section 667.71.

(F) The person was convicted of violating subdivision (a) of Section 288 in two proceedings brought and tried separately.

(G) The person was sentenced to 15 to 25 years to life for an offense listed in Section 667.61.

(H) The person is required to register pursuant to Section 290.004.

(I) The person was convicted of a felony offense described in subdivision (b) or (c) of Section 236.1.

(J) The person was convicted of a felony offense described in subdivision (a), (c), or (d) of Section 243.4.

(K) The person was convicted of violating paragraph (2), (3), or (4) of subdivision (a) of Section 261 or was convicted of violating Section 261 and punished pursuant to paragraph (1) or (2) of subdivision (c) of Section 264.

(L) The person was convicted of violating paragraph (1) of subdivision (a) of Section 262.

(M) The person was convicted of violating Section 264.1.

(N) The person was convicted of any offense involving lewd or lascivious conduct under Section 272.

(O) The person was convicted of violating paragraph (2) of subdivision (c) or subdivision (d), (f), or (i) of Section 286.

(P) The person was convicted of violating paragraph (2) of subdivision (c) or subdivision (d), (f), or (i) of Section 288a.

(Q) The person was convicted of violating paragraph (1) of subdivision (a) or subdivision (d), (e), or (j) of Section 289.

(R) The person was convicted of a felony violation of Section 311.1 or 311.11 or of violating subdivision (b), (c), or (d) of Section 311.2, Section 311.3, 311.4, or 311.10.

(4) (A) A person who is required to register pursuant to Section 290.005 shall be placed in the appropriate tier if the offense is assessed as equivalent to a California registerable offense described in subdivision (c).

(B) If the person's duty to register pursuant to Section 290.005 is based solely on the requirement of registration in another jurisdiction, and there is no equivalent California registerable offense, the person shall be subject to registration as a tier two offender, except that the person is subject to registration as a tier three offender if one of the following applies:

(i) The person's risk level on the static risk assessment instrument (SARATSO), pursuant to Section 290.06, is well above average risk at the time of release on the index sex offense into the community, as defined in the Coding Rules for that instrument.

(ii) The person was subsequently convicted in a separate proceeding of an offense substantially similar to an offense listed in subdivision (c) which is also substantially similar to an offense described in subdivision (c) of Section 667.5, or is substantially similar to Section 269 or 288.7.

(iii) The person has ever been committed to a state mental hospital or mental health facility in a proceeding substantially similar to civil commitment as a sexually violent predator pursuant to Article 4 (commencing with Section 6600) of Chapter 2 of Part 2 of Division 6 of the Welfare and Institutions Code.

(5) (A) The Department of Justice may place a person described in subdivision (c), or who is otherwise required to register pursuant to the Act, in a tier-to-be-determined category if his or her appropriate tier designation described in this subdivision cannot be immediately ascertained. An individual placed in this tier-to-be-determined category shall continue to register in accordance with the Act. The individual shall be given credit for any period for which he or she registers towards his or her mandated minimum registration period.

(B) The Department of Justice shall ascertain an individual's appropriate tier designation as described in this subdivision within 24 months of his or her placement in the tier-to-be-determined category.

(e) The minimum time period for the completion of the required registration period in tier one or two commences on the date of release from incarceration, placement, or commitment, including any related civil commitment on the registerable offense. The minimum time for the completion of the required registration period for a designated tier is tolled during any period of subsequent incarceration, placement, or commitment, including any subsequent civil commitment, except that arrests not resulting in conviction, adjudication, or revocation of probation or parole shall not toll the required registration period. The minimum time period shall be extended by one year for each misdemeanor conviction of failing to register under this act, and by three years for each felony conviction of failing to register under this act, without regard to the actual time served in custody for the conviction. If a registrant is subsequently convicted of another offense requiring registration pursuant to the Act, a new minimum time period for the completion of the registration requirement for the applicable tier shall commence upon that person's release from incarceration, placement, or commitment, including any related civil commitment. If the subsequent conviction requiring registration pursuant to the Act occurs prior to an order to terminate the registrant from the registry after completion of a tier associated with



the first conviction for a registerable offense, the applicable tier shall be the highest tier associated with the convictions.

(f) Nothing in this section shall be construed to require a ward of the juvenile court to register under the Act, except as provided in Section 290.008.

(g) This section shall become operative on January 1, 2021.

(Repealed (in Sec. 1.5) and added by Stats. 2017, Ch. 541, Sec. 2.5. (SB 384) Effective January 1, 2018. Section operative January 1, 2021, by its own provisions. Note: This section was amended on November 6, 2012, by initiative Prop. 35.)

State of California

Penal Code

Section 1203.067



**State of California**

**PENAL CODE**

**Section 1203.067**

---

1203.067. (a) Notwithstanding any other law, before probation may be granted to any person convicted of a felony specified in Section 261, 262, 264.1, 286, 288, 288a, 288.5, or 289, who is eligible for probation, the court shall do all of the following:

(1) Order the defendant evaluated pursuant to Section 1203.03, or similar evaluation by the county probation department.

(2) Conduct a hearing at the time of sentencing to determine if probation of the defendant would pose a threat to the victim. The victim shall be notified of the hearing by the prosecuting attorney and given an opportunity to address the court.

(3) Order any psychiatrist or psychologist appointed pursuant to Section 288.1 to include a consideration of the threat to the victim and the defendant's potential for positive response to treatment in making his or her report to the court. Nothing in this section shall be construed to require the court to order an examination of the victim.

(b) On or after July 1, 2012, the terms of probation for persons placed on formal probation for an offense that requires registration pursuant to Sections 290 to 290.023, inclusive, shall include all of the following:

(1) Persons placed on formal probation prior to July 1, 2012, shall participate in an approved sex offender management program, following the standards developed pursuant to Section 9003, for a period of not less than one year or the remaining term of probation if it is less than one year. The length of the period in the program is to be determined by the certified sex offender management professional in consultation with the probation officer and as approved by the court. Participation in this program applies to every person described without regard to when his or her crime or crimes were committed.

(2) Persons placed on formal probation on or after July 1, 2012, shall successfully complete a sex offender management program, following the standards developed pursuant to Section 9003, as a condition of release from probation. The length of the period in the program shall be not less than one year, up to the entire period of probation, as determined by the certified sex offender management professional in consultation with the probation officer and as approved by the court. Participation in this program applies to each person without regard to when his or her crime or crimes were committed.

(3) Waiver of any privilege against self-incrimination and participation in polygraph examinations, which shall be part of the sex offender management program.

(4) Waiver of any psychotherapist-patient privilege to enable communication between the sex offender management professional and supervising probation officer, pursuant to Section 290.09.

(c) Any defendant ordered to be placed in an approved sex offender management program pursuant to subdivision (b) shall be responsible for paying the expense of his or her participation in the program as determined by the court. The court shall take into consideration the ability of the defendant to pay, and no defendant shall be denied probation because of his or her inability to pay.

(Amended by Stats. 2014, Ch. 611, Sec. 1. (AB 2411) Effective September 26, 2014.)

State of California

Penal Code

Section 9003



State of California

PENAL CODE

Section 9003

---

9003. (a) On or before July 1, 2011, the board shall develop and update standards for certification of sex offender management professionals. All those professionals who provide sex offender management programs and risk assessments, pursuant to Section 290.09, shall be certified by the board according to these standards. The standards shall be published on the board's Internet Web site. Professionals may apply to the board for certification on or after August 1, 2011.

(1) (A) The board shall submit to the Department of Justice fingerprint images and related information required by the Department of Justice of all sex offender management applicants, as defined by subdivision (a), for the purposes of obtaining information as to the existence and content of a record of state or federal convictions and state or federal arrests and also information as to the existence and content of a record of state arrests or federal arrests for which the Department of Justice establishes that the person is free on bail or on his or her own recognizance pending trial or appeal.

(B) When received, the Department of Justice shall forward to the Federal Bureau of Investigation requests for federal summary criminal history information received pursuant to this section. The Department of Justice shall review the information returned from the Federal Bureau of Investigation and compile and disseminate a response to the board.

(C) The Department of Justice shall provide a state and federal response to the board pursuant to paragraph (1) of subdivision (1) of Section 11105.

(D) The board shall request from the Department of Justice subsequent arrest notification service, as provided pursuant to Section 11105.2, for persons described in subdivision (a).

(2) The board shall require any person who applies for certification under this section to submit information relevant to the applicant's fitness to provide sex offender management services. Any person who knowingly provides false information under this paragraph shall be subject to a civil penalty in an amount up to one thousand five hundred dollars (\$1,500), in addition to any other remedies available to the board. An action for a civil penalty under this provision may be brought by any public prosecutor in the name of the people of the State of California.

(3) The board shall assess a fee to the applicant not to exceed one hundred eighty dollars (\$180) per application. The board shall pay a fee to the Department of Justice sufficient to cover the cost of processing the criminal background request specified in this section.

(b) On or before July 1, 2011, the board shall develop and update standards for certification of sex offender management programs, which shall include treatment,

as specified, and dynamic and future violence risk assessments pursuant to Section 290.09. The standards shall be published on the board's Internet Web site. All those programs shall include polygraph examinations by a certified polygraph examiner, which shall be conducted as needed during the period that the offender is in the sex offender management program. Only certified sex offender management professionals whose programs meet the standards set by the board are eligible to provide sex offender management programs pursuant to Section 290.09.

(c) Certified sex offender management professionals, who provide sex offender management programs and risk assessments pursuant to Section 290.09, shall not be held civilly liable for any criminal acts committed by the persons on parole, probation, or judicial commitment status who receive supervision or treatment. This waiver of liability shall apply to certified sex offender management professionals, administrators of the programs provided by those professionals, and to agencies or persons under contract to those professionals who provide screening, clinical evaluation, risk assessment, supervision, or treatment to sex offender parolees, probationers, or persons on conditional release pursuant to Article 4 (commencing with Section 6600) of Chapter 2 of Part 2 of Division 6 of the Welfare and Institutions Code.

(d) On or before July 1, 2011, the board shall develop and update standards for certification of polygraph examiners. The standards shall be published on the board's Internet Web site.

(Amended by Stats. 2011, Ch. 357, Sec. 7. (AB 813) Effective January 1, 2012.)

# San Francisco Sex Offender Treatment Program

## Scope of Work



SFFI Service Activity	Fee	
	03/01/2013 – 08/31/2016	09/01/2016 – 04/30/2018
Test for Sex Offenders with Mental Illnesses - A version of the ABEL Blastingame	\$250	\$300
Contractor, Containment Model Team, Client Discuss Assessment Results, and Initial Treatment Plan within 45 days of referral. The SFAPD SPO and client will finalize Treatment Plan requirements. It will align with ITRP.	No extra charge	No extra charge
Creation of Individualized Monthly Treatment Progress Report that explicitly address criminogenic needs	No extra charge	No extra charge
Monthly face-to-face Containment Model meeting at vendor site	No extra charge	No extra charge
Chaperone Training	No extra charge	No extra charge

This "Calculation of Charges/Fee Schedule" includes the following special reimbursement of Individual Treatment costs provision: If a Client is enrolled in SFFI services, and misses an Individual Treatment appointment without notifying SFFI at least 48 hours prior to the appointment, the SFAPD will reimburse SFFI for these "no-show" appointments at a rate of 75% of the total cost of Individual Treatment services detailed in this Appendix. SFFI must submit a detailed record of the Client, and the scheduled, and subsequently missed appointment, and ensure that the Monthly Reimbursement Invoice accurately reflects the number of "late cancel" and "no-show" instances so that the SFAPD can easily confirm the justification for the 75% service reimbursement. "Late cancel" means not call to cancel within 48 hours of appointment.

This provision permitting reimbursement for "no-show" or "late cancel" applies to Individual Treatment sessions listed in this Appendix. However, for polygraph tests, SFAPD will reimburse SFFI at a flat fee of One Hundred and Seventy-Five Dollars (\$175) per "no-show" or "late cancel" polygraph test appointment.

Reimbursements under this specific provision shall not exceed 50% of the total contract amount. The term of this provision starts on February 1, 2014 and will sunset in concert with the termination date of this Agreement.

**Such Appendix (Appendix B-5) is hereby amended in its entirety to read as follows:**

#### Appendix B-6 Calculation of Charges/Fee Schedule

In accordance with Section 5 of this Agreement, the Contractor's total compensation under this Agreement is detailed below, inclusive of all costs and meetings required to complete all work specified in Appendix A-1. In no event shall the total costs under this Agreement exceed the amount provided in Section 5 of this Agreement.

SFFI Service Activity	Fee	
	03/01/2013 – 08/31/2016	09/01/2016 – End of the Term of this Agreement
Client Intake/Assessment with Vendor - Includes the dynamic SRA-FV, and violent LS/CMI risk assessments, evaluation of results, and required reporting. Could also include the HARE, Millon, MSI (Multi-phasic sexual inventory - includes write up and phone consultation). Whether in custody or community)	\$750	\$1,000
Psychosexual Assessment	\$1,500	\$2,000
Polygraph Testing	\$350 (as per CAPE)	\$450
Group Session (Per session)	\$55	\$65
Individual Treatment (Per session)	\$110	\$140

SFFI Service Activity	Fee 03/01/2013 - 08/31/2016	09/01/2016 - End of the Term of this Agreement \$100 per hour
Child Assessment (CCA)	\$100 per hour	\$100 per hour
PREVENTION Group Treatment Services (Per session)	\$55	\$65
ABID (Abel Blasingame - for individuals with intellectual disabilities) or AABI (Abel Assessment of Sexual Interests)	\$250	\$300
NMFI Test Administration	As needed - no extra cost	\$50
Milieu Test Administration	As needed - no extra cost	\$50
HARE Test Administration	As needed - No extra cost	\$50
TIPS - 1D test for Sexual Abusers with Learning/Developmental Disabilities	As needed - no extra cost	\$50
Test for Sex Offenders with Mental Illnesses - A version of the ABEL Blasingame	\$250	\$300
Contractor, Containment Model Team, Client Discuss Assessment Results, and Initial Treatment Plan within 45 days of referral. The SFAPD SPO and client will finalize Treatment Plan requirements. It will align with ITRP.	No extra charge	No extra charge
Creation of Individualized Monthly Treatment Progress Report that explicitly address criminogenic needs	No extra charge	No extra charge
Monthly face-to-face Containment Model meeting at vendor site	No extra charge	No extra charge
Chaperone Training	No extra charge	No extra charge

This "Calculation of Charges/Fee Schedule" includes the following special reimbursement of Individual Treatment costs provision: If a Client is enrolled in SFFI services, and misses an Individual Treatment appointment without notifying SFFI at least 48 hours prior to the appointment, the SFAPD will reimburse SFFI for these "no-show" appointments at a rate of 75% of the total cost of Individual Treatment services detailed in this Appendix. SFFI must submit a detailed record of the Client, and the scheduled, and subsequently missed appointment, and ensure that the Monthly Reimbursement Invoice accurately reflects the number of "late cancel" and "no-show" instances so that the SFAPD can easily confirm the justification for the 75% service reimbursement. "Late cancel" means not call to cancel within 48 hours of appointment.

This provision permitting reimbursement for "no-show" or "late cancel" applies to Individual Treatment sessions listed in this Appendix. However, for polygraph tests, SFAPD will reimburse SFFI at a flat fee of ~~One Hundred and Seventy-Five Dollars (\$175)~~ Two Hundred and Twenty-Five Dollars (\$225) per "no-show" or "late cancel" polygraph test appointment.

Reimbursements under this specific provision shall not exceed 50% of the total contract amount. The term of this provision starts on February 1, 2014 and will sunset in concert with the termination date of this Agreement.

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

As requested, the Contractor may be asked to travel to a San Francisco County Jail facility to conduct assessment or other as requested treatment activities. In the event travel is required, SFAPD will reimburse the Contractor as per the federally approved standard mileage reimbursement rates. As of April, 2013, the rates are as follows: 56.5 cents per mile for business miles driven.

Such Appendix (Appendix A) is hereby amended in its entirety to read as follows:

### Appendix A-1

## SAN FRANCISCO SEX OFFENDER TREATMENT PROGRAM – SCOPE OF WORK

### A. INTRODUCTION

#### 1. Program Purpose

Effective July 1, 2012, Assembly Bill 1844, known as Chelsea's Law, requires all defendants who are Registered Sex Offenders currently on formal probation for a 290 PC registerable offense to actively participate in a California Sex Offender Management Board (CASOMB) approved Sex Offender Management Program (PC Sections 1203.067, PC 290.09, PC 9003). Chelsea's Law codified a system called The Containment Model that requires collaboration and communication with in a team comprised of the treatment provider, probation officer, polygraph examiner and victim advocate.

The San Francisco - Sex Offender Management Treatment Program (SF-SOMTP) is part of the containment approach to safely and effectively manage identified Sex Offenders under San Francisco Adult Probation Department supervision (SFAPD) (referred herein as "client"). Treatment professionals have concluded that most sex offenders are not mentally disordered and have not benefited from traditional psychotherapeutic treatment. Identified clients are most safely managed with a containment approach that includes intensive supervision and sex offender specific treatments. As per the California Sex Offender Management Board (CASOMB), current research strongly supports the view that treatment and management efforts are driven by the basic principles of correctional programming.

Clients who are convicted of a 290 PC registerable offense by San Francisco Superior Court, and who are ordered to SFAPD probation or supervision are required to participate in the SF - SOMTP for a period of not less than one year or the remaining term of probation or supervision if it is less than one year. The length of a client's participation will be determined by a CASOMB certified sex offender management program or professional, certified sex offender management professional in consultation with SFAPD, and as approved by the Superior Court of California.

## **B. SF-SOMTP PROGRAM OVERVIEW**

### **1. Definitions**

**Acute Issues:** Identified issues that present a clear threat to personal safety, victim safety, or safety of the general public, or public property.

**Client:** An SFAPD client who is a High-Risk Sex Offender under SFAPD supervision who has been appropriately referred and accepted into the San Francisco - Sex Offender Management Treatment Program (SF-SOMTP)

**Containment Model Team:** At a minimum, the Containment Model will consist of the San Francisco Adult Probation Department, the Treatment Provider (Contractor), and the Polygraph Examiner, using a victim-centered approach.

**Contractor:** The San Francisco Forensic Institute (SFFI). SFFI is a California State Sex Offender Management Board (CASOMB) certified provider whose CASOMB certification is attached herein as Attachment A

**Program Referral:** A completed SFAPD "Services Referral Form" signed and dated by the SPO and DPO.

**SFAPD:** The San Francisco Adult Probation Department.

**SFAPD Deputy Probation Officer (DPO):** The SFAPD staff responsible for the direct supervision of the client.

**SFAPD, Supervising Probation Officer (SPO):** SFAPD staff charged with management of SF-SOMTP, and acts as a liaison with the Contractor(s).

**SF-SOMTP – Sex Offender Management Treatment Program.**

**SOU:** The Sex Offender Unit of the San Francisco Adult Probation Department.

### **2. Key Program Contacts**

**San Francisco Adult Probation Department/Sex Offender Unit**  
Chauncey Robinson  
Supervising Probation Officer - Sex Offender and Homeless Unit  
San Francisco Adult Probation Department  
880 Bryant Street, Room 200  
San Francisco, CA 94103  
(415) 241-4233

**Contractor Name**  
Charles Flinton, PhD  
San Francisco Forensic Institute

870 Market Street, Suite 807  
San Francisco, CA 94102  
(415) 391-7171

### 3. Identified Treatment Provider Service Locations

The Contractor will provide Sex Offender Treatment services as requested by SFAPD at SFAPD offices, in-custody at a facility operated by the San Francisco Sheriff's Department or the California Department of Corrections, or at the following community based location:

- 870 Market Street, Suite 807, San Francisco, CA 94102, (415) 391-7171

### 4. Minimum SF-SOMTP Components

At a minimum the SF-SOMTP consists of the following components:

- Completion of COMPAS and development of an Individualized Treatment and Rehabilitation Plan (administered by SFAPD).
- Polygraph Examination (by Contractor's certified vendor).
- State authorized Risk Assessment Tools for Sex Offenders (SARATSO), which will assess a client's dynamic risk and future risk for sexual violence, and sexual recidivism. The contractor will complete two of these assessments; the SRA-FV and the LS/CMI, and provide the risk scores to SFAPD/Sex Offender Unit (SOU). SFAPD SOU will complete the Static 99R.
- Initial case conference between SFAPD/SOU and client to review COMPAS, ITRP, and referral to treatment provider
- Client intake and assessment with Contractor
- Contractor development of client Treatment Plan
- Contractor meeting with client and Containment Model team to understand assessment results and Treatment Plan requirements
- Routine phone contact between Contractor and SFAPD/SOU
- Monthly case conferencing between SFAPD/SOU and containment model partners
- Monthly client progress reports.

### 5. Program Goals

The San Francisco Sex Offender Management and Treatment Program (SF-SOMTP) goals are to improve public safety, reduce new crimes, reduce probation violations and generate individualized case management of clients.

## B. AGREEMENTS BETWEEN THE SFAPD AND THE CONTRACTOR

The SFAPD retains responsibility for the supervision of clients that are sentenced to probation, Post Release Community Supervision or Mandatory Supervision by the San Francisco Superior Court, their compliance with the law, and their conditions of community supervision. The SFAPD and specifically the Sex Offender Unit SPO is responsible for managing SF-SOMPT program activities, and reviewing monthly requests for reimbursement. The SFAPD Reentry Division and Administration/Fiscal Unit will perform additional performance monitoring, and contract monitoring, and monthly reimbursement review, and troubleshooting.

SFAPD staff shall refer the client to the Contractor, and provide documentation as per the below Method of Referral section. If the client requires medication for an existing mental health condition, the assigned DPO will work with the Contractor and/or the San Francisco Department of Public Health to address medication and mental health issues. An existing need for medication or a mental health need isn't grounds for SF-SOMTP exemption.

Any SFAPD staff shall have access to the Contractor's facility during normal business operating hours to confer with staff, visit/interact with the client(s) and/or review client(s) records/files with regard to the client's progress in treatment.

The SFAPD retains the right to remove clients from the SF-SOMTP at any time for any reason without prior knowledge or consent of the Contractor. Either before the fact or as soon as possible, the Contractor will be notified of a client's removal and the reason for the removal. SFAPD, SPO/Sex Offender Unit (SOU) will monitor contract compliance through reviews, audits and inspections and the processing of monthly progress reports and invoices. The SFAPD Reentry Division will provide contract monitoring support, and will help create systems for tracking and interpreting program and outcomes data. Invoices shall be reviewed for accuracy by SOU and SFAPD fiscal staff prior to final approval.

### 1. Method of Referral

- The Superior Court of California will make a determination of a 290 PC registerable sex offense. 290 registrants whose sentences include supervision under the jurisdiction of the SFAPD will be bound by Containment Model requirements, and consequently required to participate in the SF-SOMTP.
- All clients shall be referred to the Contractor's program by SFAPD SOU staff. The referral process will consist of SFAPD staff forwarding each client's SF-SOMTP Referral Form, included herein as Attachment B to the contractor, along with a signed copy of the "Notice to Participate in Sex Offender Management Program Form, included herein as Attachment C, synthesized COMPAS results, a copy of the Individualized Treatment and Rehabilitation Plan (ITRP), and conditions of probation. The ITRP will be reviewed and finalized by the SF-SOMTP Team.
- Penal Code 290.07 permits SFAPD and CASOMB approved sex offender treatment professionals authorized to administer the State Authorized Risk Assessment Tool for Sex Offenders (SARATSO) and trained pursuant to Section 290.06 or 290.09, to

exchange confidential information. SFAPD and SFFI should be aware that the code does not permit sharing of confidential client information between external people or entities unless a Release of Information Consent Form has been signed by the client. SFAPD and SFFI should ensure appropriate use of Release of Information Consent Forms so that client confidential information is properly protected, and as needed, shared.

- SFAPD PRIORITY REFERRAL: Higher risk clients will be given priority over other clients that are believed to be a lower risk to reoffend. When operating at full capacity, the Contractor must have the flexibility to provide immediate intake and screening services to an in-custody or recently released client that is believed to be at higher risk to sexually re-offend. APD and the Contractor will discuss how to meet new client needs when Contractor is at-capacity. The agreed upon solution may require a temporary modification of another client's treatment schedule. This prioritization will only happen in exigent circumstances.

## 2. Intake and Screening Services/ Initial Assessment/Subsequent Assessments

- APD will conduct an initial one-on-one orientation with the client to review the SF-SOMTP program, and will forward referral and other associated documents to the contractor. The Contractor, APD, the client and other required containment model members will meet within 45 calendar days of the initial referral to review the recommended and required client treatment plan.
- The Contractor shall only use assessment instruments as per Attachment D-1, included herein. If SFFI terminates a client due to absences, or other reason, SFFI agrees to share all assessment information as requested with a secondary sex offender treatment vendor working with SFAPD.
- The Contractor shall complete a client's Initial SRA-FV and LS/CMI Assessments within 30 calendar days following SFAPD's referral to the Contractor. The Contractor shall submit the results, including the coding form to the SFAPD SOU SPO within 30 days of assessments completion. The results can be saved as a .pdf, and emailed to SFAPD DPOs, or faxed as per the contact information detailed herein.
- There may be occasion in which the SFAPD SOU requests that the Contractor meet a client in-custody to perform the initial screening and assessment services. If this is the case the Contractor will be reimbursed at the same Initial and Screening Services rate as the community based services.
- Acute issues as described in the definitions section of this document are to be shared within one day of identifying the issue.

## 3. Treatment Plan

- A client's Treatment Plan shall address the sexual specific criminogenic needs, and clearly outline the goals the participant must complete in order successfully complete treatment. A copy of the treatment plan will be provided to the DPO and the client.

- At a minimum a client will participate in one group, and one individual session per week. The Contractor, in partnership with the SFAPD and Containment Model team may suggest a modification to that baseline schedule to best meet client needs. However, modifications will be predicated on how a client responds to the baseline schedule.
- The Contractor agrees to provide all appropriate treatment related information to the DPO within 30 calendar days of receiving the client referral. The Contractor shall submit additional data and information as requested by SFAPD for evaluation. Contractor and SFAPD will adhere to any and all guidelines or rules governing protection of client information.
- The Contractor agrees to meet monthly with the containment model team for client case review, and provide monthly progress reports.

#### 4. Risk Reassessment of Sex Offenders

- The purpose of a Risk Reassessment is to determine if there has been a measureable reduction in the probationer's risk to sexually re-offend as a result of his/ her participation in SF-SOMTP.
- The Risk Reassessments should evaluate the sex offender's dynamic factors that have the potential to change when addressed through sex offender specific treatment.
- The Risk Reassessment will consist of a new SRA-FV assessment and polygraph for high risk or moderate high risk sex offender once he/she has completed 52 weeks in sex offender specific treatment.
- A Risk Reassessment will also be conducted when a sex offender, regardless of supervision classification level, commits a serious technical probation violation or a criminal violation to determine if an increase in supervision is warranted.

#### 5. Client File

- At a minimum, the client file will include the Notice to Participate in Sex Offender Management Program form, SF\_SOMTP Referral Form, synthesized COMPAS results, a copy of the Individualized Treatment and Rehabilitation Plan (ITRP) which also includes sexual criminogenic needs to be addressed, conditions of probation, completed minor child assessment (if client isn't otherwise prohibited), documentation of trained and assigned chaperone, intake information, initial assessment (s), any other (validated) assessments administered, treatment plan, and plan updates, polygraph results, monthly and final progress reports, treatment notes, and any other relevant notes. In the event a client refuses to participate, the DPO shall be immediately contacted by a Contractor. A written report summarizing the polygraph examination shall be forwarded to SFAPD/SOU within 90 days of SFAPD's referral to the Contractor. However, SFAPD staff shall be notified immediately in the event the examination should yield information the examiner considers a threat to public safety.



- The DPO may request access to the client's file at any time, and shall be afforded an opportunity to review any and all material in the file.
- Any and all researchers or program evaluators contracted with SFAPD to evaluate treatment will be granted full access to review any and all material in client participant files.

**6. Initial Containment Model Case Conferencing with Client, and Monthly Containment Model Case Conferencing Meetings Without the Client**

- As part of the Containment Model, there will be an initial case conference between the client and containment model partners to review assessment results and develop Treatment Plan and finalize ITRP
- Containment Model partners will meet on a monthly basis for client case review

**7. Child Contact Assessment (CCA)**

The Contractor shall conduct a "Child Contact Assessment (CCA)" to determine if it is safe to allow a sex offender to have contact with his/her own children and /or with other children, excluding the victim. "Child" is defined under the law, as individual under the age of 18. A CCA is a comprehensive evaluation conducted to assist the SF-SOMTP Team to determine the appropriateness of the sex offender having contact with children. The CCA will include, a structured clinical interview, a review of sexual history polygraph examination, an actuarial assessment of static risk (e.g., Static-99R, Static 2002R, V-RAG, etc.), a dynamic risk assessment (Stable-2007, SRA: FV, etc.), and a personality assessment (MCMI-III, MMPI-2, PAI, etc.). Psychosexual measures may also be applied to assess the presence of deviant sexual interests (e.g., Abel Screen, Penile Plethysomgraph, or equivalent measures). A summary will be provided to the SFADP that clearly states the probationer's risk toward children, a diagnostic assessment, and a recommendation for, or against, the probationer having contact with children.

The Contractor shall not conduct a CCA with a probationer if the Adult Probation Department notifies the Contractor that a Court has prohibited the probationer from having contact with minor children.

**8. Approved Supervisor ("Chaperone" Program)**

The Contractor shall offer an Approved Supervisor ("Chaperone") Training Program of sufficient duration for the potential Chaperone to learn, process, and internalize information about offender characteristics, risk, and behaviors. Additionally, providers shall require Chaperones to attend ongoing support groups where concerns shall be discussed and addressed and clarification regarding expectations is available. Finally, providers shall require each Chaperone to sign a contract stating that it understands and will follow the standards and requirements for acting as a Chaperone determined by the provider, which shall include the standards and requirements, set forth in this section

A Chaperone is a person who can supervise the offender's contact with specified minor child or children, who can assist a client with attending a specific event, and generally who want to assist

the client with remaining offense free, and compliant with SFAPD supervision and his/her treatment plan. Chaperones may be non-offending parents, care givers, friends, family members, co-workers or other individual approved by the Contractor and SFAPD, who want to assist a client with attending a specific event, Chaperones cannot be under any form of active, court ordered supervision, probation or parole.

Interested Chaperones must complete the below training, and agree to engage in a professional evaluation of Chaperone suitability with the Contractor. The Contractor will complete a professional evaluation of the individual's ability to act to protect children as a chaperone, and make a Chaperone suitability recommendation to SFAPD. The SFAPD will have the final approval as to whether or not an individual is approved to serve in the role as Chaperone. The SF-SOMTP team will not share criminal history, mental health, or any other client information with an approved Chaperone unless the client signs a Release of Information form that clearly outlines the specific types of information to be shared, the parties that will share the information, and the term during which the detailed types of information will be shared. The Chaperone will also be required to sign a contract not to share information with anyone else.

**Chaperone Training and Support** services shall include, but not be limited to the following topic areas.

a. The topics addressed in the training and support must be individualized and case-specific, assuring the disclosure of the offender's deviant sexual interests and behavior to prepare the chaperone to adequately observe, interpret, and act upon the offender's future interactions with children under conditions set by the SFAPD.

1. Responsibilities and limitations of the chaperone,
2. Myths associated with sexual offending,
3. Definitions of paraphilias,
4. Identification of mistaken beliefs, thinking errors,
5. Offense cycle,
6. Grooming behaviors,
7. Victimology,
8. Relapse prevention,
9. Signs of increased risk,
10. The underlying factual basis of the present offense(s),
11. The offender's thorough disclosure of the offense and acceptance of all responsibility,
12. The offender's complete and verifiable sexual history disclosure,
13. What constitutes sexual offending and other abusive behavior and the ongoing risk the offender presents to minors,
14. The offender's risk factors, deviant sexual arousal patterns, offense cycle, pathways, and grooming behaviors,
15. Offender treatment progress and offender risk are variable over time,
16. Any offender mental health issues without making excuses for his/her behavior,
17. The offender's Terms & Conditions of probation, and, treatment contract expectations, and ITRP goals,
18. The offender's requirement to provide the SF-SOMTP Team with a written safety plan for supervised contact,

19. Any offender history of domestic violence and risk to his/her partner or to other family members,
20. The offender's potential ability to manipulate the Approved Supervisor.

b. The SF-SOMTP team shall ensure that the Chaperone demonstrates understanding of the following information:

1. The underlying factual basis of the present offense(s),
2. The offenders thorough disclosure of the offense and acceptance of all responsibility,
3. The offender's complete and verifiable sexual history disclosure,
4. What constitutes sexual offending and other abusive behavior and the ongoing risk the offender presents to minors,
5. The offender's risk factors, deviant sexual arousal patterns, offense cycle, pathways, and grooming behaviors,
6. Offender treatment progress and offender risk are variable over time,
7. Any offender mental health issues without making excuses for his/her behavior,
8. The offender's Terms & Conditions of probation, and, treatment contract expectations, and ITRP goals,
9. The offender's requirement to provide the SOMP Team with a written safety plan for supervised contact,
10. Any offender history of domestic violence and risk to his/her partner or to other family members,
11. The offender's potential ability to manipulate the Chaperone.

c. Chaperone training and support services are provided by a licensed/certified psychiatrist, psychologist, or masters or doctoral level practitioner who meets the standards of practice established by his/her state's regulatory board and adheres to the established ethics, standards and practices of state regulatory sex offender management boards (where applicable), including the CASOMB. The individual shall practice within the generally accepted standards of practice of the individual's mental health profession, the individual shall adhere to the Code of Ethics published by the Association for the Treatment of Sexual Abusers (ATSA), and demonstrate competency according to the individual's respective professional standards and conduct all evaluations/treatment in a manner that is consistent with the reasonably accepted standard of practice in the sex offender evaluation/treatment community.

d. Only face-to-face training and support services with the chaperone (family) and/or defendant/offender are billed and emergency telephone calls shall be factored into the basic unit price;

e. The Contractor will provide a monthly Chaperone Program written report that is submitted to SFAPD. The report will include names of individuals that completed the training, names of individuals that are mid-training, information on new program barriers. any individualized requirements for completion of the program, and any additional information requested by SFAPD;

f. The Contractor will provide the SFAPD with a Chaperone Program discharge summary within 10 days of program termination. At a minimum, the summary shall include topics trained, type

of support provided, length of training and support, reason for discharge and any recommendations for future chaperone development;

g. In all cases, known community risk factors, barriers to future chaperone implementation and the discharge status (i.e., successful discharge, unsuccessful discharge, program interruption, etc.) should be clearly stated.

#### **9. Monthly Progress Reports and Discharge Summary**

The Contractor will provide a monthly progress report that succinctly outlines a client's progress, challenges, and troubleshooting to help redirect clients facing program compliance challenges. The monthly progress reports should also summarize the client's specific sexual criminogenic needs and state how these needs have been addressed through treatment and state whether continuing treatment is recommended. The Progress Report template is attached herein as Attachment E.

The San Francisco Superior Court is responsible for making the determination that a client has satisfactorily completed compliance model requirements, and to formally terminate a client from compliance model requirements.

APD/SOU shall provide the Courts with a recommendation as to terminate or continue the client on the Containment Model after receiving input from the Contractor. This process will be facilitated after APD/SOU receives a written final progress report from the Contractor at the conclusion or termination of the client from the program within 30 calendar days.

At the conclusion or termination of each client's participation in the program, the Contractor shall complete a Discharge Summary.

At a minimum, the Discharge Summary should include date of initial referral, indication of the justification for recommending completion of treatment, or recommendation for termination/exit from treatment, succinct summary of initial and observed attitude and behavioral concerns, indication of risk of re-offense, and recommendation regarding voluntary treatment.

The following information should be considered in the Discharge Summary:

- Success or failure in meeting the treatment goals as outlined in the initial treatment plan (including why goals were or were not met),
- Client's progress in treatment and current level of risk as assessed by utilizing validated static and dynamic assessment tools,
- Level of sexual deviance and ability to control sexual deviance at time of completion,
- Any concerns regarding criminogenic factors that are still present,

- Recommendations given to client to continue to manage their risk, and recommended frequency of continuing therapeutic contact,
- Level of support provided by the client's family or support network in their life,
- Client's knowledge and comprehension and utilization of his or her Treatment Plan and risk management strategies.
- Documentation of decrease in the client's deviant sexual urges and recurrent deviant fantasies,
- Reduction in the client's denial and defensiveness,
- Client's ability to identify and treat his/her thoughts, emotions and behaviors that facilitate sexual re-offenses or other victimizing or assaultive behaviors,
- Note if the Client has identified and corrected his/her cognitive distortions,
- Note if the Client has learned about non-abusive, adaptive, legal and pro-social sexual functioning,
- Note if the Client has developed empathic skills,
- Note if the Client has identified and addressed the effects of their own trauma and past victimizations as factors in his/ her potential for re-offense. (It is essential that offenders are prevented from assuming a victim stance in order to diminish responsibility for their actions,
- Note if the client has identified and decreased his/her social skills deficits, when applicable,
- Note if the Client has identified and received treatment to correct issues of anger, power and control.

When the contractual services are completed, the client will be given the option to continue treatment by use of personal funds or transfer to another free program, if available. The final progress report should be forwarded to the SFAPD/SOU within 30 calendar days.

#### **10. Securing Contract Staff**

- As a CASOMB certified entity, the Contractor is deeply familiar with Containment Model requirements, and the need to ensure highly qualified staff whose credentials satisfy CASOMB education, licensure, experience, training, and supervision standards. The Contractor will use the CASOMB "At a Glance" criteria, attached herein as Attachment I, as a foundation for recruiting and hiring staff. The Contractor must recruit, hire and sustain practitioners whose credentials meet or exceed the CASOMB Sex

Offender Treatment Provider Certification Requirements, which are summarized in the CASOMB At a Glance criteria.

- The Contractor shall arrange for staff/volunteers to have their fingerprints taken, and shall grant provisional clearances for all staff/volunteers until such time as the fingerprints are cleared through the Department of Justice (DOJ). Provider should adhere to fingerprinting guidelines as they appear in the CASOMB Provider Certification Criteria, attached herein as Attachment G. Contractor shall not be obligated to arrange for fingerprinting of staff/volunteers who have already had their fingerprints taken as part of the CASOMB Provider Certification process.
- The Contractor shall review and approve in advance the resumes/qualifications of all required personnel assigned to the contract to ensure the minimum specified standards are met.

### C. ROLE of SFAPD AND CONTRACTOR

#### 1. SFAPD

SFAPD will complete a COMPAS assessment, Static 99R, and develop an Individualized Treatment and Rehabilitation Plan related to the "general" Criminogenic needs with each client.

- SFAPD will evaluate client's ability to pay for sex offender treatment services through working with clients, the San Francisco Superior Court's Comprehensive Collections Unit, and the Contractor. For clients that are deemed indigent, SFAPD will cover 100% of their treatment costs as per the agreed upon Fee Schedule in Appendix B. For clients that can pay a portion of their treatment, SFAPD will pay the proportion of the treatment costs that the client cannot pay. Clients that have the ability and means to pay for treatment services will be required to do so by SFAPD.
- SFAPD DPO will conduct an initial case conference with client, provide client with an overview of the SF-SOMTP, review the COMPAS and ITRP with the client, and review referral protocols and next steps with the client.
- SFAPD staff will facilitate/encourage communication among the Department, Contractor, and client in an effort to share information regarding client-related activities and progress of the treatment plan.
- The SPO will provide initial orientation and ongoing training to contractor staff pursuant to SFAPD and City and County of San Francisco (CCSF) rules, regulations, policies and procedures, and applicable statutes. Orientation and ongoing training will be scheduled as needed to ensure that SFAPD and Contractor have a common understanding of rules, regulations, policies, procedures and applicable statutes, especially if/when there are material changes to rules, etc.
- The SOU will meet as often as necessary, but not less than quarterly, with the contractor to review progress and performance. The reviews shall include, but not be limited to,

assisting the contractor in implementation, problem solving and determining future performance objectives.

- Each SOU DPO (not on the same date) will observe a group treatment session involving a client on their caseload on a quarter basis.
- The DPO will maintain responsibility for supervision of clients.
- The SPO will ensure timely processing of monthly contractor invoices for reimbursement of services rendered.
- The DPO will work in conjunction with the Contractor, and containment model team to finalize the ITRP by adding the client's sexual specific Criminogenic needs with corresponding goals, tasks and activities. This plan will be monitored and updated on a quarterly basis by the DPO with input from the treatment provider.
- SFAPD, while ensuring appropriate confidentiality of the client, will ensure that victims are made aware of key adjudication, post-conviction, release, and re-offense events.
- SFAPD will work with the San Francisco Superior Courts', Comprehensive Collections Unit (CCU) to ensure the successful imposition, and collections of a clients' required restitution.
- SFAPD will work with the San Francisco District Attorney's Office as needed to ensure that eligible victims get access to Victim Compensation. APD will also consult with the local containment model's identified victim services entity to further explore what additional resources may be available to assist a victim with addressing, and healing from the trauma of the sex offense.
- The SPO will email the SRA-FV and LS/CMI results to the California Department of Justice within 5 days of receiving them from the Contractor.
- SFAPD Reentry Division will support SOU with SF-SOMTP implementation, data collection, and program assessment/evaluation. Contractor and SFAPD will adhere to any and all guidelines or rules governing protection of client information.
- The DPO, SPO, Contractor shall discussed and make recommendations to the Court for the Client's conditions of probation based on an "individualized" assessment
- *SFAPD agrees to respond to any written, electronic or telephonic communication from the Contractor within 5 business days.*

## 2. Contractor

The Contractor shall identify the clients "acute" and "stable" risk factors in its evaluation. The Contractor agrees to provide the SFAPD with evidence based treatment services that addresses the client's "general" and "sexual specific" criminogenic needs in order to reduce client criminal behavior through the application of structured outpatient sex offender treatment services, to

include polygraph, ongoing risk assessment evaluations, efficient communication, regularly scheduled meetings, and reporting. These services will be provided specifically to decrease a client's risk of re-offense. Further, the Contractor will take immediate action to correct identified safety and security discrepancies.

- Secure and maintain a location. The facility location(s) need to be easily accessible by public transportation for those participants who are not able to drive. Follow restrictions on location(s) according to all applicable State and Local ordinances.
- Coordinate data collection and evaluation efforts as required by SFAPD. Provide data and information, as requested and as defined by SFAPD's SPO. Data to be collected will include, at a minimum, participant demographics and services provided. Contractor and SFAPD will adhere to local, state and federal guidelines governing the protection of client information, and SFAPD, Contractor, and identified evaluators will ensure compliance with federal human subject protection guidelines.
- Provide all data and information, in written format, within 30 calendar days, to SFAPD upon termination of the contract. All years of data can be requested by SFAPD for up to five years after termination.
- The DPO, SPO, and Contractor shall discuss treatment recommendations that the DPO will present to the Court for the client's conditions of probation based on an individualized assessment.
- Make staff available for initial orientation and ongoing training pursuant to SFAPD rules, regulations, policies and procedures, and applicable statutes, as provided by the Department.
- Meet with the SFAPD SPO as often as necessary, no less than quarterly, to review progress and performance. The reviews shall include, but not be limited to, assisting the contractor in implementation, problem solving and determining future performance objectives.
- Maintain written communication with the DPO and client on a regular basis in order to share information regarding client-related activities and solicit participation in the development of and progress in the treatment plan.
- Provide intake screening, assessment services, treatment (individual and group), polygraph and final evaluation, as detailed below.
- Complete the Minor Children Contract Assessment.
- Provide, as needed/requested, Chaperone (Approved Supervisor) services
- Ensure the program is staffed with qualified personnel to facilitate contracted treatment goals.
- The Contractor will work in conjunction with the DPO, and containment model team to finalize the ITRP by adding the client's sexual specific criminogenic needs with



corresponding goals, tasks and activities. This plan will be monitored and updated on a quarterly basis by the DPO with input from the treatment provider.

- *The Contractor agrees to respond to any written, electronic or telephonic communication from SFAPD within 5 business days.*

#### **D. ADMINISTRATIVE REQUIREMENTS**

##### **1. Client file**

The Contractor shall maintain complete files on all participants. The file shall be kept up to date and at a minimum will include the client's Notice to Participate in Sex Offender Management Program form, SF-SOMTP Referral Form, as required client-signed Release of Information Forms, synthesized COMPAS results, a copy of the Individualized Treatment and Rehabilitation Plan (ITRP) which also includes sexual criminogenic needs to be addressed, conditions of probation, completed minor child assessment (if client isn't otherwise prohibited), documentation of trained and assigned chaperone, intake information, initial assessment (s), any other (validated) assessments administered, treatment plan, and plan updates, polygraph results, monthly and final progress reports, treatment notes, and any other relevant notes. Hard copy files shall be located in a locked secure file storage area in the office/site. Any client information that is electronically stored must also be securely kept. Contractor computers storing any client information must be protected by a unique password. The computer should be locked when program-related staff are away from the computer. Non-program related staff should not have access to client information that is electronically stored. The Contractor shall take appropriate care to ensure that probationers, other than the subject of the file, do not access the files. The Contractor shall ensure confidentiality of client records and information in accordance with local, state and federal codes and requirements. In addition, a complete hard copy of each client file shall be provided to the SFAPD DPO within 30 calendar days of completion or termination of treatment.

##### **2. Participant Records**

The Contractor agrees to maintain a monthly "Client Register of Participation Roster," a roster that catalogues individuals served during the month. The roster, included herein as Attachment F will reflect the participant's name, SF #, individual and group participation sessions, polygraph examinations, and DPO name. The Client Register of Participation Roster shall record and specify client's dates of attendance for the month and shall indicate whether the treatment was individual or group. Since the Roster contains an SF #, confidential client information, the Contractor should ensure information security from transcription onto the Roster through Roster submission to SFAPD. All other required information to be reported should be maintained in the Contractor's file for each client. The Client Register of Participation Roster shall be submitted in with the Contractor's corresponding Monthly Invoice. APD will cross check the Client Register of Participation Roster with internal records to validate reimbursement requests. APD will not share the Client Register of Participation Roster with entities external to the SFAPD.

The Contractor will:

1. Verify that each participant listed on the Client Register of Participation Roster received the services as specified in the contract,
2. Determine if the information provided is correct,
3. Sign and date the Monthly Invoice accordingly, and
4. Forward the Monthly Invoice and Client Register of Participation Roster to the SFAPD SOU SPO for invoice approval and disposition.

### 3. Data Collection

The Contractor agrees to assist as requested in collecting and supplying program and participation data to SFAPD or SFAPD contracted researchers or evaluators for research purposes. This information includes, the treatment provide to address each sexual specific criminogenic needs of a client, and, but is not limited to; the number of referrals accepted or rejected an average length of program participation, and samples of the tools utilized for the initial assessment. Also to include; revocation and return to incarceration rates if known by the Contractor, polygraph outcomes, and any incidents within the program as well as all documents included by the SPO in the original program referral package. Contractor staff also agrees to confidentially and/or anonymously participate in any survey or questionnaire that may be used by researchers or evaluators at the completion of the contract as needed for research purposes. In the process, Contractor and SFAPD will adhere to any and all guidelines or rules governing protection of client information.

The Contractor agrees to provide all appropriate treatment related information to the DPO in writing. The Contractor shall submit additional data as requested by SFAPD for evaluation. Contractor and SFAPD will adhere to any and all guidelines or rules governing protection of client information.

The Contractor agrees to meet quarterly with the DPO regarding treatment program progress, level of risk and program goals.

### 4. Program Components

Contractor shall provide individual and/or group therapy to reduce the offender's risk of sexual and criminal re-offense. The treatment/therapy sessions shall be provided as follows:

- A minimum of six days a week (a weekend day must be offered to accommodate employed clients) at the Contractor's facility(s) between the hours of 8:00 a.m. and 9:00 p.m.
- Night group therapy sessions must be offered to accommodate employed clients after 6:00p.m.
- The Contractor will agree to a 1:8 therapist to client ratio for group sessions.
- If interns or other non-licensed individuals are utilized to provide treatment services, they must be supervised at a minimum of 2 interns for each licensed therapist.

- The Contractor must have adequate space to provide group and/or individual therapy sessions. Individual therapy sessions must be provided in a location providing for privacy in an enclosed area.
- Female clients shall never be placed in group treatment with male clients.
- Non-English speaking clients should receive treatment services in the client's primary language. If SFFI cannot provide services in a specific language, SFAPD will seek another approved sex offender treatment provider. If SFAPD is not able to identify a provider that can provide treatment services in a specific language, SFAPD will consult with SFFI, and the containment model team on the best recommendation for meeting the client's treatment needs.

**Services or therapy shall be provided as follows:**

A Treatment Plan for all clients participating in contracted therapy shall outline the goals the participant must complete in order to progress through treatment and to subsequently reduce the number of weekly therapy sessions. A copy of the treatment plan will be given to the DPO and client.

**a. Individual Therapy**

- Sessions to be no less than 50 minutes,
- Minimum of one session per *week*, per client.

**b. Group Therapy**

- Sessions to be no less than 90 minutes.
- All treatment shall be commensurate with the client's sexual re-offense risks. Initially, all High Risk and Moderate Risk clients shall receive a minimum of *one session* per week per client, unless more sessions are deemed necessary. Low risk offenders treatment may be less frequent, if deemed appropriate by the Contractor. Low risk sex offenders may participate in prevention group treatment services.
- Subsequently, as the Treatment Plan dictates, and at the discretion of the Therapist and in consultation with the DPO, the number of therapy sessions can subsequently be reduced to one session per week, and bi-weekly or monthly sessions.
- The reduced level of service for High Risk and Moderate Risk shall only be applied when the Contractor determines that the client has made appropriate progress in treatment as verified by a validated assessment tool. The Contractor will document all such reductions of service on the Treatment Plan. The Contractor shall maintain the original plan in the probationer participant's file, and fax a copy to the DPO. As clients receive the reduced level of service, the Contractor may serve additional clients without exceeding the contract budget.
- EBP indicates that Group Treatment is generally the most effective approach to treat sex offenders. However, Sex offender with mental illness or who are developmentally disabled may require individual treatment. It shall be the Contractor's discretion to determine the most effective treatment modality, consistent with EBP. However, a minimum of one session per week must still be met, and the additional individual sessions would be invoiced at the group session rates once the individual session rate is exhausted.

**c. Polygraph**

Polygraph testing is an essential component of the "Containment Model." Every client participating in SF-SOMTP shall submit to a polygraph examination(s). A maximum of two polygraph examinations may be administered by the Contractor and/or their certified subcontractor in the first year and (as appropriate) only one in any subsequent years:

- As part of the initial intake, one polygraph shall be a Sexual History examination.
- The second polygraph shall be a Maintenance/Monitoring Examination, as deemed necessary by the Contractor or requested by SFAPD staff. The second polygraph must be approved by the SFAPD SPO prior to examination. The name and date of the SFAPD SPO must appear on the monthly invoice. A written report summarizing the polygraph examination shall be forwarded to DPO within 15 calendar days of examination. However, SFAPD staff shall be notified immediately in the event the examination should yield information the examiner constitutes as a threat to public safety. The result may necessitate that additional conditions of probation be imposed and will require that the DPO prepare a court motion.

**d. Non-Compliance, Technical Supervision Violations and Case Review**

The SF-SOMTP will use regular phone communication, and monthly client case review to discuss issues of non-compliance, technical supervision violations, and the SF-SOMTP program response. Each instance of non-compliance and/or technical supervision violation will be considered on a case by case basis. When it comes to assessing the severity of a client's technical supervision violation it is imperative that the SF-SOMTP Team conduct a thorough case review to evaluate if the technical supervision violation is a "sign" of an "Acute Dynamic Risk Factor" that could be a precursor to a sexual re-offense. The SOU DPOs will be responsible for alerting the SF-SOMTP team members of the technical supervision violation before recommending a disposition/response to the Court. To expedite this notification, the DPOs should send an email to schedule an SF-SOMTP team conference call to discuss the matter. If a conference call is not feasible, then the DPO will request an emailed recommendation from SF-SOMTP team members.. The DPO and SPO can discuss the team members' recommendations and make a decision. The DPO and SPO should keep in mind that most sex offenses are not spontaneous or unplanned. Rather, there are often identifiable precursors such as thoughts, emotions, and behaviors that come before the sex offense. As such, DPO should work proactively to anticipate non-compliance issues, problems, intervene early before things become worse, and thereby reduce the likelihood of a more serious probation violations or re-offense. Decisions about violation of sex offender specific conditions should include an evaluation of the following:

- Relationship of the behavior to sex offending,
- Risk level of the offender,
- Degree to which community and/or victim safety was jeopardized,
- Whether the offender voluntarily disclosed the behavior or maintained secrecy,
- Level of responsibility assumed by the offender,
- Awareness and disclosure of the behavior by members of the support network,
- Ability and willingness of parent/caregiver to provide adequate support and structure (for juveniles),

- Ability and willingness of the offender to develop and adhere to a realistic plan to address the behavior, and
- Presence of assets or services to assist the offender in maintaining compliance.

It is also important that DPO and SPO recognize that some non-compliance is to be expected from sex offenders, and that one of the goals of their responses and interventions is to provide these offenders with sufficient opportunity to disclose concerns or problems voluntarily, develop and practice effective and appropriate coping skills, modify their behaviors, and ultimately maintain placement in the community. Thus, it is preferable that DPOs utilize a range of pre-revocation interventions, responses, or graduated sanctions when appropriate.

**e. Goals and Performance Measures**

The objective of this program is to address the treatment needs of clients, which will better enable them to reintegrate back into society, while minimizing the public's risk. The Contractor will report quarterly on both on progress towards meeting this objective and on measuring its performance in adhering to the program's design.

Through the term of the contract, the Contractor will report quarterly on the following goals:

- 100% of clients will receive an intake within 30 days of program referral,
- 100% of clients will have the SRA-FV and LSC-MI within 30 days of program referral,
- 100% of clients will have an initial case conference within 45 days of program referral,
- 100% of clients will have Treatment Goals that are aligned with the sexual criminogenic needs as outlined in the SRA-FV,
- 100% of Treatment sessions will be aligned with the sexual criminogenic needs as outlined in the SRA-FV,
- 75% of clients will complete their Treatment Goals as outlined in their Treatment Plans.

Through the term of the contract, the Contractor will report quarterly on the following performance measures.

- Percentage of clients who received their intake interview within 30 days of the program referral, pursuant to the contract,
- Percentage of clients who had a SRA-FV within 30 days pursuant to contract requirement,
- Percentage of clients who had a LSC-MI within 30 days pursuant to contract requirement,
- Percentage of clients who had a case conference within 45 days pursuant to contract requirements,

- Percentage of clients whose Treatment Goals matched their sexual specific criminogenic needs, as per the SRA-FV,
- Percentage of treatment sessions that addressed the client's sexual criminogenic needs as per the SRA-FV,
- Percentage of clients who successfully complete Treatment Goals as per Treatment Plan.

Through the term of the contract, the contractor will report annually on the following outcome measures. The SFAPD will be responsible for providing information on the last recidivism bullet.

- Ability of the client to identify their high-risk and criminal behaviors as measured at the beginning and end of treatment, by the client's self-assessment, and acknowledgement of past high risk behaviors, and potential to re-exhibit them.
- Ability of the client to manage his/her sexual deviance as measured by a client's adherence to treatment plan, and documented as case notes in the client's file.
- Recidivism - Percentage of clients who have been charged with a new crime and percentage who have been charged with a new sexual offense after beginning the program. Percentage of clients who have been convicted of a new crime and percentage of clients who have been convicted of a new sexual offense after beginning the program, as per SFAPD records.

**g. Emergency Availability**

In the interest of public safety, all treatment staff will provide SFAPD with the necessary emergency contact information for after hour's contact, to be used for emergencies only.

**E. CONTRACTOR AND STAFFING REQUIREMENTS**

Pursuant to Penal Code 290.09, the SF-SOMTP Contractor and Contractor staff must be CASOMB certified. The SFAPD will request annual documentation of CASOMB certification for both Contractor and Contractor staff, and requires that the Contractor and any Contractor staff assigned to SF-SOMTP are CASOMB certified, or are overseen by CASOMB certified staff, in alignment with CASOMB requirements. In the event the Contractor or an SF-SOMTP staff becomes de-certified during the term of the contract, it is the Contractor's responsibility to immediately alert the SFAPD SOU by telephone and email.

If the Contractor becomes de-certified by CASOMB or if Contractor staff become de-certified by CASOMB, making the Contractor incapable of complying with Penal Code 290.09 or CASOMB requirements, then SFAPD will exercise a right to immediately suspend or terminate the contract, and seek sex offender treatment services from an alternative CASOMB certified vendor.

The Contractor may use the CASOMB, "At a Glance" criteria, attached herein as Attachment I as a guide for recruiting and hiring Apprentice Practitioner Level, Associate Practitioner Level, and Independent Practitioner Level staff, however, all program staff must be CASOMB certified.

As per Attachment G, the Provider Certification Criteria, all staff hired as employees and all volunteers must be cleared through a Live Scan fingerprint process through the Department of Justice (DOJ). The new staff/volunteer shall coordinate with the Contractor to have their fingerprints taken. The Contractor, however, may grant provisional clearances, absent compelling circumstances, for all staff/volunteers until such time as the fingerprints are cleared through the Department of Justice.

The Contractor should provide executive level review of potential SF-SOMTP personnel, and forward resumes, and CASOMB certification of proposed staff to SFAPD SOU for review, and approval. The Contractor will send SFAPD SOU confirmation of DOJ Live Scan results immediately following receipt.

If any employee of the Contractor is unable to perform due to illness, resignation or factors beyond the Contractor's control, the Contractor shall immediately alert the SFAPD DOU SPO, and submit resumes of proposed substitute personnel to SFAPD for approval. The Contractor may fill temporary vacancies internally by a temporary reassignment of existing qualified staff, as long as the client to therapist ratio is not affected, and this change is approved in advance by the SFAPD SOU SPO. A temporary vacancy is defined as a vacancy of less than 60 calendar days. Vacancies in excess of 60 calendar days require the immediate recruitment of new, qualified staff and must be filled within 90 calendar days.

Failure to adequately fill SF-SOMTP positions within the required timeframe shall be cause for termination of the contract.

#### **1. Licensed Clinical Director Requirements**

Contractor must have a Licensed Clinical Director at the treatment services site. The Licensed Clinical Director must submit a copy of the following applicable documents with their application and meet the minimum qualifications outlined below:

- a. CASOMB Independent Practitioner Certification.
- b. Board Certification to practice psychiatry in the State of California; or
- c. License to practice clinical psychology in the State of California; or
- d. License to practice clinical social work in the State of California; or
- e. License to practice as a Marriage, Family/Child therapist in the State of California.

The Licensed Clinical Director must provide proof that they have been a Licensed Clinical Therapist for a minimum of 5 years prior to the date of the contract. The Licensed Clinical Director must be a resident of California throughout the contract period. The Licensed Clinical Director must be in good standing with their licensing authority, and must not be on probation or suspension throughout the contract period. Any licensing authority actions resulting in a suspension, probation, revocation, or termination of the Clinical Director's license may be cause

for termination of the contract. All applicable documentation required for the Licensed Clinical Directors are due prior to approval of the contract.

The Licensed Clinical Director must provide proof of clinical membership in the Association for the Treatment of Sexual Abusers (ATSA) to the SFAPD at the minimum of 5 calendar days prior to commencement of services; which must remain valid throughout the term of the contract. The SFAPD will confirm ATSA clinical member status. The Contractor should provide annual proof of ATSA membership.

It is the expectation of SFAPD that the Clinical Director meets regularly in person, and has professional first-hand knowledge of the individual clients receiving treatment.

## **2. Supervising Licensed Clinical Therapist Requirements**

The Contractor may utilize a Supervising Licensed Clinical Therapist. The Supervising Licensed Clinical Therapist must submit a copy of the following applicable document with their application and meet the minimum qualifications outlined below:

- a. CASOMB Associate Practitioner Certification;
- b. Board Certification to practice psychiatry in the State of California; or
- c. License to practice clinical psychology in the State of California; or
- d. License to practice clinical social work in the State of California; or
- e. License to practice as a Marriage, Family/Child therapist in the State of California.

The Supervising Licensed Clinical Therapist must provide proof that they have been a Licensed Clinical Therapist for a minimum of 2 years prior to the date of the contract, no exceptions. The Supervising Licensed Clinical Therapist must be a resident of California throughout the contract period. The Supervising Licensed Clinical Therapist must be in good standing with their licensing authority, and must not be on probation or suspension throughout the contract period. The Supervising Licensed Clinical Therapist must provide proof of ATSA clinical membership to the SFAPD at the minimum of 5 calendar days prior to commencement of services, which must remain valid throughout the term of the contract. The SFAPD will confirm ATSA clinical member status. The Contractor must provide annual proof of membership.

It is the expectation of SFAPD that the Supervising Licensed Clinical Therapist meets regularly in person, and has professional, first-hand knowledge of the individual clients receiving treatment.

## **3. Therapist Requirements**

Interns, Assistants, or Associates must have CASOMB Apprentice level certification, and be directly supervised by a Licensed Clinical Director, or Supervising Licensed Clinical Therapist. Each Licensed Clinical Director must be geographically located within State, and there should be



no more than 2 interns per Licensed Clinical Director or Supervising Licensed Clinical Therapist. In addition Interns, Assistants or Associates will not have caseloads larger than 24 clients.

#### **4. Polygraph Examiner Requirements**

The Contractor and/or their sub-contractor providing polygraph services must submit copies of the following documents prior to administering polygraph services:

1. Polygraph Examiners must be certified by the California Association of Polygraph Examiners (CAPE), and CASOMB certified. Polygraph Examiners shall have completed a basic course of polygraph training at a polygraph school accredited by the American Polygraph Association (APA) or meet other training, experience and competency requirements for professional membership in the APA.
2. Polygraph Examiners shall have successfully completed a minimum of forty (40) hours of specialized post-conviction sex offender training that adheres to the standards established by the APA.
3. Polygraph Examiners shall have successfully completed a minimum of thirty (30) continuing education hours every two (2) years. Fifteen of those hours shall pertain to specialized sex offender polygraph training.
4. Polygraph examiners must be experienced and have completed a minimum of 12 PCSOT exams in accordance with APA standards.

#### **5. Staffing Plan**

The contractor's Staffing Plan shall be maintained throughout the term of the contract, and updated at least annually, unless more frequent updates are requested by the SFAPD. Revisions shall be made whenever a change in staffing demand occurs, subject to the approval of SFAPD. The Staffing Plan will address the Contractor's ability to maintain full staffing levels of all program components and include the recruitment and selection process for new hires, and the ability to staff the program at the level necessary to meet contractual obligations. The Staffing Plan must address contingencies for staffing shortages or other operational emergencies. Revisions must be approved by the SFAPD.

#### **6. Vacancies**

Staff vacancies shall be brought to the immediate attention of the SFAPD SOU SPO. The Contractor may fill temporary vacancies internally by a temporary reassignment of existing qualified staff, as long as the client to therapist ratio is not affected, and this change is approved in advance by the SFAPD SOU SPO. A temporary vacancy is defined as a vacancy of less than 60 calendar days. Vacancies in excess of 60 calendar days require the immediate recruitment of new, qualified staff and must be filled within 90 calendar days.

#### **7. Physical Location and Hours of Operation**

The Contractor will provide these services to the entirety of the listed contract area sites as described herein. Services will be provided six days a week (a weekend day must be offered to accommodate employed clients) at the Contractor's facility(s) between the hours of 8:00 a.m. and 9:00 p.m., excluding state and/or local recognized holidays.

The Contractor must ensure that the facility continually conforms to all applicable building codes for the safety and well-being of clients and staff. Verification of compliance may be in the form of a valid permit, letter and/or certificate. The Contractor must have a written emergency and evacuation plan, including floor plans for evacuation covering such emergencies as fire, natural disaster, severe weather and explosions. The plan will be posted in conspicuous locations in the facility. A handbook outlining the program and facility rules shall be made available to each client and SFAPD staff upon request. The facility must meet all Americans with Disabilities Act (ADA) requirements.

#### **8. Periodic Location Inspection**

The SFAPD SOU SPO and Reentry Division will conduct quarterly Program Quality Review (PQR) to confirm the compliance with the terms of the contract. The visit will allow the SFAPD team to cross check monthly reimbursement invoices with program documentation, to review client files to ensure that documentation is being maintained in accordance with the contract, and to review, and to troubleshoot any outstanding personnel or program issues.

#### **F. INVOICING AND PAYMENT**

The SFAPD agrees to compensate the Contractor for services rendered as per this contract and the fee schedule outlined in Appendix B.

Cost Reimbursement Cover Page and Invoice, attached herein as Attachment I must be completed, and submitted on a monthly basis. The documented expenses must be in accordance with the fee schedule in Appendix B. The Contractor must submit back up documentation for each recorded expense. Back up documentation should include Client Register of Participation Roster, and Client Progress Reports respectively reflecting unduplicated clients per month as well as per client services and fees.

The Cover Page includes a unique invoice number, and should aggregate all of the costs of the Progress Reports.

Please submit Cost Reimbursement Cover Page, Invoice, and back up documentation as follows:

**San Francisco Adult Probation Department/Sex Offender Unit**  
Chauncey Robinson  
Supervising Probation Officer - Sex Offender and Homeless Unit  
San Francisco Adult Probation Department  
880 Bryant Street, Room 200  
San Francisco, CA 94103  
(415) 241-4233

**1. Prompt Payment Clause**

All Contractors are required to be part of the City and County of San Francisco's electronic payment program. It is the Contractor's responsibility to ensure that an electronic payment account has been established with the Controller's office, and is in active status. The SFAPD will ensure invoice payment within 30 days of receiving the invoice unless there are cost or activities discrepancies that must be addressed prior to payment. In such an event, the SFAPD will pay the invoice as possible within the 30 days of receiving the corrected invoice, or as close to the 30 day payment timeline as possible.

**2. Travel**

As requested, the Contractor may be asked to travel to a San Francisco County Jail facility to conduct assessment or other as requested treatment activities. In the event travel is required, SFAPD will reimburse the Contractor as per the federally approved standard mileage reimbursement rates. As of April, 2013, the rates are as follows: 56.5 cents per mile for business miles driven.

- e. **Attachment D.** Attachment D "Allowable Assessment Tools Outpatient Sex Offender Treatment" of the Agreement currently reads as follows:

**Attachment D - Allowable Assessment Tools Outpatient Sex Offender Treatment**

The following is a list of allowable assessment tools to be used in assessing SFAPD Clients. The Contractor acknowledges that each tool has a respective copyright, and will ensure appropriately acquired permission to use the tools, and that all tools will be used in accordance with respective guidelines, and requirements.

**Required:**

SRA-FV  
LS/CMI  
Polygraph Testing

**Physiological Assessment Instrument:**

Abel Assessment for Sexual Interest Penile Plethysmograph Examination

**Actuarial Assessment Instruments:**

Static-99R  
Minnesota Sex Offender Screening Tool- Revised (MnSoST-R)  
Sex Offender Risk Appraisal Guide (SORAG)

**Dynamic Risk Assessment Instruments:**

Stable- 2000

**Psychological Tests:**

Hare Psychopathy Checklist - Revised  
Million Adolescent Clinical Inventory

Million Clinical Multiaxial Inventory -III  
Minnesota Multiphasic Personality Inventory  
Weschler Adult intelligence Scale - III  
Personality Assessment Inventory (PAI)

**Inventory Resources:**

Abel and Becker Cognition Scale  
Adkerson Partner Information and Beliefs Inventory  
Bumpy Rape and Molest Scales  
Buss - Perry Aggression Questionnaire  
Clarke Sexual History Questionnaire  
Derogatis Sexual Functioning Inventory  
Interpersonal Reactivity index  
Jesness Inventory  
Rape Myth Acceptance Scale  
Sexual Interest Card Sort

Any paper/pencil or computer keyboard, assessment tools professionally accepted and listed in the practice Standards and Guidelines for Members of the Association for the Treatment of Sexual Abusers may be used in conjunction with the above listed tools.

Such Attachment (Attachment D) is hereby amended in its entirety to read as follows:

**Attachment D-1 - Allowable Assessment Tools Outpatient Sex Offender Treatment**

The following is a list of allowable assessment tools to be used in assessing SFAPD Clients. The Contractor acknowledges that each tool has a respective copyright, and will ensure appropriately acquired permission to use the tools, and that all tools will be used in accordance with respective guidelines, and requirements.

**Required:**

SRA-FV  
LS/CMI  
Polygraph Testing  
Psychosexual Assessment

**Physiological Assessment Instrument:**

Abel Assessment for Sexual; Interest Penile Plethysmograph Examination

**Actuarial Assessment Instruments:**

Static-99R  
Minnesota Sex Offender Screening Tool- Revised (MnSoST-R)  
Sex Offender Risk Appraisal Guide (SORAG)

**Dynamic Risk Assessment Instruments:**

Stable- 2000

**Psychological Tests:**

- Hare Psychopathy Checklist - Revised
- Million Adolescent Clinical Inventory
- Million Clinical Multiaxial Inventory -III
- Minnesota Multiphasic Personality Inventory
- Weschler Adult intelligence Scale - III
- Personality Assessment Inventory (PAI)

**Inventory Resources:**

- Abel and Becker Cognition Scale
- Adkerson Partner Information and Beliefs Inventory
- Bumpy Rape and Molest Scales
- Buss - Perry Aggression Questionnaire
- Clarke Sexual History Questionnaire
- Derogatis Sexual Functioning Inventory
- Interpersonal Reactivity index
- Jesness Inventory
- Rape Myth Acceptance Scale
- Sexual Interest Card Sort

Any paper/pencil or computer keyboard, assessment tools professionally accepted and listed in the practice Standards and Guidelines for Members of the Association for the Treatment of Sexual Abusers may be used in conjunction with the above listed tools.

- f. **Appendix B.** Appendix B "Calculation of Charges/Fee Schedule" of the Agreement currently reads as follows:

**Appendix B  
Calculation of Charges/Fee Schedule**

SFAPD and Contractor agree to the below fee schedule, and that the total reimbursement amount will not exceed a current contract allocation of \$188,403.

SFAPD anticipates a maximum of 40 client referrals over the term of this contract, but cannot commit to a minimum number of client referrals per month, a guarantee that all clients will need all of the below services; and thus yield a maximum per client payment reimbursement; and cannot provide a schedule for how many total clients will be referred during the contract period.

Service Activity	Fee
Client Intake/Assessment with Vendor - Includes the dynamic SRA-FV, and violent LS/CMI risk assessments, evaluation of results, and required reporting. Could also include the	\$750

# Certified Sex Offender Treatment Program

THIS CERTIFICATE IS HEREBY AWARDED TO

San Francisco Forensic Institute

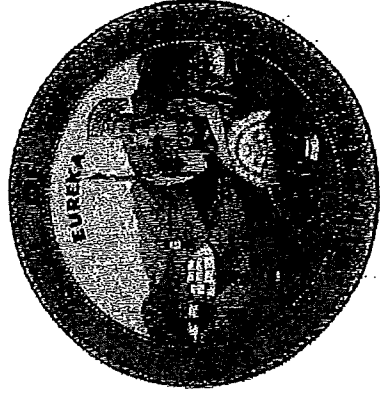
IN RECOGNITION OF HAVING MET ALL CRITERIA FOR  
SEX OFFENDER PROGRAM CERTIFICATION AS SET FORTH BY THE  
CALIFORNIA SEX OFFENDER MANAGEMENT BOARD



JACK WALLACE, CASOMB COORDINATOR

July 2012—July 2014

Program Cert. # 0033





City and County of San Francisco  
Adult Probation Department

Hall of Justice  
880 Bryant Street, Room 200  
San Francisco, CA 94103  
Phone 415-553-1706  
Fax 415-575-8899

Wendy S. Still  
Chief Adult Probation Officer

**Sex Offender Containment Model Referral Form**

**Referral Date:** \_\_\_\_\_

**Referrer's Information**

Probation Officer's Name: \_\_\_\_\_

Referring Agency: **San Francisco Adult Probation**

Probation Officer's Phone Number: (415) \_\_\_\_\_

Can you be contacted by email regarding this referral?

Yes

Probation Officer's Email Address: \_\_\_\_\_

No

**Client/Probationer's Information**

Name: \_\_\_\_\_

SF#: \_\_\_\_\_ Probation Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Ok to leave a message? \_\_\_\_\_ (Y/N)

Court Case No. (MC #): \_\_\_\_\_

Current 290 eligible Penal Code conviction(s) (ex. 243.4, 288(a)): \_\_\_\_\_

Is the probationer homeless? \_\_\_\_\_ (Y/N)

Is the probationer employed? \_\_\_\_\_ (Y/N)

Will the probationer be paying for his/her own services? \_\_\_\_\_ (Y/N) If not, then who will? \_\_\_\_\_

\*Please see the attached documentation for a description of his/her sexual offense & criminal history

**Instructions to Probation Officer:**

**Please fax this form, along with all legal documents listed on the checklist, to:**

**San Francisco Forensic Institute**

Attn: Lincy Suen, Intake Coordinator

**Fax: (415) 391-7177**

Office: (415) 391-7171, ext. 12

Original to Probationer's File  Copy to Probationer?  Copy faxed to Treatment Provider?  Copy to Reentry



# City and County of San Francisco Adult Probation Department

Hall of Justice  
880 Bryant Street, Room 200  
San Francisco, CA 94103  
Phone 415-553-1706  
Fax 415-575-8899

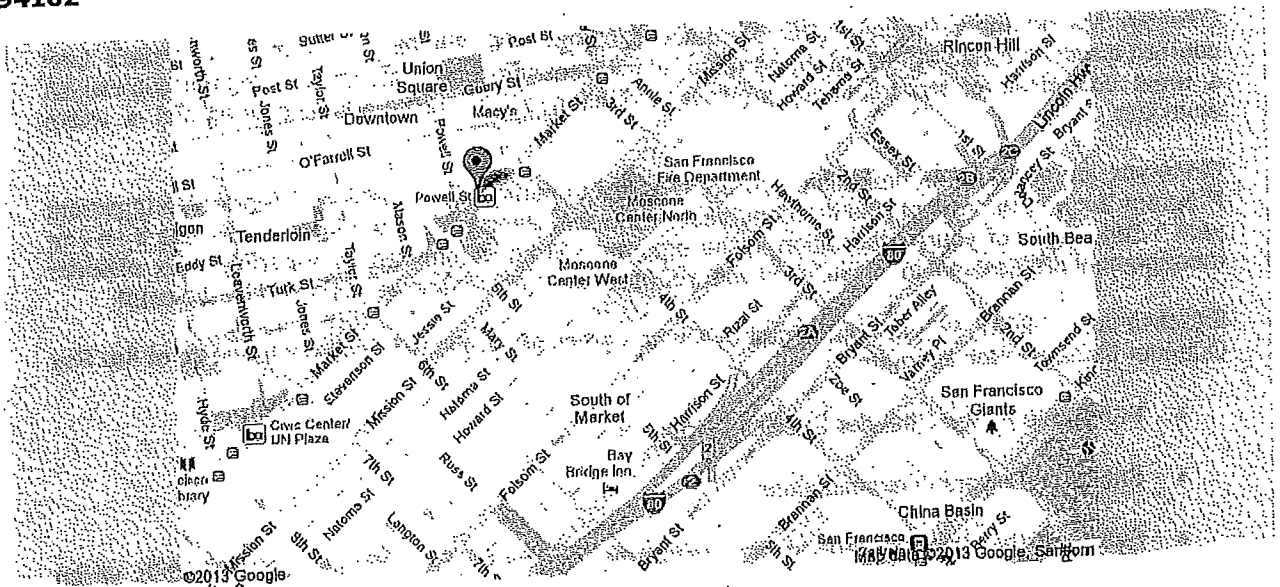
Wendy S. Still  
Chief Adult Probation Officer

## Sex Offender Containment Model Referral Form

### Instructions to Probationer:

You will be contacted by a representative from San Francisco Forensic Institute for an intake appointment. If they are unable to contact you, then it's your responsibility to call Lincy Suen at 415-391-7171, ext. 12 **within 3 business days** of receiving this referral. You can also obtain assistance with scheduling an appointment from your Probation Officer.

**San Francisco Forensic Institute is located at: 870 Market St., Suite 1107, San Francisco, CA 94102**



Appointment date: \_\_\_\_\_

Appointment time: \_\_\_\_\_

Who is your appointment with? \_\_\_\_\_





*Protecting the Community, Serving Justice and  
Changing Lives*

WENDY S. STILL  
Chief Adult Probation Officer

---

**Notice to Participate in Sex Offender Management Program**  
Assembly Bill (AB) 1844, Chelsea's Law

Probationer: \_\_\_\_\_

SF # \_\_\_\_\_

Tentative expiration date: \_\_\_\_\_ (modifications to your probation may change this date)

Effective July 1, 2012, Assembly Bill 1844, known as Chelsea's Law, requires all defendants who are currently on formal probation for a 290 PC registrable offense to actively participate in a Sex Offender Management Program (PC Sections 1203.067, PC 290.09, PC 9003). Chelsea's Law codified a system called **The Containment Model** that requires collaboration and communication within a team comprised of the treatment provider, probation officer, polygraph examiner and a victim advocate.

Since you are currently on probation, you are required to participate in the Sex Offender Management Program "for a period of not less than one year or the remaining term of probation if it is less than one year." The length of your participation in the program will be determined by a certified sex offender management professional in consultation with your probation officer and as approved by the court.

Effective July 1, 2012, you are mandated by law to participate in the following components of the Sex Offender Management Program:

- Participate in Sex Offender Specific Treatment.
- Submit to Polygraph examinations.
- Submit to the State-Authorized Risk Assessment Tools for Sex Offenders (SARATSO), which will assess your dynamic risk and your future risk for violence. Your risk scores on these assessments will be provided to your Deputy Probation Officer and the California Department of Justice.
- Pertinent legal information will be shared with the provider: police and probation reports; terms and conditions of probation & other court orders; your criminal history; any applicable home visit information; any juvenile records and medical/psychiatric/mental health evaluations, results, diagnosis & treatment.

880 Bryant Street, Room 200  
San Francisco, California 94103

Phone: (415) 553-1706  
Fax: (415) 575-8899

APD-183 (04/012013)

- Participate in case conferences with the treatment provider and your probation officer.
- Communication between the treatment provider and your probation officer regarding your progress will occur on a regular basis (no less than once a month).

California Penal Code (PC) Sections 1203.067, PC 290.09, and PC 9003, describes the following modification to your Term of Condition of Probation and adds the following:

**Penal Code Section 1203.067(b) (1).**

1. Registered Sex Offenders placed on formal probation prior to July 1, 2012, shall participate in an approved sex offender management program, for a period of not less than one year or the remaining term of probation if it is less than one year. The length of the period in the program is to be determined by the certified sex offender management professional in consultation with the probation officer and as approved by the court, pursuant to Penal Code Section 1203.067(b)(1).

**Penal Code Section 1203.067(b) (2).**

2. Registered Sex Offenders placed on formal probation on or after July 1, 2012, shall successfully complete an approved sex offender management program, as a condition of release from probation. The length of period in the program shall not be less than one year and up to the entire period of probation as determined by the certified sex offender management professional in consultation with the probation officer and as approved by the court, pursuant to Penal Code Section 1203.067(b)(2).

**Penal Code Section 1203.067(b) (3)**

3. Waiver of any privilege against self-incrimination and participation in polygraph examinations, which shall be part of the sex offender management program, pursuant to Penal Code Section 1203.067(b)(3).

**Penal Code Section 290.09**

4. Waiver of any psychotherapist-patient privilege to enable communication between the sex offender management professional and supervising probation officer, pursuant to Penal Code Section 290.09.

**Penal Code Section 1203.067(c)**

5. Any defendant ordered to be placed in an approved sex offender management program pursuant to Penal Code 1203.067(b) shall be responsible for paying the expense of his or her participation in the program as determined by the court. The court shall take into consideration the ability of the defendant to pay and no defendant shall be denied probation because of his or her inability to pay, pursuant to Penal Code Section 1203.067(c).

**Please note that as a condition of probation you are mandated to obey all laws. Failure to comply with your Sex Offender Management Program conditions (law) will result in a motion to the court to revoke your probation.**

I acknowledge that the Probation Officer has explained the above Conditions of Probation, and I understand the consequences for my failure to comply.

\_\_\_\_\_  
Probationer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probation Officer

\_\_\_\_\_  
Date

880 Bryant Street, Room 200  
San Francisco, California 94103

Phone: (415) 553-1706  
Fax: (415) 575-8899

APD-183 (03/25/2013)

SAN FRANCISCO  
**FORENSIC INSTITUTE**

*At the Interface of Psychology & Law*

**Client Monthly Treatment Report**

<b>Client:</b>			<b>County PO:</b>	<b>P.O. fax/phone:</b>	
<b>Cl. Employed: Yes No</b>		<b>Probation Term:</b>	<b>TX Start:</b>	<b>Month of this Report:</b>	
<b>Date(s)</b>	<b>Duration</b>	<b>Service</b>	<b>Clinician</b>	<b>Payment</b>	<b>Note</b>
<i>Group Therapy</i>					
<b>Treatment Goals:</b>					
<b>Critical Issues:</b>					

**Clinician Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

870 MARKET STREET | SUITE 1107 | SAN FRANCISCO CA | 94102  
 TEL 415 391 7171 FAX 415 391 7177  
[www.sffi.us](http://www.sffi.us)

Attachment F - Client Register of Participation Roster (Submit with Monthly Invoice)

Service Month: \_\_\_\_\_

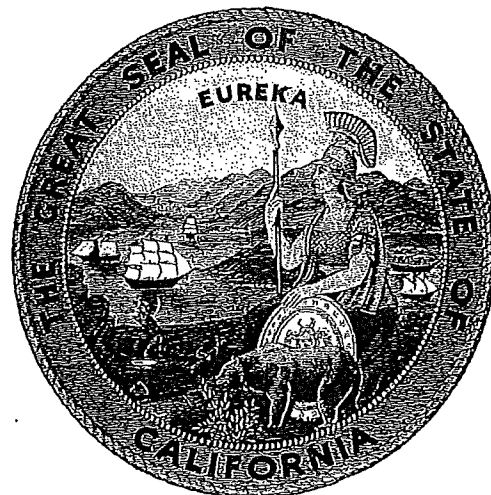
This form aggregates the total unduplicated clients served each month. The Progress Report (Attachment D), and Cost Reimbursement Spreadsheet (Attachment G) provide details on the dates clients received required treatment services, and the associated services costs).

Client Name	SF #	Estimated Supervision TX Date?	Polygraph Completed? Y/N	# of Individual Sessions This Month	# of Group Sessions This Month	DPO Name

CALIFORNIA  
SEX OFFENDER MANAGEMENT  
BOARD

Sex Offender  
Treatment Provider  
Certification  
Requirements

Rev. September 2011



<b>REQUIREMENTS FOR CERTIFICATION OF PROVIDERS</b>	<b>1</b>
Introduction.....	1
Definitions .....	2
<b>Part One: Requirements that Apply to All Providers</b>	<b>3</b>
A. Initial Certification.....	3
B. Experience Requirements .....	4
C. Licensure Requirements .....	4
D. Background Check .....	4
E. Fees .....	5
F. Continued Certification.....	5
G. Code of Ethics .....	5
H. Letters of Reference .....	5
I. Malpractice Insurance.....	5
J. Professional Organizations.....	5
K. Provisional Approval & Compliance Extension .....	6
L. Revocation, Denial, or Non-Renewal.....	6
M. Appeal Process .....	7
N. Special Cases & Exceptions .....	7
<b>Part Two: Specific Certification Level Requirements</b>	<b>7</b>
<b>I. Independent Practitioner Level.....</b>	<b>7</b>
A. Independent Practitioner Services .....	7
B. Initial Certification Requirements .....	8
C. Certification Renewal Requirements .....	9
<b>II. Associate Practitioner Level .....</b>	<b>10</b>
A. Associate Practitioner Services.....	11
B. Initial Certification Requirements .....	11
C. Certification Renewal Requirements .....	13
D. Movement of Associate to Independent Practitioner.....	14

---

<b>III. Apprentice Practitioner Level .....</b>	<b>15</b>
A. Apprentice Practitioner Services .....	15
B. Initial Certification Requirements .....	15
C. Certification Renewal Requirements .....	17
D. Movement from Apprentice to Associate Practitioner.....	18
<b><u>Part Three: Appeal of Denial of Certification Procedure</u> .....</b>	<b>19</b>
I. Appeal of Certification Denial .....	19
<b><u>Part Four: Complaints Against Treatment Providers</u> .....</b>	<b>20</b>
I. Complaint by Client (Recipient of Services).....	20
II. Written Complaint Filed With CASOMB Staff .....	20
<b><u>Appendix</u> .....</b>	<b>21</b>
<b>Appendix A: Approved Training Topics .....</b>	<b>21</b>
A. CASOMB Required Core Training Topics .....	21
B. CASOMB Required Adjunct Training Topics .....	22

---

# STATE OF CALIFORNIA SEX OFFENDER TREATMENT PROVIDER CERTIFICATION REQUIREMENTS



By  
CALIFORNIA SEX OFFENDER MANAGEMENT BOARD  
(CASOMB)

## **Introduction:**

Mental health professionals who provide treatment services for adult sexual offenders need to bring to the task specialized training, education and experience that prepares them to work within this specialized field. Sex offender-specific assessment and treatment require significant clinical skill and experience. A competent therapist will have specialized knowledge and techniques that are based on empirical evidence. The ultimate goal of treatment is to motivate and enable the offender to develop the ability to self-regulate his or her behavior and by doing so increase safety for children and other vulnerable persons in the community. Maintaining and demonstrating evidence of one's scope of practice and scope of competence in working with adult sexual offenders is a legal and ethical responsibility of each licensed psychotherapist in California treating these individuals.

Sex offender-specific treatment is an important part of the Containment Model of sex offender management. Collaboration among treatment providers, parole agents, probation officers, polygraph examiners, and victim advocates is the key to successful partnership necessary for the successful treatment and supervision of sexual offenders.

Applicants who fulfill the following requirements are eligible to become certified practitioners. Additionally, a provider who treats *PC 290 registered sexual offenders* under the jurisdiction of the criminal justice system pursuant to PC 1203.067 and 3.008 must also use sexual offender-specific treatment as described in the CASOMB Program Certification requirements.

*CASOMB reserves the right to revise these standards and requirements at any time. These criteria are for those mental health practitioners who provide treatment and evaluation of all sex offenders pursuant to Penal Code section 290.09. The Board recognizes that treatment and evaluation of adult sex offenders are significantly different from such services as provided to juveniles who have sexual behavior problems.*



---

## Definitions:

**CASOMB:** CASOMB is an acronym standing for the California Sex Offender Management Board. It is used interchangeably with the expression "the Board."

**Practitioner:** The term "practitioner" refers to an individual who offers or wishes to offer specialized assessment and treatment services as described in this document. "Practitioner" is used interchangeably with the term "provider."

**Supervision:** The word "supervision" as used in this document refers to formal oversight provided to treatment professionals as delineated in the following sections. There is no intention to imply that such supervision is or is not identical to the supervision required for mental health licensure or for any other purpose. The "supervision" which must be provided to comply with these certification requirements may or may not be coextensive, in any particular case, with the hours of supervision required for other purposes. In other words, the various types of supervision requirements (license, certification, agency-specific, etc.) may or may not be met by the supervision provided by the same supervisor in the same supervision hour.

**Training:** The word "training" as used in this document refers to a comparatively formalized educational experience. To be acceptable as "training" for purposes of certification, an educational experience must be planned, be scheduled prior to its occurrence, be announced in written form, have a clear and announced time frame, be structured and have some form of written outline demonstrating internal structure. It must, of course, be focused on one or more of the content areas listed later in this document. It must be presented or led by one or more persons who have the needed expertise to present the content material. It is not necessary that it be continuing education units (CEU) certified as long as it meets CEU requirements.

The following are offered as examples of the types of educational experiences which would be considered acceptable "training" for certification purposes.

- formal trainings or conference presentations or similar experiences which clearly qualify as CEU for license renewal purposes
- online CEU education experiences
- educational experiences offered by a reputable organization such as California Coalition on Sexual Offending (CCOSO) or the Association for the Treatment of Sexual Abusers (ATSA) – including trainings provided at CCOSO Chapter meetings
- intra-agency staff trainings which are announced, structured, etc.

Just as with the CEU system, hours spent in actually providing such presentations may be counted as training hours for the presenter.

Examples of types of educational experiences which would not be considered acceptable "training" for certification purposes include, but are not limited to:

- consultations or conversations with experts
- non-formalized self-study such as reading a journal article or a book
- providing presentations to non-professionals, such as community groups, etc.
- reading or participating in list-serves, blogs, etc – even when the content is highly relevant
- supervision sessions, whether given or received
- case conferences, Containment Team meetings and similar events and meetings

## PART ONE: REQUIREMENTS THAT APPLY TO ALL PROVIDERS

The following requirements and explanations apply to all individuals seeking certification or renewal of certification at any one of the three levels.

### A. Training Requirements for Initial Certification

As will be detailed in the following sections, a specified amount of training is required for initial certification at each of the three levels of certified practitioners. Applicants are not required to submit documentation of their training as a required part of the process of seeking certification. However, applicants must sign attestation forms, under penalty of perjury, indicating that they have participated in the required training and that they are able to substantiate their claim to have met the requirements for hours of training if such substantiation is requested by CASOMB. The training must directly relate to sex offender evaluation, treatment, and management and may include but is not limited to the topics listed on the Approved Topic List found in Appendix A.

It is difficult to articulate a precise definition of "training" that can be applied clearly to every possible set of circumstances. As used in this document, "training" would certainly include formal continuing education experiences such as those provided in academic settings, at professional conferences or through formalized advertised training events.

The required training may also include less-formal educational experiences. Such less-formal training experiences may include meetings or events which are planned and structured, agency staff trainings, structured meetings of organizations and mini-conferences of various types. All such less-formal trainings need to have been provided in a face-to-face group setting.

---

The less-formal educational experiences should not be considered to include such things as one-on-one supervision time, conversations with colleagues, reading of books or journal articles, perusal of list-serve messages or on-line searches on various topics, no matter how relevant.

In general, CASOMB intends to set a high and very professional but not unreasonable standard for identifying the experiences which should be allowable as "training" for purposes of certification.

**B. Experience Requirements for Initial Certification**

As will be detailed in the following sections, a specified amount of specialized experience providing services to sex offenders is required for initial certification at each of the three levels of certified practitioners. The sex-offender specific experience detailed below can be obtained in a variety of settings, including, but not limited to, community-based outpatient settings, institutional settings, and residential treatment settings. This experience can have been obtained by working with registered or non-registered sex offenders in California or out of state. No more than 20% of a provider's experience can have been obtained by working with juveniles who have engaged in problem sexual behavior. Applicants are not required to submit documentation of their experience as a required part of the process of seeking certification. However, applicants must sign attestation forms under penalty of perjury, indicating that they have accumulated the required amount of experience and that they are able to document their claim to have met the experience requirements if such substantiation is requested by CASOMB.

**C. Licensure Requirements for Initial Certification**

Every individual providing services as a Certified Practitioner at any level needs to have and maintain a status which authorizes her or him to provide mental health services in California or in the jurisdiction where such services are offered. In some cases, such status will be through holding a license for independent practice. In other cases, the supporting structure will be formal status as a registered Intern, a Psychological Assistant or some similar arrangement. In yet other cases the status will be maintained through participation in the training program of an academic institution.

**D. Background Check**

Applicants must submit to and pass a background check. In order to receive and maintain CASOMB certification, providers shall not have any prior convictions or pending charges for sexually-related or violent crimes. The required background check will be accomplished by obtaining fingerprint clearance through the California Department of Justice. Each applicant is required to pay the associated costs for this process, including the fees for "LiveScan" fingerprinting. (A list of LiveScan vendors in California can be found at <http://ag.ca.gov/fingerprints/publications/contact.php>.)

---

#### **E. Fees**

As required by statute [PC 9003(a)(3)], each applicant must pay the application fee or renewal fee. Matriculation from Associate or Apprentice Practitioner level to a higher level of certification will be processed at no additional fee, but the original renewal date will remain the same.

#### **F. Continued Placement on Certified Provider List**

Certification as a provider, both for initial certification and for renewals, will be for a period of two years. The initial approval period for some applicants may be longer than two years so that the Board can adjust the times when renewals become due to allow a more even distribution of staff administrative efforts. Certified providers must apply for continued placement on the Certified Provider list every two (2) years by the date provided by CASOMB. The Board's staff will make reasonable efforts to provide advance notice of each certified practitioner's renewal date, but the final responsibility for tracking such renewals will be remain with each practitioner.

The provider seeking renewal of certification must demonstrate compliance with the certification criteria for renewal as listed for each level.

#### **G. Code of Ethics**

In addition to following the generally accepted standards of practice of the provider's mental health profession or discipline, the individual shall also sign a document stating a commitment to adhere to the *Code of Ethics* published by the Association for the Treatment of Sexual Abusers. All services are to be provided in a manner that is consistent with the accepted standard of practice in the sex offender provider community.

#### **H. Letters of Reference**

There is no general requirement that every applicant submit letters of reference. However, as determined on a case-by-case basis, applicants may be required to submit letters of reference or verification related to their application if requested to do so by CASOMB. Letters of reference addressing any relevant aspect of the applicant's professional conduct may also be required by the Board.

#### **I. Malpractice Insurance**

Professional malpractice insurance coverage is not required for certification but is strongly recommended.

#### **J. Professional Organizations**

Applicants are not required to be members of professional associations, although this is strongly encouraged as a means of staying current on research and best practices in the field. Such organizations include the Association for the Treatment of Sexual Abusers (ATSA), the California Coalition On Sexual

---

Offending (CCOSO), the National Organisation for the Treatment of Abusers (NOTA), and the International Association for the Treatment of Sexual Offenders (IATSO).

**K. Provisional Approval and Extension Period for Compliance**

Individuals applying to be listed on the Certified Provider list prior to July 1, 2013 who do not meet one or more of the "Training" or "Experience" criteria for qualification may be granted Provisional Approval for a period not to exceed the extension period through June 2013. During this extension period, the provisionally-approved individual must rectify the area or areas of shortcoming. The applicant must complete a corrective action plan and sign a statement of commitment regarding his or her intent to comply with these criteria within the specified period.

Any applicants applying for certification for the first time on or after July 1, 2013, must be in full compliance with all criteria at the time when they apply.

**L. Revocation, Denial, or Non-Renewal of Certification**

Failure to comply with the requirements for certification or re-certification may result in removal from the certified provider list. CASOMB retains the right to revoke a certification, refuse to accept an application or refuse to renew a certification upon verification that the individual, whether a certified Independent Practitioner, Associate Practitioner or Apprentice Practitioner has incurred one or more of the following:

1. The individual has been convicted of any felony or misdemeanor involving a sexual or violent offense.
2. The individual has had state licensure or pre-license status currently revoked, canceled, suspended, not renewed, placed in inactive status or placed on probation by any state licensing body. Whether licensed or pre-licensed or in a training program, the provider must be in good standing with the appropriate licensing body or training program and must report any loss of that good standing status to CASOMB as soon as he or she becomes aware of it.
3. The individual has been determined by CASOMB to have engaged in deceit or fraud in connection with the delivery of services, supervision, or documentation of application requirements or eligibility.
4. The individual has otherwise been determined by CASOMB not to meet the criteria for certification.

**M. Appeal Process**

Determinations made by the Board with regard to certification may be appealed by the affected individual. Particulars of the appeal procedures are provided in the Application Procedures document which is available on the CASOMB website.

**N. Special Cases and Exceptions**

The CASOMB Board may consider additional factors relevant to the certification and determination.

**PART TWO: SPECIFIC REQUIREMENTS FOR EACH CERTIFICATION LEVEL**

**I. INDEPENDENT PRACTITIONER LEVEL**

The Independent Practitioner level is seen as identifying individuals who qualify for the highest level of CASOMB certification. The Certified Independent Practitioner is recognized as qualified to practice in the field of sex offender evaluation and treatment in a fully independent way.

An Independent Practitioner's competence to provide any specific type of service is, of course, governed by all of the standards and regulations of his or her state mental health provider licensure, by the relevant professional Code of Ethics and by the Code of Ethics of the Association for the Treatment of Sexual Abusers.

Specifics of the procedures for applying for Independent Practitioner status and the timetable for submissions are described in the Procedures Section.

**A. Services which may be provided by a Certified Independent Practitioner**  
A provider certified at the Independent Practitioner level may practice independently and may provide evaluation, treatment and related services to sex offenders without supervision.

A Certified Independent Practitioner may supervise individuals at the Associate Practitioner or Apprentice Practitioner level who need such supervision in order to meet the requirements of these certification criteria. The amount of such supervision which can be provided is limited, based on the ratios described below.

For CASOMB certification purposes, the supervision ratio for any Independent Practitioner must not exceed a total of ten supervisee "points" regardless of the number of programs in which the Independent Practitioner is providing supervision.

---

For the purpose of calculating points, each Associate Practitioner who is being supervised counts as one (1) point and each Apprentice Practitioner counts as two (2) points. In special cases, because of geographical or other considerations, the Board may grant exceptions to this standard.

An Independent Practitioner providing supervision to an Associate Practitioner or Apprentice Practitioner is not required to be on site if the supervisee is licensed or is working under the appropriate supervision of some other licensed mental health practitioner in accord with state licensing laws and regulations.

The supervision provided under these criteria may be the same as and overlap with any supervision required for licensure or to meet the requirements of a training program. On the other hand, the supervision provided under these criteria may be completely separate from and independent of any supervision required and provided for licensure or training purposes. These standards and criteria are established completely separate from and without consideration of any supervision required for other purposes.

**B. Requirements for Initial Certification of an Independent Practitioner**

To qualify to provide sex offender treatment at the Independent Practitioner level, an individual must demonstrate that he or she meets all of the following criteria:

1. **EDUCATION.** An Independent Practitioner will have completed all the educational requirements which were needed to become licensed and to maintain licensure.
2. **LICENSURE.** An Independent Practitioner shall have attained and shall maintain a current license to independently practice in the mental health field as described above. The license must be issued by a State of California licensing board. If the client is being treated outside of California, the license must be issued by the jurisdiction in which the practitioner provides the services.
3. **EXPERIENCE.** The applicant shall, within the last three years, have completed a minimum a minimum of seven hundred and fifty (750) hours of clinical experience specifically in the areas of evaluation and treatment of sex offenders.

These hours may have been obtained while functioning either as an independently licensed mental health professional or while working under pre-licensure supervision.

At least five hundred (500) of these hours shall have involved direct face-to-face therapy with offenders.

Practitioners who provide clinical supervision for therapists who are evaluating or treating sexual offenders may count hours of supervision directly related to such sexual offender services towards this experience requirement.

The Board recognizes that some clinicians may have accumulated a significant number of hours of direct client experience that may have been gained in years past. Applicants who have met a lifetime experience threshold of having provided at least two thousand (2,000) hours of direct sex offender specific treatment and assessment services and who continue to maintain professional involvement in the field will be allowed to submit their lifetime experience in lieu of the 750 hours of experience obtained within the last three years.

The Board may require substantiation of a claim that the applicant's current involvement in the field is substantially relevant to the field of sex offender evaluation, treatment and management services.

4. **TRAINING.** The individual shall, within the last three years prior to initial certification, have accumulated a minimum of forty-five (45) documented training hours related to sex offender evaluation, treatment, and management methods.

These training hours shall be in course topics included on the Approved Topic List provided in Appendix A. Twenty-five (25) hours of the forty-five hours must be in topic areas identified as Core Areas on the list of Approved Training Topics. (Appendix A)

The Independent Practitioner will be required to sign an attestation under penalty of perjury that this training requirement has been fulfilled.

5. **SUPERVISION.** No additional supervision requirements are imposed upon an Independent Practitioner. The standard expectations for any mental health professional with respect to seeking consultation and supervision as needed are applicable.

**C. Requirements for Certification Renewal for an Independent Practitioner**  
A Certified Independent Practitioner will remain on the Certified Provider list, unless explicitly removed for cause, for a period of two years.

The initial listing period may vary depending upon the renewal date determined by the Board but will not be less than two years.

Prior to the expiration of his or her certification status, the Independent Practitioner must submit the documentation required for renewal. Specifics of the procedure and the timetable for submission are described in the Application Procedures document which is available on the CASOMB website.



---

A new Live Scan fingerprinting procedure is not required for renewal. To renew certification status, an Independent Practitioner must take the following actions and meet the following criteria:

- a. **EXPERIENCE.** The Independent Practitioner shall attest under penalty of perjury that he or she has accumulated a minimum of five hundred (500) hours of clinical experience over the course of the previous two years. At least three-hundred-fifty (350) of those hours shall be face-to-face therapy or evaluation with sex offenders.

An Independent Practitioner who provides clinical supervision for therapists who are treating sexual offenders may count hours of supervision related to sexual offenders toward this experience requirement.

An Independent Practitioner who was certified on the basis of lifetime experience and current professional involvement in the field shall attest under penalty of perjury that he or she continues to be involved in the sexual offender assessment, treatment, and management field at a level equivalent to the original certification requirement.

- b. **TRAINING.** The Independent Practitioner shall attest under penalty of perjury that he or she has completed a minimum of thirty (30) hours of continuing education and training over the course of the previous two years.

At least twenty of those thirty hours must be in the Core Areas on the list of Approved Training Topics. (Appendix A)

- c. **SUPERVISION.** No specific amount of supervision is required for renewal as an Independent Practitioner.

## II. ASSOCIATE PRACTITIONER LEVEL

The Associate Practitioner level is seen as identifying individuals who already have a significant amount of experience and training in field of sex offender evaluation and treatment but who either are not yet licensed by the state to independently deliver mental health services or are not yet at the requisite level of experience and training needed to be certified as an Independent Practitioner by the Board.

An Associate Practitioner's competence to provide any specific type of service is, of course, governed by all of the standards and regulations of his or her state mental health provider licensure, by the relevant professional Code of Ethics and by the Code of Ethics of the Association for the Treatment of Sexual Abusers.

Specifics of the procedures for applying for Associate Practitioner status and the timetable for submissions are described in the Procedures Section.

**A. Services which may be provided by a Certified Independent Practitioner**  
A provider certified at the Associate Practitioner level may evaluate and treat sex offenders while working under the supervision of a Certified Independent Practitioner.

A Certified Associate Practitioner may supervise individuals at the Apprentice Practitioner level who need such supervision in order to meet the requirements of these certification criteria. The amount of such supervision which can be provided is limited, based on the ratios described below.

For CASOMB certification purposes, the supervision ratio for any Associate Practitioner must not exceed a total six (6) supervisee "points" regardless of the number of programs in which the Associate Practitioner is providing supervision.

For the purpose of calculating points, each Apprentice Practitioner who is being supervised counts as two (2) points. In special cases, because of geographical or other considerations, the Board may grant exceptions to this standard.

An Associate Practitioner providing supervision to an Apprentice Practitioner is not required to be on site if the supervisee is licensed or is working under the appropriate supervision of some other licensed mental health practitioner in accord with state licensing laws and regulations.

The supervision provided under these criteria may be the same as and overlap with any supervision required for licensure or to meet the requirements of a training program. On the other hand, the supervision provided under these criteria may be completely separate from and independent of any supervision required and provided for licensure or training purposes. These standards and criteria are established completely separate from and without consideration of any supervision required for other purposes.

**B. Requirements for Initial Certification of an Associate Practitioner**  
To qualify to provide sex offender treatment at the Associate Practitioner level, an individual must demonstrate that he or she meets all of the following criteria:

1. **EDUCATION.** An Associate Practitioner shall have a Master's degree or above in a behavioral science area of study recognized by a California licensing board or by the licensing jurisdiction in which the individual practices.
2. **LICENSURE.** An Associate Practitioner shall meet one of the following requirements:
  - i. The individual shall have attained and shall maintain a current license to independently practice in the mental health field as described above. The license must be issued by a State of California licensing board. If the client is being treated outside of California, the license must be issued by the jurisdiction in which the practitioner provides the services.

---

ii. The individual shall have the required status as a trainee, intern, Psychological Assistant or the equivalent to qualify to provide mental health services, under supervision, in California or in the jurisdiction in which the services are actually provided.

3. **EXPERIENCE.** The applicant shall, within the last three years, have completed a minimum of five hundred (500) hours of clinical experience specifically in the areas of evaluation and treatment of sex offenders.

These hours may have been obtained while functioning either as an independently licensed mental health professional or while working under pre-licensure supervision.

At least three hundred fifty (350) of these hours must be face-to-face therapy with adult sex offenders, either alone or as a co-therapist. Co-therapy experience is strongly encouraged.

Practitioners who provide clinical supervision for therapists who are evaluating or treating sexual offenders may count hours of supervision directly related to such sexual offender services towards this experience requirement.

Unless the individual is already licensed, hours accrued before July 1, 2012 must have been completed under the supervision of a licensed mental health professional.

Hours accrued after July 1, 2012 must have been completed under the supervision of a Certified Independent Practitioner.

Alternatively, the individual may apply under the "lifetime experience" criteria explained previously in the Independent Practitioner section.

4. **TRAINING.** The individual shall, within the last three years prior to initial certification, have accumulated a minimum of twenty-five (25) documented training hours related to sex offender evaluation, treatment, and management methods.

These training hours shall be in course topics included on the Approved Topic List provided in Appendix A. Fifteen (15) hours of the twenty-five hours must be in topic areas identified as Core Areas on the list of Approved Training Topics. (Appendix A)

The Associate Practitioner will be required to sign an attestation under penalty of perjury that this training requirement has been fulfilled.

Additionally, the Independent Practitioner providing clinical supervision for the Associate Practitioner will be required to sign an attestation under penalty of perjury that this training requirement has been fulfilled.

5. **SUPERVISION:** Any sex-offender related services regulated by the CASOMB criteria and provided by an Associate Practitioner must be provided under the direct supervision of an Independent Practitioner.

If the Associate Practitioner is not licensed, it is to be understood that the individual will continue to receive supervision as required by the state licensing authority or, if applicable, by his or her academic training program.

The supervision described in this document may or may not be coextensive with any other supervision requirements for the Associate Practitioner so that the various types of supervision requirements may or may not be met by the same supervisor in the same supervision session.

Unless the individual is already licensed, hours accrued before July 1, 2012, must have been completed under the supervision of a licensed mental health professional.

Any hours accrued after July 1, 2012, must have been completed under the supervision of a Certified Independent Practitioner.

The required supervision may either be provided in a face-to-face setting or provided by telephone or other electronic means.

For purposes of this certification an Associate Practitioner must receive a minimum of one (1) hour of supervision for every twenty (20) hours of direct sex offender services.

**C. Requirements for Certification Renewal for an Associate Practitioner**  
An Associate Practitioner will remain on the Certified Provider list, unless explicitly removed for cause, for a period of two years.

The initial listing period may vary depending upon the renewal date determined by the Board. The initial period will not be less than two years.

Prior to the expiration of his or her certification status, the Associate Practitioner must submit the documentation required for renewal. Specifics of the procedure and the timetable for submission are described in the Procedures Section.

There is no limit to the length of time an individual may remain in the Associate Practitioner classification, provided the required renewals are successfully completed as specified.

A new Live Scan fingerprinting procedure is not required for renewal. To renew certification status, an Associate Practitioner must take the following actions and meet the following criteria:

- 
- a. **Experience.** The Associate Practitioner shall attest under penalty of perjury that he or she has accumulated a minimum of two hundred and fifty (250) hours of clinical experience over the course of the previous two years. At least two hundred (200) of those hours shall be face-to-face therapy or evaluation with sex offenders.

An Associate Practitioner who provides clinical supervision for therapists who are treating sexual offenders may count hours of supervision related to sexual offenders toward this experience requirement.

An Associate Practitioner who was certified on the basis of lifetime experience and current professional involvement in the field shall attest under penalty of perjury that he or she continues to be involved in the sexual offender assessment, treatment, and management field at a level equivalent to the original certification requirement.

- b. **Training.** The Associate Practitioner shall attest under penalty of perjury that he or she has completed a minimum of thirty (30) hours of continuing education and training over the course of the previous two years.

At least twenty of those thirty hours must be in the Core Areas on the list of Approved Training Topic. (Appendix A)

- c. **Supervision.** The individual shall obtain supervision, in the amount specified above in Section 5 - Supervision, from an Independent Practitioner, whether face-to-face, by telephone or through other electronic methods.

**D. Movement of Associate Practitioner to Independent Practitioner Status**

An Associate Practitioner may, but is not required to, matriculate to Independent Practitioner status if he or she meets all of the criteria for the Independent Practitioner level.

An Associate Practitioner wishing to move to Independent Practitioner status may initiate the process to do so at any point. To apply for Independent Practitioner status, the individual must complete and submit attestation under penalty of perjury verifying that he or she has acquired the requisite hours of training and experience.

In addition, the applicant shall submit a statement from each Certified Independent Practitioner providing the claimed supervision verifying the individual's readiness to become an Independent Practitioner.

### III. APPRENTICE PRACTITIONER LEVEL

The Apprentice Practitioner level is seen as identifying individuals who are only beginning to work in the field of sex offender evaluation and treatment but who have a specified minimal level of training and exposure to the required knowledge base.

An Apprentice Practitioner may or may not be licensed as a mental health professional but has met or is currently working to meet the basic educational or experience requirements needed for licensure as a mental health provider.

An applicant at this level would be an individual who meets the criteria in the previous sentence but does not yet possess the level of education or experience or training needed to be certified as an Associate Practitioner by the Board.

An Apprentice Practitioner's competence to provide any specific type of service is, of course, governed by all of the standards and regulations of his or her state mental health provider licensure, by the relevant professional Code of Ethics and by the Code of Ethics of the Association for the Treatment of Sexual Abusers.

Specifics of the procedures for applying for Apprentice Practitioner status and the timetable for submissions are described in the Procedures Section.

#### **A. Services which may be provided by a Certified Apprentice Practitioner**

A provider certified at the Apprentice Practitioner level may treat sexual offenders under the supervision of a Certified Independent Practitioner or Associate Practitioner.

The Apprentice Practitioner may co-lead groups or family therapy sessions but only with an Independent Practitioner or an Associate Practitioner present as co-facilitator.

A Certified Apprentice Practitioner, whether licensed or unlicensed, may not provide the supervision regulated by these criteria to any other person.

#### **B. Requirements for Initial Certification of an Apprentice Practitioner**

To qualify to provide sex offender treatment at the Apprentice Practitioner level, an individual must demonstrate that he or she meets all of the following criteria:

1. **EDUCATION.** An Apprentice Practitioner shall hold at least a Bachelor's Degree or above granted by a recognized educational institution and shall be enrolled in a program of study leading to a Master's degree or above in behavioral science area of study recognized by a California licensing board or by the licensing jurisdiction in which the individual practices.
2. **LICENSURE.** An Apprentice Practitioner shall meet one of the following requirements:

- 
- i. The individual shall have attained and shall maintain a current license to independently practice in the mental health field as described above. The license must be issued by a State of California licensing board. If the client is being treated outside of California, the license must be issued by the jurisdiction in which the practitioner provides the services.
    - ii. The individual shall have the required status as a trainee, intern, Psychological Assistant or the equivalent to qualify to provide mental health services, under supervision, in California or in the jurisdiction in which the services are actually provided.
  3. **EXPERIENCE.** For applicants applying prior to July 1, 2012: the applicant shall, within the last three years, have completed a minimum of two hundred (200) hours of clinical experience specifically in the areas of evaluation and treatment of sex offenders.

These hours may have been obtained while functioning either as an independently licensed mental health professional or while working under pre-licensure supervision.

For Applicants applying after July 1, 2012: The applicant shall, within the last three years, have completed thirty (30) hours of observation of a Certified Independent or Associate Practitioner working with adult sexual offenders in individual or group sessions before starting to work without the experienced provider present. Observed sessions may include video-taped sessions or live viewing through one-way mirrors.

Although the Apprentice Practitioner cannot be the primary clinician responsible for assessment or treatment planning, observation of these processes counts towards the required training hours.

4. **TRAINING.** The individual shall, within the last three years prior to initial certification, have accumulated a minimum of ten (10) documented training hours related to sex offender evaluation, treatment, and management methods.

All of these hours must be in topic areas identified as Core Areas on the list of Approved Training Topics. (Appendix A)

The Apprentice Practitioner will be required to sign an attestation under penalty of perjury that this training requirement has been fulfilled. Additionally, the Independent Practitioner or Associate Practitioner providing clinical supervision for the Apprentice Practitioner will be required to sign an attestation under penalty of perjury that this training requirement has been fulfilled.

5. **SUPERVISION.** Any sex-offender related services regulated by the CASOMB criteria and provided by an Apprentice Practitioner must be

provided under the direct supervision of an Independent Practitioner or an Associate Practitioner.

If the Apprentice Practitioner is not licensed, it is to be understood that the individual will continue to receive supervision as required by the state licensing authority or, if applicable, by his or her academic training program.

The supervision described in this document may or may not be coextensive with any other supervision requirements for the Apprentice Practitioner so that the various types of supervision requirements may or may not be met by the same supervisor in the same supervision session.

Unless the individual is already licensed, hours accrued before July 1, 2012, must have been completed under the supervision of a licensed mental health professional.

Any hours accrued after July 1, 2012 must have been completed under the supervision of a Certified Independent Practitioner or Associate Practitioner.

The required supervision may either be provided in a face-to-face setting or provided by telephone or other electronic means.

For purposes of this certification an Apprentice Practitioner must receive a minimum of one (1) hour of supervision for every ten (10) hours of direct sex offender services.

**C. Requirements for Certification Renewal for an Apprentice Practitioner**  
An Apprentice Practitioner will remain on the Certified Provider list, unless explicitly removed for cause, for a period of two years.

The initial listing period may vary depending upon the renewal date determined by the Board. The initial period will not be less than two years.

Prior to the expiration of his or her certification status, the Apprentice Practitioner must submit the documentation required for renewal. Specifics of the procedure and the timetable for submission are described in the Procedures section.

There is no limit to the length of time an individual may remain in the Apprentice Practitioner classification, provided the required renewals are successfully completed as specified.

A new Live Scan fingerprinting procedure is not required for renewal. To renew certification status, an Apprentice Practitioner must take the following actions and meet the following criteria:



---

a. **Experience.** The Apprentice Practitioner shall attest under penalty of perjury that he or she has accumulated a minimum of two hundred and fifty (250) hours of clinical experience over the course of the previous two years. At least two hundred (200) of those hours shall be face-to-face therapy or evaluation with sex offenders.

b. **Training.** The Apprentice Practitioner shall attest under penalty of perjury that he or she has completed a minimum of thirty (30) hours of continuing education and training over the course of the previous two years.

At least twenty of those thirty hours must be in the Core Areas on the list of Approved Training Topics . (Appendix A)

c. **Supervision.** The individual shall obtain supervision, in the amount specified above in Section 5 - Supervision, from an Independent or Associate Practitioner, whether face-to-face, by telephone or through other electronic methods.

**D. Movement from Apprentice Practitioner to Associate Practitioner Status**

An Apprentice Practitioner may, but is not required to, matriculate to Associate Practitioner status if he or she meets all of the criteria for the Associate Practitioner level.

An Apprentice Practitioner wishing to move to Associate Practitioner status may initiate the process to do so at any point. To apply for Associate Practitioner status, the individual must complete and submit attestation under penalty of perjury verifying that he or she has acquired the requisite hours of training and experience.

In addition, the applicant shall submit a statement from each Certified Independent Practitioner or Associate Practitioner providing the claimed supervision verifying the individual's readiness to become an Associate Practitioner.

## PART THREE: APPEAL OF DENIAL OF CERTIFICATION PROCEDURE

### I. APPEAL OF CERTIFICATION DENIAL

An applicant whose application for certification as a treatment provider has been denied may appeal the decision to the Certification Review Committee. The Certification Review Committee [CRC] will be comprised of the Board Coordinator and two other persons. The two other persons may be CASOMB members. Non-board members with treatment expertise may also be designated to serve by CASOMB.

- A. The appeal must be made in writing and be received by the CRC within 30 days after the denial was mailed to the business address supplied by the applicant.
- B. The CRC will consider only information that addresses the reasons for denial outlined in the denial letter. Other information will not be considered in the appeal process.
- C. The applicant must submit with the appeal all of the documentation necessary and available to support the challenge to denial of certification.
- D. The applicant may request either a hearing or a conference call with the CRC in addition to the submission of the written appeal. The request must be made in writing at the time the written appeal is submitted. An applicant may bring one representative to the appellate hearing or conference call. Hearings or calls will be 30 minutes; 15 minutes for a verbal presentation by the appellant and 15 minutes for questions by the CRC members.
- E. The CRC will notify the appellant of the result in writing within two weeks after the CRC determination, and the decision of the CRC will be final.
- F. Individuals whose application has been denied and/or appeal has been denied, may re-apply for certification when the circumstances leading to the original denial of certification have substantively changed.

## **PART FOUR: COMPLAINTS AGAINST TREATMENT PROVIDERS**

### **I. COMPLAINT BY CLIENT ( RECIPIENT OF SERVICES)**

Any person receiving treatment services, who believes a certified treatment provider is not operating in compliance with a Certification Requirement, must address the issue with the provider prior to submitting a written complaint to CASOMB staff. If the matter is not resolved, then the person receiving treatment services may file a written complaint in accordance with the procedure delineated below.

### **II. WRITTEN COMPLAINT FILED WITH CASOMB STAFF**

Should any person have reason to believe that a certified treatment provider is not operating in compliance with a Certification Requirement, the person may submit a complaint in writing to the Sex Offender Management Board staff, together with any available documentation. A complaint must be submitted on the Complaint Form in Appendix B; it must be signed by the complainant, and it must identify the specific Requirement that has allegedly been violated. Review of complaints will be in accordance with the procedures set forth below:

- A. The staff member may request more information from the complainant, a response from the provider, or take whatever other action is deemed appropriate.
- B. The following are possible findings and actions regarding complaints:
  1. Dismiss the complaint, identifying it as unfounded.
  2. Refer the complainant to a licensing agency.
  3. Contact the provider and/or the complainant to determine if the complaint can be resolved through mutual agreement. If mutual agreement is reached, the decision will be documented and placed in the provider's file.
  4. Find the complaint well founded and place a letter of admonition in the provider's file. A change in the provider's services may be recommended, or a provider may be asked to seek additional training or supervision. The letter of admonition and the provider's response to the recommendations may be taken into consideration when the provider is reviewed for recertification.
  5. Find the complaint well founded and take action to decertify the provider for failure to comply with Certification Requirements.
  6. Written notice of the findings and the reasons for those findings will be provided to the complainant and identified provider along with a notice of the right to file a written appeal within 30 days.

---

C. Any complainant or identified provider who wishes to appeal a finding on a complaint may appeal the decision to the Complaint Appeal Committee [CAC], which will be comprised of the Board Coordinator and two other persons, comprised of staff members, who were not involved in addressing the complaint, and/or CASOMB members, and/or non-board members designated by CASOMB.

1. The appeal must be made in writing within 30 days after receiving notification of the finding.
2. The CAC will consider only information that addresses the reason for the finding outlined in the written notice.
3. Either the party requesting the appeal or the other party may request either a hearing with the CAC or a conference call with the CAC. The request must be made in writing at the time of the appeal. Hearings or conference calls will be scheduled by the CAC. Either party may have one representative with them. Hearings or calls will be 45 minutes long; 15 minutes for a verbal presentation by each party and 15 minutes for questions.
4. The CAC will notify both parties of its decision in writing.
5. The decision of the CAC will be final in the appeal process.

## APPROVED TRAINING TOPICS

### CASOMB Required Core Training Topics

- Statistics on sex offense/victimization rates
- Sex offender/offense characteristics
- Sex offender risk assessment tools Certified by SARATSO
- Sex offender assessment procedures
- Sex offender evaluation and treatment planning
- Sex offender treatment and management techniques
- Risk, needs, and responsivity principles
- Evaluating and reducing denial in sex offenders
- Behavioral treatment techniques used with sexual offenders
- Cognitive behavioral techniques used with sexual offenders
- Relapse prevention with sexual offenders
- Physiological techniques including:
  - Penile plethysmography
  - Polygraph examination
  - Viewing measures of sexual interest
- Legal and ethical issues regarding sex offenders
- Special sex offender populations including:
  - Sadistic sex offenders
  - Offenders who have developmental disabilities
  - Compulsive sexual offenders
  - Female sex offenders
- Pharmacotherapy with sex offenders
- Group therapy dynamics
- Cycle of sexual abuse
- Thinking errors/ cognitive distortions used by sex offenders
- Development of deviant sexual fantasies
- Disturbances of sexual arousal
- Techniques for sexual arousal treatment
- Implementation of the Containment Model

## APPROVED TRAINING TOPICS

### CASOMB Required Adjunct Training Topics

- California child, dependent adult, and elder abuse reporting requirements
- Motivational interviewing
  - Empathy training
- Victim Issues such as the effects of victimization
- Family reunification/visitation
- Impact of sex offenses on society
- Assessing treatment progress
- Secondary and vicarious trauma
- Wellness and self care
- Anger management
- Alcohol and other drug abuse assessment and treatment with sex offenders
- Human sexuality
- Supervision techniques with sex offenders
- Understanding the effects of psychiatric disorders on sexual offending including:
  - Psychopathy
  - Anti-social personality disorder
  - Bi-polar disorder
  - Attention deficit hyperactivity disorder
  - Post traumatic stress disorder
  - Neuro-developmental impairments
  - Traumatic brain injury
- Clinical supervision of therapists treating sexual offenders
- Requirements established by the Sex Offender Management
- Global positioning satellite technologies

Other topics listed, certified, or posted by the Board

## CASOMB PROVIDER CERTIFICATION CRITERIA (PARTIAL) "AT-A-GLANCE"

*NOTE: This is not an official statement of the requirements and should not be used in place of the full statement of the certification criteria. Only the criteria specific to each level are summarized in the Table below.*

	INDEPENDENT PRACTITIONER	ASSOCIATE PRACTITIONER	APPRENTICE PRACTITIONER
<b>Education</b>	Educational level as required for licensure	Master's Degree or above in mental health area	BA or above and enrolled in MA or above educational program in mental health area
<b>Licensure</b>	Licensed for the independent provision of mental health services	Licensed or have Pre-licensure status which permits person to legitimately provide mental health services under proper supervision	Licensed or have Pre-licensure status which permits person to legitimately provide mental health services under proper supervision
<b>Experience</b>	750 hours in last 3 years 500 of those were direct face-to-face Or 2000 hours over lifetime	500 hours in last 3 years 350 direct face-to-face Or 2000 hours over lifetime	Prior to 7-1-12: 200 hours of experience After 7-1-12: 30 hours of "observation" - direct, mirror or videotape - of certified person working with adult sex offenders
<b>Training</b>	45 hours within last three years (25 of those in Core Topics)	25 hours within last three years (15 of those in Core Topics)	10 hours within last three years (All 10 of those in Core Topics)
<b>Supervision</b>	None required	Must work under an Independent Practitioner (Counts as 1 "point") 1 hour supervision for 20 hours of services	Must work under an Independent or an Associate Practitioner (Counts as 2 "points") 1 hour supervision for 10 hours of services
<b>Allowed activities</b>	May provide any evaluation and treatment. No supervision required. May supervise Associates and Apprentices (limit 10 "points")	May evaluate and treat under supervision of Independent Practitioner May supervise Apprentices (limit 6 "points")	May evaluate and treat individuals under supervision of Independent or Associate May co-lead groups or family but only with Independent or Associate present
<b>Renewal (2-year cycle)</b>	500 Hours experience over last two years. (Or 2000 lifetime) 30 hours training – 20 in Core Topics	250 Hours experience over last two years. (Or 2000 lifetime) 30 hours training – 20 in Core Topics Received required Supervision	250 Hours experience over last two years. 30 hours training – 20 in Core Topics Received required Supervision



870 Market Street, Suite 110  
San Francisco  
CA 94102  
Phone 415.575.2101  
FAX 415.391.7177

[Date]

City and County of San Francisco  
Adult Probation  
880 Bryant St. #200  
San Francisco, CA 94103

**RE:**

**Invoice Number:**

Client Intake/Assessment  
Polygraph  
ABID or AASI  
Group Sessions  
Individual Sessions  
Minor Child Assessment  
5 % Admin Fee to Process Client Partial Pay

**TOTAL [month] BILLING**

Please send the payment to: **[Organization Name]**  
**[Address]**  
**[City, State, Zip]**

If you have any questions, please contact me at [phone number]

Sincerely,

[Name and Job Title]



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Green roof maintenance

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$190,000

**1. Description of Work**

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

Contractor will provide the Department of Real Estate with complete "Green Rooftop" landscaping services at three City buildings. The department is seeking a one-stop shop that will provide the landscaping, all necessary maintenance and services to provide all three buildings with attractive green rooftops. The Contractor will service all green roofs on bi-monthly basis. The services will include pruning, weeding watering, and inspection of watering equipment to ensure proper irrigation schedule. Contractor will inspect and maintain the roof membranes to prevent compromising penetrations that could allow water to damage the building. For one building, contractor will also maintain and operate a cistern that collects rainwater and releases it for the plants.

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

Consequences of denial would be the City losing this opportunity to reduce heating/air conditioning costs and improve our environment. "Green roofs" are an asset because they provide additional insulation, reducing the energy needed to moderate the temperature of a building. Through the daily dew and evaporation cycle, plants on green roof surfaces are able to cool cities during hot summer months and reduce the Urban Heat Island (UHI) effect. Green roofs can also help reduce the distribution of dust and particulate matter throughout the city and can capture airborne pollutants, atmospheric deposition, and also filter noxious gases.

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?

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):

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:

Services are provided as-needed. Once green roofs are installed, only periodic maintenance is necessary. Vendor will provide gardening equipment.

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

A. Specify required skills and/or expertise: Knowledge of plantings and maintenance appropriate for green roofs and familiarity with roof membrane and cistern systems.

B. Which, if any, civil service class(es) normally perform(s) this work? 3417, Gardener;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Garden tools appropriate for green roofs.

**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.

City classifications do not have expertise and experience in installation and maintenance of green roofs.

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. Work is as needed and periodic.

**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 06/26/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Laborers, Local 261

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# 41388 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

**Lubamersky, Joan (ADM)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Tuesday, June 26, 2018 3:17 PM  
**To:** Lubamersky, Joan (ADM); LiUNA.local261@gmail.com; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41388 - 17/18

RECEIPT for Union Notification for PSC 41388 - 17/18 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 41388 - 17/18 for \$190,000 for Initial Request services for the period 07/01/2018 – 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11437> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD

Dept. Code: HRD

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

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

Type of Service: On-line Harassment Prevention Training

Funding Source: General Fund and Dept. Work Orders

PSC Duration: 8 years 1 day

PSC Amount: \$400,000

**1. Description of Work**

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

Contractor will provide web-based computer software licenses and software support for a proprietary training program for City Supervisors and managers that meet the requirements of California Government Code Section 12950.1.

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

Government Code Section 12950.1 requires supervisory employees to complete harassment prevention training every 2 years, and newly hired supervisory employees to complete training with 6 months. In addition to flexibility in scheduling the training, the web-based training program also provides an effective method for the City to comply with the Code. Denial of this modification would affect the City's ability to comply with the Code in a timely manner.

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.  
Provided by PSC 4111-11/12

D. Will the contract(s) be renewed?  
Depends on need.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
There is a need for the service to have a duration of more than 5 years.

**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:

City Service Classes lack the subject matter expertise to develop and deliver the training.

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

A. Specify required skills and/or expertise: Contractor must have knowledge of the requirements of Government Code Section 12950.1; experience and expertise in adult learning programs; technical

expertise to track time and establish bookmarks to save an individual participant's place in the training; ability to build interactive hypothetical scenarios; ability to print a certificate of completion when the training is completed; ability to develop a reporting mechanism to track participation, compliance, and customize reporting; and ability to develop a notification and reminder follow-up system to participants.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1231, EEO Senior Specialist; 1232, Training Officer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will host the on-line training program.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil Service Classes are not applicable as it is not within their area of expertise to create and provide a web-based computer training program, and the 1232 and 1237 classes lack the subject matter expertise to develop and deliver the training. Civil Service Class 1231 is mostly involved with investigations of EEO complaints, reasonable accommodation issues, and mediation.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil Service Classes already exist to provide training to City Staff. The service provides for an efficient method to provide require training to supervisors and managers to meet State-mandated training requirements on an as-needed basis and on 24/7 work schedules.

**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. All supervisors, managers, Commission members, Board members, and anyone who directs the work of others. The City will have approximately 33,000 users.
- 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 07/23/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: Kate Howard Phone: 415-557-4944 Email: kate.howard@sfgov.org

Address: 1 South Van Ness, 4th floor San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45366 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018



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

---

**From:** dhr-psccordinator@sfgov.org on behalf of kate.howard@sfgov.org  
**Sent:** Monday, July 23, 2018 1:53 PM  
**To:** Howard, Kate (HRD); amakayan@ifpte21.org; Wanless, Annie (HRD);  
ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com;  
tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org;  
eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Choi, Suzanne  
(HRD); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45366 - 18/19

RECEIPT for Union Notification for PSC 45366 - 18/19 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 45366 - 18/19 for \$400,000 for Initial Request services for the period 08/01/2018 – 07/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11699> 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)**

Similar PSCs

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES Dept. Code: HRD

Type of Request:  Initial  Modification of an existing PSC (PSC # 4111 11/12)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: On-line Harassment Prevention Training

Funding Source: General Fund & Dept. Work Orders  
PSC Original Approved Amount: \$400,000 PSC Original Approved Duration: 06/01/12 - 05/31/18 (6 years)  
PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 05/31/18-06/30/19 (1 year 4 weeks)  
PSC Mod#2 Amount: \_\_\_\_\_ PSC Mod#2 Duration: \_\_\_\_\_  
PSC Cumulative Amount Proposed: \$400,000 PSC Cumulative Duration Proposed: 7 years 4 weeks

1. Description of Work

A. Scope of Work:

Contractor will provide web-based computer software licenses and software support for a proprietary training program for City Supervisors and managers that meet the requirements of California Government Code Section 12950.1.

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

Government Code Section 12950.1 requires supervisory employees to complete harassment prevention training every 2 years, and newly hired supervisory employees to complete training with 6 months. In addition to flexibility in scheduling the training, the web-based training program also provides an effective method for the City to comply with the Code. Denial of this modification would affect the City's ability to comply with the Code in a timely manner.

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.

4111-11/12

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

2. Union Notification: On 04/03/17, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, SFAPP; Prof & Tech Eng, Local 21; Municipal Executive Association;

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4111 11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/11/2017

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

A. Specify required skills and/or expertise:

Contractor must have knowledge of the requirements of Government Code Section 12950.1; experience and expertise in adult learning programs; technical expertise to track time and establish bookmarks to save an individual participant's place in the training; ability to build interactive hypothetical scenarios; ability to print a certificate of completion when the training is completed; ability to develop a reporting mechanism to track participation, compliance, and customize reporting; and ability to develop a notification and reminder follow-up system to participants.

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

1232,1237,1231,

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

Yes, the contractor host the on-line training program.

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

A. Explain why civil service classes are not applicable:

Civil Service Classes are not applicable as it is not within their area of expertise to create and provide a web-based computer training program, and the 1232 and 1237 classes lack the subject matter expertise to develop and deliver the training. Civil Service Class 1231 is mostly involved with investigations of EEO complaints, reasonable accommodation issues, and mediation.

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

No. Civil Service Classes already exist to provide training to City Staff. The service provides for an efficient method to provide require training to supervisors and managers to meet State-mandated training requirements on an as-needed basis and on 24/7 work schedules.

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

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

ON 04/03/17 BY:

Name: Chanda Ikeda Phone: 415-557-4944 Email: brent.lewis@sfgov.org

Address: 1 South Van Ness Ave, 4th Floor San Francisco, CA 94103

# April 16, 2012 Regular Meeting

## MINUTES

Regular Meeting

April 16, 2012

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

### CALL TO ORDER

2:00 p.m.

### ROLL CALL

President E. Dennis Normandy	Notified absence.
Vice President Kate Favetti	Present
Commissioner Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present

Vice President Kate Favetti presided.

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

No report.

0084-12-8                      Review of request for approval of proposed personal services contracts.  
(Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4108-11/12	Art Commission	\$1,646,800	Design, fabricate and install artwork for San Francisco International Airport for new SFO construction in Terminal 3, (Boarding Areas E and F), and the new Control Tower building.	Regular	06/30/15
4109-11/12	Environment	\$60,000	The Contractor must implement an educational campaign directed to motorcycle owners in San Francisco and must perform the following functions: 1) Identify local venues, events, forums and networks conducive to reaching motorcyclists, 2) Inform DIYers of the requirement to recycle used motor oil and filters, 3) Provide specific information on disposal options, 4) Develop an incentives program to encourage proper disposal, 5) Organize and conduct person-to-person outreach and education based on demonstrated behavior change strategies, 6) Create advertisements in media that may include online sites, print and and/or broadcast media, 7) Provide any necessary materials, incentives and supporting web-based tools for behavior assessments needed to conduct successful outreach and education among motorcyclists.	Regular	12/31/12
4110-11/12	Human Resources	\$200,000	Contractor will provide technical consulting services necessary to 1) analyze the physical ability requirements for Q-2 Police Officer; 2) review the design and content of the current Q-2 physical ability examination, and revise it if necessary, based on those requirements to ensure the selection procedure is valid, and; 3) recommend a passing point on the physical ability examination component to ensure that it is valid and defensible.	Regular	12/31/14
4111-11/12	Human Resources	\$400,000	Contractor will provide web-based computer software licenses and software support for a proprietary training program for City supervisors and managers that meet the requirements of California Government Code Section 129501.1.	Regular	05/31/18
4112-11/12	Juvenile Court	\$300,000	This one-time contract, with ongoing hosting services, will seek to develop and implement a web-based case management software to assist Probation Officers in assessing and monitoring youthful offenders.	Regular	05/14/14

4008-09/10	Public Utilities Commission	<p>Increase Amount</p> <p>\$300,000</p> <p>New Amount</p> <p>\$600,000</p>	<p>This service is necessary as an adjunct to the SFPUC SFGreasecycle program designed to reduce or eliminate grease discharges to the sewer system. This successful pilot program now provides cooking oil collection service, as well as participation in a renewable energy program, to over 600 San Francisco restaurants as well as City residents. Expansion of this program to adequately handle other organic waste streams allows for dramatic reduction in SFPUC greenhouse gas emissions while procuring "energy Rich" assets to be utilized in co-generation of our treatment plants and biodiesel for the SFPUC fleet. Without this program there is no low cost alternative for commercial enterprises to grease disposal and other incentives to eliminate grease disposal to the sewer system. Further, not expanding this program would result in reduced revenue and possible penalties.</p>	Modification	07/01/15
4054-08/09	Public Utilities Commission	<p>Increase Amount</p> <p>\$15,000,000</p> <p>New Amount</p> <p>\$29,700,000</p>	<p>This modification is necessary because there are several projects (see attached list) that will require as-needed environmental services. Additional Sewer System Improvement Program (SSIP) projects, Hetch Hetchy Water and Power Improvement Program (HHIP) projects, and other capital projects will be identified during the Agreements' durations. These infrastructure improvement programs and other capital projects require additional short-term, specialized work and technical expertise to support their environmental, design, and construction management phases. Without the information and recommendations generated by this specialized expertise, these phases can be delayed or stopped; hence construction would be delayed or, if environmental permits were not obtained, disallowed.</p>	Modification	03/30/18
4067-09/10	Public Utilities Commission	<p>Increase Amount</p> <p>\$900,000</p> <p>New Amount</p> <p>\$1,150,000</p>	<p>An outside specialty contractor was hired to treat the City's source water reservoirs with a new chemical (sodium carbonate peroxyhydrate) to control algal growth. Although, the City provides the chemical for the treatment, the contractor has provided the expert labor and all specialty equipment to disperse the chemical. Denial of this request will prohibit the Water Supply and Treatment Division of the PUC from controlling algal growth in its local source water reservoirs. This could lead to a violation of governmental resource agency regulations and potential water delivery shortages to the City and over 40 wholesale customers.</p>	Modification	04/30/21

**Speakers:**

Dave Johnson and Brent Lewis, Department of Human Resources spoke on PSC #4110-11/12.

**Action:**



Adopted the report; Approved request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0092-12-3

Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2012-2013. (Item No. 9)



PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 7, 2012

DEPARTMENT NAME: Human Resources DEPARTMENT NUMBER 33

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

TYPE OF REQUEST: [x] INITIAL REQUEST [ ] MODIFICATION (PSC# )

TYPE OF SERVICE: On-line Harassment Prevention Training

FUNDING SOURCE: General Fund and Departmental Work Orders

Original Amount: \$ 400,000 PSC DURATION: 6/1/2012 - 5/31/2018
Total Amount \$ 400,000 Total PSC Duration 6/1/2012 - 5/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provides web-based computer software licenses and software support for a proprietary training program for City supervisors and managers that meet the requirements of California Government Code Section 12950.1.

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

Government Code Section 12950.1 requires supervisory employees to complete harassment prevention training every 2 years, and newly hired supervisory employees to complete training within 6 months. In addition to flexibility in scheduling the training, the web-based training program also provides an effective method for the City to comply with the Code. Denial of this modification would affect the City's ability to comply with the Code in a timely manner.

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

Service was previously approved as PSC# 4159-06/07, approved 5/21/2007.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 2/7/12
Union Name Signature of person mailing/faxing form Date
RFP sent to N/A Union Name , on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE Received 2/7/12 cmk

PSC# 4111-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have knowledge of the requirements of Government Code Section 12950.1; experience and expertise in adult learning programs; technical expertise to track time and establish bookmarks to save an individual participant's place in the training; ability to build interactive hypothetical scenarios; ability to print a certificate of completion when the training is completed; ability to develop a reporting mechanism to track participation, compliance, and customize reporting; and ability to develop a notification and reminder follow-up system to participants.

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

Civil Service Class 1232, Training Officer; and 1237, Training Coordinator would normally provide training, but lack the subject matter expertise to develop and deliver the training. Civil Service Class 1231, Senior EEO Specialist, would normally provide this training.

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

Yes. The Contractor hosts the on-line training program.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classes are not applicable as it is not within their area of expertise to create and provide a web-based computer training program, and the 1232 and 1237 Classes lack the subject matter expertise to develop and deliver the training. Civil Service Class 1231 is mostly involved with investigations of EEO complaints, reasonable accommodation issues, and mediation.

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

No. Civil Service Classes already exist to provide training to City staff. This service provides for an efficient method to provide required training to supervisors and managers to meet State-mandated training requirements on an as-needed basis and on 24/7 work schedules.

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

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

Yes  No

B. Will the contractor train City and County employees?

Yes  No

- Describe the training and indicate approximate number of hours. 3-hour training sessions every 2 years.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. All supervisors, managers, Commission members, Board members, and anyone who directs the work of others. The City will have approximately 19,600 users.

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

Yes  No

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

Yes  No

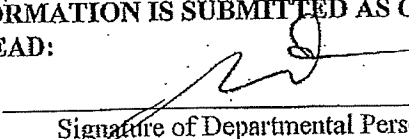
E. Has a board or commission determined that contracting is the most effective way to provide this service?

Yes  No

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

Yes  No

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

  
Signature of Departmental Personal Services Contract Coordinator

Brent Lewis  
Print or Type Name

(415) 557-4994  
Telephone Number

1 South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Shelter Transportation Services

Funding Source: General Fund

PSC Amount: \$999,999

PSC Est. Start Date: 07/01/2018

PSC Est. End Date 06/30/2022

**1. Description of Work**

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

The awarded contractor will provide transportation services for homeless adults and families. Transportation services include transporting shelter and Navigation Center users from Access Points or other sites to Shelters and Navigation Centers and back.

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

This service is necessary to provide safe, reliable transportation for homeless adults and families who are using the city-funded shelter system, and the possessions they are carrying, on a scheduled route to and from specific shelter sites. Failure to provide this service would cause hardship to homeless adults and families who are using or have reservations in the adult and family emergency shelter systems and need transportation to and from specific shelter sites.

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

This service was previously procured through competitive RFP processes administered by the Human Services Agency (HSA). The resulting agreement was authorized by the Civil Service Commission through PSC #2008-08/09. The services were transitioned to HSH upon its creation as a new agency in FY16-17. HSH is requesting its own authority to procure these services through a competitive RFQ process.

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

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

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

not applicable

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

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

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

**B. Explain the qualifying circumstances:**

This service requires expertise in providing services to people experiencing homelessness, and the City staff who have expertise in providing services to people experiencing homelessness are unable to provide transportation services.

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

- A. Specify required skills and/or expertise: Minimum of five (5) years of experience providing services to people experiencing homelessness.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
The contractor will provide one (1) cutaway shuttle and one (1) transit van.

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

None, as there are a limited number of City departments that have expertise in providing services to people experiencing homelessness, and the City staff who have expertise in providing services to people experiencing homelessness are unable to provide transportation services.

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

- A. Explain why civil service classes are not applicable.  
This service requires expertise in providing services to people experiencing homelessness and the ability to provide transportation services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class because of the immediate need for these services and the required expertise in providing services to people experiencing homelessness.

**6. Additional Information**

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

- 7. Union Notification: On 07/18/2018, 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: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 1360 Mission Street, Suite 200 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40295 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [monique.colon@sfgov.org](mailto:monique.colon@sfgov.org)  
**To:** Colon, Monique (HOM); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); Chui, Maggie (HOM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40295 - 18/19  
**Date:** Wednesday, July 18, 2018 2:46:51 PM

---

RECEIPT for Union Notification for PSC 40295 - 18/19 more than \$100k

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a request for a Personal Services Contract (PSC) 40295 - 18/19 for \$999,999 for Initial Request services for the period 07/01/2018 – 06/30/2022.

Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11715> 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)**



City and County of San Francisco

Department of Homelessness and Supportive Housing

**Request for Qualifications #110  
Providers to Administer San Francisco  
Coordinated Entry and Related Services**



Date Issued:	December 22, 2017
Date of Revision Issued:	January 9, 2018
Pre-Proposal Conference:	January 12, 2018, Friday, 10:00 a.m.
Proposal Due:	January 24, 2018, Wednesday, 3:00 p.m.

## RFQ #110 Providers to Administer San Francisco Coordinated Entry and Related Services

### Table of Contents

#### Contents

<b>I. General</b>	<b>4</b>
A. Introduction	4
B. Schedule	4
C. Overview of San Francisco Coordinated Entry (SFCE)	5
D. Overview of Whole Person Care (WPC)	5
E. Definitions	6
<b>II. Scope of Work</b>	<b>7</b>
A. Target Population	7
B. Services to Be Provided	8
1. Access Points for Adults Experiencing Homelessness	8
2. Stabilization Units for Adults Experiencing Homelessness	8
3. Housing and Tenancy Stabilization Services for Adults Experiencing Homelessness	8
4. Administration of Flexible Subsidy Pool for Adults Experiencing Homelessness	8
5. Access Point in Mission District for Families Experiencing Homelessness	9
6. Access Points for Unaccompanied Youth Experiencing Homelessness	9
7. Shelter/Navigation Center Transportation Services	9
C. Activities/Functions of Access Points	9
1. Functions of All Access Points (All Populations)	10
2. Functions Specific to Access Points for Adults	11
3. Functions Specific to Access Points for Youth	12
4. Access Point Facilities and Operations	13
D. Service Expectations	13
E. Expected Skills and Approaches for Selected Providers	13
<b>III. Submission Requirements</b>	<b>15</b>
A. Time and Place	15
B. Format	15
C. Contents	15
<b>IV. Evaluation and Selection Criteria</b>	<b>18</b>
A. Minimum Qualifications	18
B. Selection Criteria	18

V. Pre-Proposal Conference	19
VI. Terms and Conditions for Receipt of Qualifications	20
VII. City Contracting Requirements	24
VIII. Standard Forms	25
IX. Qualifications Submission Cover Page	28
X. Minimum Qualifications Summary – Respondents	29

## I. General

### A. Introduction

The San Francisco Department of Homelessness and Supportive Housing (HSH) is seeking qualified service providers to carry out activities relating to the operation of the San Francisco Coordinated Entry (SFCE) and provide SFCE-connected services for people experiencing homelessness. The intent of this RFQ is to identify a pool of qualified providers who may be selected to perform services in seven specified service components:

1. Access Points for Adults Experiencing Homelessness
2. Stabilization Units for Adults Experiencing Homelessness
3. Housing and Tenancy Stabilization Services for Adults Experiencing Homelessness
4. Administration of Flexible Subsidy Pool for Adults Experiencing Homelessness
5. Access Point in Mission District for Families Experiencing Homelessness
6. Access Points for Unaccompanied Youth Experiencing Homelessness
7. Shelter/Navigation Center Transportation Services

Respondents may request to become qualified for one or more of these components. This RFQ describes the minimum requirements and desired expertise and capacity of SFCE providers, the criteria HSH will use to select qualified applicants, and the submission requirements for responding to this request. Respondents must specify which service components they are applying to be qualified under. A respondent may partner with a subcontractor to deliver services in any of the components of this RFQ. If a respondent elects to partner with a subcontractor, the subcontractor should be identified in the response and should meet the minimum qualifications associated with the specific service component. Any subsequent change or addition of subcontractor must be approved in writing by HSH.

The qualified pool of providers resulting from this RFQ will remain qualified for a period of two years from the date the pre-qualified pool is established for each of the service components described in the RFQ. Once providers are pre-qualified, the City will canvass the pre-qualified appropriate provider agencies to submit project proposals. Ultimately contracts that are negotiated through this RFQ shall have an initial term of two years with the option to extend for up to three years, for a total of up to five years of contracted term.

### B. Schedule

The anticipated schedule for qualification is as follows:

<u>Schedule</u>	<u>Date</u>
RFQ is issued by the City	December 22, 2017
RFQ revision is issued by the City	January 9, 2018
Pre-proposal conference	January 12, 2018, 10:00 AM 1360 Mission Street, 2 <sup>nd</sup> floor
Deadline for submission of written questions	January 17, 2018, 12:00 PM
Proposal submission deadline	January 24, 2018, 3:00 PM

### C. Overview of San Francisco Coordinated Entry (SFCE)

San Francisco Coordinated Entry (SFCE) is a system function that provides activities and services at places where homeless people live or where they seek entry to the system. SFCE is designed to serve all three of the main populations of people who experience homelessness in San Francisco: adults, families with children, and unaccompanied youth. SFCE is already implemented for families with children, and HSH is in the process of designing and implementing SFCE for adults and youth. While there are some differences in how the process works for each of these populations, fundamentally SFCE is all one system with a unified set of guiding principles.

SFCE is a fundamentally strengths-based system, and assumes that many people experiencing homelessness have the strengths and resources to resolve their own homelessness. SFCE attempts to problem-solve with homeless households to keep them from entering San Francisco's Homelessness Response System (HRS). SFCE prioritizes households with the highest acuity of need (based on community-wide criteria) for assistance and access to available assistance, including shelter, transitional housing, rapid re-housing and permanent supportive housing. Prioritization will be based on established criteria using the Online Navigation and Entry (ONE) System: San Francisco's community-wide single client-level homeless information system. Shelter and housing providers are expected to accept referrals exclusively from SFCE and lower their barriers to entry so that they may be accessible to higher need households. To remove barriers to access, SFCE integrates mobile teams that will seek out unsheltered people and provide assistance to those unable to engage without extra support. SFCE promotes transparency and clarity for people experiencing homelessness by providing system-wide real-time information about the availability of housing, shelter and other services and giving people the information they need to make the best decisions on their own behalf.

### D. Overview of Whole Person Care (WPC)

Concurrent with the design and implementation of SFCE for adults, HSH is also implementing the Whole Person Care pilot (WPC). San Francisco's WPC uses State Medi-Cal funding to provide expanded services for people who are chronically homeless, including housing-related services. Many features of the WPC program will be integrated into SFCE. New services offered through WPC and included in the RFQ include:

- **Access Points:** Expanding on its existing services such as, and not limited to, resource centers and shelters within the HRS, Access Points will include expanded hours, staffing, and technology resources to add Coordinated Entry assessment, navigation, and referrals.
- **Rapid Targeted Coordination and Navigation (ERT):** Street-level services intended to create a proactive approach to connecting with and serving chronically homeless individuals who are living on the street and in encampments.
- **Coordinated Entry:** Coordinated Entry teams will provide assessment, prioritization for housing, and service connection activities throughout San Francisco.
- **Enhanced Housing Transition:** Specialized staff will provide housing navigation services, benefits eligibility, and landlord liaison services to work with people who have been prioritized for housing.

- **Housing and Tenancy Stabilization Services:** The Housing and Tenancy Stabilization Services will consist of care coordination/case management for people moving into HSH housing, assisting them with stabilization and connection to on-site and other services.

SFCE services described in this RFQ will be funded and implemented through funding from the State WPC pilots and through San Francisco General Fund support.

#### E. Definitions

Term	Definition
Access Point	Households experiencing homelessness can obtain Coordinated Entry services at geographically diverse Access Points (AP) in San Francisco. The Access Point staff will assess people for service needs and eligibility, and perform Problem Solving. Access Points work to ensure those with the highest needs are able to access shelter and appropriate housing interventions.
San Francisco Coordinated Entry (SFCE)	Organizes the Homelessness Response System with a common, population-specific assessment, centralized data system, and prioritization method that directs clients to the appropriate resources and allows for data-driven decision-making and performance-based accountability. Coordinated Entry in San Francisco is organized to serve three subpopulations, Adults, Families and Youth. The process is broken into four parts: access, assessment, prioritization, and referral.
Chronically Homeless	HUD defines a chronically homeless person as an unaccompanied homeless individual (or head of household) with a disabling condition who has either been continuously homeless for a year or more OR who has had at least four episodes of homelessness—adding up to 12 months—in the past three-year period.
Encampment Response Team (ERT)	San Francisco Department of Homelessness and Supportive Housing Encampment Response Team, which provides street-level services to chronically homeless clients.
Homelessness and Supportive Housing (HSH)	City and County of San Francisco Department of Homelessness and Supportive Housing, the sponsor of this RFQ
Homelessness Response System (HRS)	Describes the overall system of services to address homelessness managed by HSH. The goal of this system is to prevent homelessness when possible and to make it rare, brief, and one-time. The system helps people exit homelessness by getting a house key into their hands as quickly as possible. Core components of the Homelessness Response System include Coordinated Entry, Problem Solving, Street Outreach, Temporary Shelter, Housing, and Housing Ladder programs.
Housing First	The Housing First strategy prioritizes providing housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and stabilize their lives. Housing First is guided by the belief that people need necessities like food

	and a place to live before they can attend to other challenges such as employment or substance use issues. Additionally, Housing First is based on the theory that client choice is valuable in housing selection and supportive services participation. While Permanent Supportive Housing is the most commonly known Housing First program model, many other approaches fall under the Housing First umbrella.
Housing Navigator	Person who provides supportive services to prioritized persons to help them access available housing resources. Support provided includes document gathering assistance, application preparation, and housing search assistance as well as support to address temporary housing needs and crisis services as needed.
Housing Quality Standards (HQS) Inspection	National minimum standards established by HUD to ensure that subsidized units are safe, decent and sanitary. The unit must pass the HQS inspection before your rent subsidy can begin. HQS include requirements such as all utilities (gas, electric, water) must be working, windows and doors must have locks that work, all plumbing fixtures must work and there are no leaks, and the unit is in good condition overall.
Online Entry Navigation System (ONE System)	Launched in June 2017, ONE is the data system used for all housing and services for homeless people in San Francisco. Managed by HSH, the ONE System will replace 15 legacy data systems, including the existing Homeless Management Information System (HMIS).
Problem Solving	Problem Solving is a strategy that prevents or diverts people from homelessness by helping identify immediate alternate housing arrangements and, if necessary, connecting them with services and short-term financial assistance to help them quickly return to housing. Problem Solving programs can reduce the number of people or families becoming homeless and reduce demand for shelter or other emergency services.
Whole Person Care (WPC)	A State of California Medi-Cal funding pilot program to provide expanded services for people who are chronically homeless, including housing-related services Access Points, Rapid Targeted Coordination and Navigation, Coordinated Entry, Enhanced Housing Transition, and Housing and Tenancy Stabilization Services.

## II. Scope of Work

### A. Target Population

The target population for this RFQ is people who are experiencing homelessness in San Francisco. Services described in this RFQ are specifically targeted to three specific populations:

- Adults = households consisting of people age 18 or over who are not accompanied by a minor child (under age 18)
- Families with Children = households consisting of at least one adult (18 or over) and at least one minor child (under age 18)
- Youth = households in which all individuals are under the age of 25; including youth who are accompanied by minor children.

The target population for SFCE is chronically homeless and high-need individuals and heads of household (as defined by local criteria). Eligibility for SFCE-funded services will be verified by HSH staff. Prioritized individuals may be either Medi-Cal and non-Medi-Cal beneficiaries. Documentation requirements will be part of agreed policies and procedures.

## **B. Services to Be Provided**

### **1. Access Points for Adults Experiencing Homelessness**

The SFCE is based on geographically distributed Access Points. CE activities to be provided at these Access Points are described in detail in the next section. This RFQ is seeking responses from qualified service providers to operate Access Points for adults experiencing homelessness. Access Points can be established at either new or existing locations. Existing Resource Centers and other sites assisting people experiencing homelessness are eligible to become Access Points to implement Adult Coordinated Entry. Service site operators may express their interest in becoming Access Points by responding to this RFQ.

HSH will work with pre-qualified providers to add Access Point services for adults, and expand hours of operation where needed. HSH also seeks a provider to offer Access Point Coordinated Entry services at a new site to be identified by HSH. These services will be provided with similar extended hours, and will include Coordinated Entry assessment and prioritization, service information and referrals, housing navigation, shelter referrals, employment/vocational connections, and other supportive services.

### **2. Stabilization Units for Adults Experiencing Homelessness**

The SFCE seeks to prioritize assistance to chronically homeless adults who have high needs and vulnerabilities. Many of these individuals are in regular contact with SF HOT. The SF HOT Case Managers have identified many clients who are in need of shelter but may not fare well in a congregate setting. To meet the need for short-term, interim housing for these clients, HSH is seeking a contractor to lease housing stabilization units in privately owned properties and provide landlord liaison and property management assistance. These may be blocks of units or individual units. Site control must be demonstrated before funds are dispersed. Support services will be provided by SF HOT Case Managers.

### **3. Housing and Tenancy Stabilization Services for Adults Experiencing Homelessness**

SFCE will ensure that chronically homeless adults will receive support to aid in their housing and tenancy stabilization after being referred from shelter, navigation centers and the street into a housing opportunity through the Adult Coordinated Entry system. The Housing and Tenancy Stabilization support will consist of clinical supervision and care coordination for people moving into housing, assisting them with stabilization and being a successful tenant and thus able to sustain tenancy.

### **4. Administration of Flexible Subsidy Pool for Adults Experiencing Homelessness**

In the SFCE for adults, some Access Points may offer households access to individual housing subsidies as the most appropriate solution to end their homelessness. In addition to the Access Point functions



described in the section below, respondents may also provide qualifications to administer a flexible housing subsidy pool that will provide medium to long-term housing subsidies for adults identified through SFCE. Administration of this pool will include conducting HQS inspections, managing a substantial pool of flexible funds, and issuing payments to third parties (including landlords). This pool may also provide funding for clients to receive transportation and food vouchers to support access and engagement in services, and/or to support housing stability. Additionally, these funds may be used for a variety of one-time expenses associated with move in including, but not limited to, deposits, furniture, utility start-up, and moving costs.

#### **5. Access Point in Mission District for Families Experiencing Homelessness**

HSH has recently awarded contracts for two SFCE Access Points for families with children: Central City Access Point and Bayview Access Point. Through this RFQ, HSH is seeking qualified providers to operate a family Access Point in the Mission. Functions of the Access Point are described in the next section C.

#### **6. Access Points for Unaccompanied Youth Experiencing Homelessness**

The community has identified as a top priority a robust Youth Coordinated Entry System that collects comprehensive data and provides access and referral to all elements of the youth homelessness response system from problem solving to crisis response to housing placement. The SFCE system for youth will incorporate interventions designed to identify at-risk youth (including parenting youth), assess for protective factors using culturally competent, youth-targeted tools, and prevent homelessness through family- and youth-focused services. The system will provide low-barrier access points and referrals that are targeted and appropriate for San Francisco's youth subpopulations including pregnant/parenting TAY, LGBTQ youth, African-American and Latinx youth, youth from underserved neighborhoods, youth in the sex trade, and youth with justice- and foster-system involvement. In addition, the system will provide ongoing evaluation of youth vulnerability in order to accommodate changing housing and service needs as youth age, stabilize, and transition across systems, and coordinate with the entire system of care in order to ensure the full range of developmentally appropriate referral options.

With this RFQ, HSH is seeking qualified providers to operate Access Points for youth experiencing homelessness. Youth providers are encouraged to submit collaborative proposals to this RFQ, such as through subcontracting partnerships. Functions of the Access Points are described in the next section C.

#### **7. Shelter/Navigation Center Transportation Services**

HSH is seeking qualified organizations to provide transportation services for homeless adults and families. A daily transportation schedule (7 days a week) will be developed and approved by HSH that will transport shelter and Navigation Center users from Access Points or other sites to Shelters and Navigation Centers and back.

#### **C. Activities/Functions of Access Points**

San Francisco Coordinated Entry is implemented by Access Points which are located in regions of San Francisco in which there is a high prevalence of households experiencing homelessness. Access Points are

the locus of assessment, problem solving, housing navigation, mainstream system connections and matching and referral to housing opportunities and other programs and resources for people experiencing homelessness.

Access Points will assess a household's type and level of need in order to provide or refer them to appropriate resources. This will take place through a standard and comprehensive assessment and prioritization template provided by HSH. Households will be assessed for services including: shelters, navigation centers, transitional housing, rapid re-housing and other housing and service programs.

Access Points are all part of the HSH ONE System, currently being implemented in phases, which will support coordinated entry for the family, single adult, and youth systems using shared data from the San Francisco systems of care — including HSH-funded participating non-profits including all receiving ESG and CoC funding and government partners including HSH, Human Services Agency, Family and Children Services (the PCWA), Department of Public Health; the school district, juvenile and adult probation, and providers of mainstream benefits — to ensure data sharing and coordination.

### **1. Functions of All Access Points (All Populations)**

This section describes activities that will be provided at all Access Points for all populations (adults, families, and youth). Following this are descriptions of activities that are specific to particular types of access points.

- **Problem Solving.** For those who are seeking services or shelter, Access Points will work on problem solving. Well-trained staff will conduct a screening for immediate safety and homelessness and provide an initial problem-solving conversation with all homeless and at-risk people seeking services. Next, they will work with the household to find a way to keep them in a safe place if they have one or can access one. In addition to training, staff will be resourced with sample scripts, procedures and information about other community resources. Access Points may also have flexible funding to provide problem solving support to households that would enter the homeless system if not supported to remain safely in their current location or to move to another location. Problem solving assistance can be extremely flexible and can be used to meet a variety of needs including short-term rent (including back rent), security deposits, food or supplies, transportation costs, small repairs to the unit that would make it habitable, and other housing-related expenses; it can also include referrals to eviction prevention and family reunification programs. Problem solving/stabilization resources are intended to be used only as a last resort and most Problem Solving activities are not expected to require the use of funds to be successful.
- **Client Assessment.** Access Points will screen, assess, and refer clients using HSH standardized tools, prioritization and referral protocols. These tools are integrated into the ONE system. The initial eligibility assessment is designed to determine whether a household is homeless in San Francisco. The housing assessment is designed to identify a household's housing barriers and vulnerabilities and is used to determine a household's priority level to access shelter and housing assistance. Criteria assessed using these tools include: current housing situation, duration of homelessness, chronicity, specific housing barriers, the presence of a disability, the number of household members with a disabling condition, functional impairments, the use of health care supports and crisis systems, and safety issues. Selected respondents will be required to use the tools developed for Access Points and to operate within the ONE system. This will include an

obligation to enter all households that are assessed, regardless of whether the household does or does not subsequently enter a shelter or housing program, into ONE.

- **Matching and Referrals.** Using the Assessment tools described above, Access Points will make prioritized referrals into openings in shelters, navigation centers, transitional housing, rapid rehousing and other housing and services programs. These matches will be based on the information collected during the assessment process. Access Point staff will track openings using the ONE System and will coordinate referrals to programs relevant for their population. These matches will be made within ONE, but may require coordination and communication with the programs directly, particularly in the first year of operations. City staff at HSH will oversee matching and authorize referrals to some programs, particularly Permanent Supportive Housing (PSH). All data and activities related to SFCE will be entered into the ONE System, including information about program availability and about households seeking assistance.

## 2. Functions Specific to Access Points for Adults

In addition to the activities described above, Access Points for adults will be required to perform the following WPC-funded activities:

- **Housing Navigation.** Housing navigation includes developing housing location and stabilization plans with homeless clients who qualify for navigation assistance during the assessment process. Housing Navigators serve as the homeless household's advocate throughout the process of locating and obtaining housing, and provide a range of services that includes tenant screening, assessment, and presentation of housing options including shared housing, rapid re-housing, permanent supportive housing, assistance with online housing searches, room and board options, the possibility of reunification with friends and family, and other potential options. Services also include working with households to (1) become "document ready" through the acquisition of identification, income and homelessness verifications, and other required documents; (2) access and complete housing applications and interviews; and (3) locate and obtain other supports and service linkages necessary to successfully fulfill the housing plan. Housing navigation services will emphasize building up community supports including connections to family when possible, and addressing housing barriers. When a client receives navigation services, the Housing Navigator will be expected to coordinate regularly with other providers working with the client, through meetings, calls, and/or through ONE System notes.

Housing Navigators are expected to carry caseloads of approximately 25 clients at a time and are to work with clients until they are permanently housed. Organizations with Housing Navigators funded through SFCE will be expected to work with health care partners to develop infrastructure and data documentation capacity to bill third party payers for health care-related services over time.

- **Housing and Tenancy Stabilization Services.** Once homeless individuals are housed, many will need ongoing support to sustain tenancy. Tenancy sustaining services include identification and intervention for behaviors that may jeopardize housing; coaching on relationships with landlords and/or other tenants; dispute resolution assistance; advocating and linking to eviction-prevention community resources; assistance with housing recertification; updating housing support and crisis response plans; support in household management skills; and providing support and education related to the psychological and practical transition into housing, addressing the

change of 'home' and familiar location, the potential for isolation, how to pay bills, manage visitors and relationships, etc. Services are offered using housing-first evidence-based practices, and should support individuals to maintain housing and ensure they have the necessary tools to integrate into their communities, focusing on the core values of health, home, purpose, and community.

### **3. Functions Specific to Access Points for Youth**

In addition to the general activities described above, Youth Access Points must also conduct the following activities:

#### **Access**

- Create youth-friendly points of entry (physical, online, telephone) and integration with medical, mobile, and peer outreach teams. Applicants are encouraged to provide detailed information about how they will provide mobile Access Point services to youth experiencing homelessness.
- Deliver targeted outreach to youth of color (especially African/American, Latinx youth), LGBTQ/GNC, justice-involved, and other youth subpopulations across diverse neighborhoods to ensure equity of representation across interventions and access to resources in each neighborhood.

#### **Assessment**

- Use HSH-developed TAY assessment tool to identify individual housing instability and vulnerability within and across systems (child welfare, secondary and post-secondary schools, juvenile justice, nonprofit services) and appropriate system-wide referral. Assessment tools and processes will reflect principles of trauma-informed care and positive youth development.
- Provide immediate access to diversion/problem-solving services that include: family engagement, including mediation, parental support centers, reunification services; flexible funding pool designed to divert youth at the point of system entry (funds earmarked for rent, utilities, transportation, school/employment resources); access to supportive services designed to help retain and/or attain independent housing; peer and other community supports targeted toward housing retention.
- Provide specific coordination with the engagement, data intake, and referral processes of existing systems and interventions in education, child welfare (including the Public Child Welfare Agencies (PCWAs), healthcare, juvenile and criminal justice, and foster care to prevent discharge from these systems into homelessness.

#### **Referral**

- Referral and navigation to housing and services appropriate to level of need and vulnerability, using a system that incorporates youth choice, flexibility, and individualized and client-driven supports into eligibility and access determinations.
- Creation and maintenance of centralized, up-to-date inventory of TAY-specific housing and services as well as of mainstream resources appropriate for youth/TAY referrals.

#### 4. Access Point Facilities and Operations

Applicants who are proposing to operate or become site-based Access Points may use an existing facility or propose to open a new facility. Those who are proposing a new facility may request HSH funding for operations, including standard costs associated with operating and maintaining a place of public services appropriate for the provision of services described above.

Access Points must, at a minimum, provide space for Problem Solving staff, Assessors, and Housing Navigators to meet privately with clients to conduct assessments and develop housing plans, and space for groups of clients to receive services such as housing education/counseling, as well as for staff to meet internally and with other services providers.

Access Points must be fully accessible for clients with disabilities, should be located near public transportation, and should include restrooms for clients. If the proposed location is not near public transportation, the applicant must describe how clients will be able to easily travel to the Access Point. Co-location, satellite locations, and/or other creative options are encouraged.

HSH is not requiring identification of specific sites for Access Points in submitted responses to this RFQ, but applicants are welcome to propose them. HSH will be supporting multiple Access Points, and may select a provider from the qualified pool to operate an Access Point at HSH's headquarters from the qualified pool of providers. Additionally, HSH will be seeking Access Points throughout the City; when selecting Access Points HSH will work to limit the concentration of services in particular neighborhoods based on the 2017 Point-in-Time Count data.

#### D. **Service Expectations**

Respondents must demonstrate a capacity to deliver trauma-informed assistance, maximize self-sufficiency for people experiencing homelessness in San Francisco, reduce the timeline from first encounter with SFCE to housing placement, and ensure that households are not subject to redundant screening or unnecessary access barriers. Best practices in homeless crisis response, including a housing-first orientation, trauma informed care, and progressive engagement should be considered in the response. Responses should demonstrate understanding and adoption of the concepts articulated in HSH's Strategic Framework, which can be found on the Internet: <http://hsh.sfgov.org/research-reports/framework/>.

#### E. **Expected Skills and Approaches for Selected Providers**

Applicants selected to provide services through this RFQ process will be expected to employ the skills and approaches described below. Please keep these expectations in mind as you prepare your response. However, it is not necessary to draft narrative responding individually to each item on this list.

1. *Flexibility* – the design of the SFCE is a work in progress. Policies, procedures and tools will be adjusted and refined over time, and particularly during the first year. The selected provider(s) must be willing to be flexible and adaptive as the system is refined. Provider(s) may be expected to provide services during non-traditional hours, including evenings and weekends.
2. *Mobility* – SFCE staff must be able to work with homeless people wherever they are. CE services should be as flexible as possible, including providing services wherever unhoused San Franciscans

are seeking services. SFCE is expected to be especially responsive to unsheltered people and those who are very vulnerable.

3. *Collaborative Approach* – the SFCE provider(s) must have the ability to build and maintain strong and effective working partnerships with shelters and housing partners and with neighborhood and community services.
4. *Communication* – SFCE staff must have the ability to communicate how the system works to homeless people, providers, and the public.
5. *Objectivity* – successful operation of the SFCE requires that the provider(s) use consistency and fairness in applying new policies and procedures and use of new tools.
6. *Problem Solving* – the SFCE provider(s) must embrace a problem solving approach to ending homelessness. To be effective, the SFCE provider(s) must employ staff who are skilled at problem-solving and understand how to adopt a strengths-based and client-centered approach to all aspects of service delivery.
7. *Housing First* – the SFCE system design is based upon a Housing First philosophy. The organizational mission and philosophy of the SFCE provider(s) must be aligned with Housing First principles: everyone is housing ready and there should be no barriers or service participation requirements imposed on homeless people as a condition for entering housing.
8. *Systems Thinking* – the SFCE is an essential component of the San Francisco’s homeless crisis response system. To successfully operate CE, the selected provider(s) must embrace a systems-thinking approach, understanding that the main purpose of SFCE is to streamline access to housing for those households with the greatest needs.
9. *Data-informed* – the SFCE is a critical source of information about who enters the SF Homelessness Response System (HRS). The data collected will be used for ongoing and continuous system improvement. The SFCE provider(s) must have strong data management capacity and a willingness to use data on a continuous basis to inform and improve practice.
10. *Client-centered*- Feedback from households experiencing homelessness or recently connected to housing through the coordinated entry process is regularly gathered and is used to improve the process.
11. *Continuous Quality Improvement and Peer Learning*- selected provider(s) will work collaboratively with the other SFCE grantees (as applicable) and the larger San Francisco Family Homeless Crisis Response System on continuous quality improvement.
12. *Transition Age Youth (TAY)*: SFCE includes TAY and families headed by TAY. Grantees should demonstrate a clear understanding of the special developmental needs of TAY.
13. *Racial Equity*: Grantees are expected to combat racism and integrate racial equity in staffing, staff development and training, program approach and the approach to data and outcomes.
14. *Rapid and low barrier access*: SFCE is intended to eliminate barriers to access. All CES activities should limit or eliminate administrative burdens on people experiencing homelessness in San Francisco to the maximum extent possible. Access to SFCE services will not be conditional on acceptance into case management, mainstream benefits or any other systems.

### III. Submission Requirements

#### A. Time and Place

Respondents shall submit one (1) electronic PDF file of the proposal to: [maggie.chui@sfgov.org](mailto:maggie.chui@sfgov.org). The electronic file title should include the RFQ number, the proposing agency name, and the number of files submitted, i.e. 1 of 4. Proposals must be received **no later than 3:00 p.m., Wednesday, January 24, 2018**. Late submissions will not be considered. Supplemental documents or revisions after the deadline will not be accepted.

#### B. Format

For word processing documents, text should be unjustified (i.e., with a ragged-right margin) using a 12 point serif font (e.g., Times Roman, and not Arial), and page margins should be at least 1" on all sides (excluding headers and footers), single-spaced.

#### C. Contents

Organizations interested in responding to this RFQ must submit the following information, in the order specified below. All proposals must be developed using the format below. This is necessary so that all proposals can receive fair and equal evaluation. Proposals not following the required format will not be considered. Information must be at a level of detail that enables effective evaluation by the Proposal Evaluation Panel. The responding agencies must ensure that the proposal addresses the Selection Criteria.

1. **Table of Contents**

Each proposal package should contain a complete table of contents showing page numbers. All pages in the package must be numbered consecutively.

2. **Qualifications Submission Cover Page – (use the form provided in Section IX)**

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

3. **Minimum Qualifications –up to 4 pages plus one additional page per added service area – (use the form provided in Section X)**

All respondents must provide a *Minimum Qualifications Narrative* describing in detail how the proposing agency meets each of the Minimum Qualifications required by those service components to which agencies are responding. Any responses that fail to demonstrate these qualifications will be considered non-responsive and will not be eligible to be part of the qualified applicant pool. The first page of this section must be a completed table, shown below, indicating with a "yes" or "no" that the provider meets the minimum qualifications of the service component(s) to which the organization is applying for. The "X" mark in the table below demonstrates it requires minimum qualifications for the service area. For those minimum qualifications that do not apply to the specific service areas, the table shows "n/a".

For example, if a provider is responding to two of the seven service components, then up to a total of six pages may be submitted for this section: page 1, completed Minimum Qualifications table; up to pages 2 to 4, Minimum Qualifications response; page 5, one page for service component #1; page 6, one page for service component #2.

Table A. Minimum Qualifications Summary – Respondents

	<u>MQ#1</u>	<u>MQ#2</u>	<u>MQ#3</u>	<u>MQ#4</u>
	A minimum of five (5) years of experience providing services to people experiencing homelessness.	If proposing to provide Stabilization Units, a minimum of two (2) years of experience providing shelter, transitional housing, or permanent housing to homeless and formerly homeless families. Agencies must also have a history of providing clinical supervision and documenting service types.	If proposing to provide Administration of Flexible Subsidy Pool, a minimum of two (2) years of experience providing medium to long-term rent subsidies on behalf of people experiencing homelessness, including conducting HQS inspections, managing large rental payment pools, making payments to third parties and documenting allowable expenses.	Respondent must be a certified vendor with the City and County of San Francisco or the ability to become a certified vendor within ten (10) days after notice of intent to award.
<u>Service Component #1</u> – Access points for Adults	X	n/a	X - If applying for Flex Housing Subsidy Pool	X
<u>Service Component #2</u> – Stabilization Units for Adults	X	X	X	X
<u>Service Component #3</u> – Housing and Tenancy Stabilization Services for Adults	X	X	n/a	X
<u>Service Component #4</u> – Administration of a Flexible Subsidy Pool for Adults	X	n/a	X	X
<u>Service Component #5</u> – Access Point for Families in the Mission District	X	n/a	X	X
<u>Service Component #6</u> – Youth Access Points	X	n/a	X	X
<u>Service Component #7</u> – Shelter and Navigation Center Transportation	X	n/a	n/a	X



**4. Contracts/Grants (both public and private) –up to 1 pages per service component**

For each service component to which the respondent is submitting qualifications, respondents should submit a statement listing relevant contracts with a description of the services which have been completed during the last five (5) years, including: the dates services were provided, the name of the funder and any participating subcontractors and the subcontractor's role. The statement must also list any failure or refusal to complete a contract, including details and dates, and a statement indicating if a contract was terminated earlier than the original contract term date, including a description of the reason for and date of the termination. Provide disclosure of any litigation including respondent, subcontractors, or any principal officers thereof in connection with any contract or grant. NOTE: Applications for multiple service components may submit a maximum of 1 page per service component.

**5. Organizational Capacity –up to 3 pages per service component (not including resumes, job descriptions, and letters of reference)**

NOTE: A maximum of 3 pages per service component may be submitted for organizational capacity. For example, if an organization is responding to 5 service areas (components), then no more than a total of 15 pages for Organizational Capacity may be submitted. Provide a description of your agency's ability to deliver the services proposed in this RFQ. Be sure to address experience in serving people who are unsheltered or living in shelter, are highly vulnerable and have high housing barriers. The description should include, at a minimum, the following elements:

- a) Staffing Plan – Describe organizational structure and staffing patterns needed to provide the proposed services including program supervision and management. Clearly identify whether services will be performed by existing staff or by proposed staff. Identify any existing or potential subcontractors and describe their responsibilities in the delivery of services/ space. Subcontractor staff involved in the delivery of the CE should be identified in the staff plan.
- b) How the grantee will ensure that SFCE staff is appropriately trained and skilled at motivational interviewing, active listening, and strengths-based service delivery.
- c) HSH expects that agencies providing Housing Stabilization and Tenancy Services will be qualified and capable of documenting Medi-Cal eligible expenses for these services. If applying for component insert the specific component by number and name here, describe your organizational capacity provide clinical supervision and document service provision in accordance with Medi-Cal requirements.
- d) Service Site Plan – Describe the plan for location and hours of services and how target capacity will be accommodated.
  - I. If the submission includes a location or locations that will serve as the Access Point(s), describe the space(s), how households will be treated with dignity and respect in the space, what the accessibility of the building is in terms of disabled access and in terms of transportation, and current site control status or site control plans. Also describe what services relevant to the target populations, if any, are co-located at the site or within a short distance from the site (Access Points Only);
  - II. If the submission includes providing Stabilization Units, provide the documentation of site control for the units, such as an MOU or Master lease. If site control is still being negotiated, provide the LOI and a timeline for site control (Stabilization Units Only).

- III. If this submission includes plans for Access Points or Stabilization Units and does not include an identified location with established site control, describe how the respondent intends to find and secure a suitable location and the timeline for site control (Access Points and Stabilization Units Only) in order to begin services by July 1, 2018.

6. **Fiscal Capacity –up to 3 pages**

Provide a narrative describing the organization’s fiscal and management capacity, including brief contracting history and ability to administer public funding.

NOTE: Applications for multiple components should submit only one 3-page Fiscal Capacity submission, regardless of the number of service components to which the organization is submitting qualifications.

## IV. Evaluation and Selection Criteria

### A. Minimum Qualifications

1. A minimum of five (5) years of experience providing services to people experiencing homelessness.
2. If proposing to provide Stabilization Units, a minimum of two (2) years of experience providing shelter, transitional housing, or permanent housing to homeless and formerly homeless families. Agencies must also have a history of providing clinical supervision and documenting service types.
3. If proposing to provide Administration of Flexible Subsidy Pool, a minimum of two (2) years of experience providing medium to long-term rent subsidies on behalf of people experiencing homelessness, including conducting HQS inspections, managing large rental payment pools, making payments to third parties and documenting allowable expenses.
4. Respondent must be a certified vendor with the City and County of San Francisco or the ability to become a certified vendor within ten (10) days after notice of intent to award.

**Please note:** Agencies submitting qualifications that have previously been contracted by the City and County of San Francisco and/ or Federal agencies to provide goods and/or services must demonstrate compliance with performance/monitoring requirements in previous grants/contracts in order to be considered responsive to this RFQ. **Documented failure to correct performance/monitoring deficiencies identified in past City and County grants/contracts may result in Agency disqualification to participate in this RFQ.**

Any response that does not demonstrate that the proposer meets these minimum requirements required by the service components applied for by the respondents by the deadline, will be considered non-responsive and will not be eligible for consideration for the qualified pool.

### B. Selection Criteria

Qualification responses will be evaluated by a selection committee comprised of parties with expertise in the service areas identified in this RFQ. The City intends to evaluate the responses generally in accordance with the criteria itemized below.

Total Possible Points: 100

***Respondents must receive a minimum of 60% of the available points to be considered for the qualified pool.***

For each service area for which responses are submitted, submissions will be rated based on the following criteria:

1. Organizational infrastructure, staff capacity to deliver the program and organizational change to reduce barriers. (15 points) – *Per response to Organizational Capacity section and Contracts/Grants section*
2. Understanding of the HSH expectations for SFCE providers. (15 points) – *Per response to Organizational Capacity section*
3. Culturally responsive service to proposed population. (10 points) – *Per response to Organizational Capacity section*
4. Experience providing trauma-informed services in shelter, transitional housing, or permanent housing to homeless and formerly homeless households. (10 points) – *Per response to Organizational Capacity section*
5. Experience using a housing first approach to housing and services for people experiencing homelessness, including one or more examples of changes to an organizational policy or community work led by your organization to reduce barriers to housing, eliminate the culture of “housing readiness” internal to your organization or in the community, or eliminate sobriety or behavioral health compliance barriers to housing access. (10 points) – *Per response to Organizational Capacity section*
6. Experience with Continuous Quality Improvement, data collection and analysis to track and report on services and outcome objectives, including a clear organizational/partnership method for evaluation and improvement. Experience with Medi-Cal documentation (if applying for Housing Stabilization and Tenancy Services). (10 points) – *Per response to Organizational Capacity section*
7. Model for client input and participation in program design, service delivery, and program operations. (10 points) – *Per response to Organizational Capacity section*
8. Documented site control (or plan) for Services locations, Stabilization Units, or Access Point locations. (10 points) – *Per response to Organizational Capacity section*
9. Fiscal and administrative capacity, as well as the ability to leverage other resources for this program, either from in-kind, and/or external resources. (10 points) – *Per response to Fiscal Capacity section*

## **V. Pre-Proposal Conference**

### **A. Pre-proposal Conference**

Respondents are encouraged to attend a pre-proposal conference on Friday, January 12, 2018, at 10:00 AM, to be held at San Francisco Department of Homelessness and Supportive Housing, 1360 Mission Street, Second Floor, Collaborative Space, San Francisco, CA 94103.

### **B. Grant Award**

HSH will establish a qualified pool for the service components in this RFQ. HSH will select a respondent with whom Agency staff will commence grant negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory grant cannot be negotiated in a reasonable time frame, the Department of Homelessness and Supportive Housing, in its sole discretion, may terminate negotiations with the highest ranked respondent and begin grant negotiations with the next highest ranked respondent, or cease the RFP process, and re-issue a new RFP.

### **C. Written Questions**

Respondents are encouraged to submit written questions before the due date stated in Section I.B. to the individual designated in Section VI.B. All questions will be addressed and any available new information will be provided in writing via email to respondents. All written questions must be submitted on or prior to **Wednesday, January 17, 2018 at 12:00 PM.**

## **VI. Terms and Conditions for Receipt of Qualifications**

### **A. Errors and Omissions in RFQ**

Respondents are responsible for reviewing all portions of this RFQ. Respondents are to promptly notify the Department, in writing, if the respondent discovers any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

### **B. Inquiries Regarding RFQ**

Inquiries regarding the RFQ and all notifications of intent to request written modification or clarification of the RFQ must be in writing via email to [maggie.chui@sfgov.org](mailto:maggie.chui@sfgov.org) or via mail to:

Maggie Chui  
Office of Contracts Management  
San Francisco Department of Homelessness and Supportive Housing  
1360 Mission Street, Suite 200  
San Francisco, CA 94103

In order to prevent possible delay, submission via email is highly recommended.

### **C. Objections to RFQ Terms**

Should a respondent object on any ground to any provision or legal requirement set forth in this RFQ, the respondent must, not more than ten calendar days after the RFQ is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a respondent to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

#### **D. Change Notices**

The Department may modify the RFQ, prior to the proposal due date, by issuing Change Notices, which will be posted on the website. The respondent shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the respondent consult the website frequently, including shortly before the proposal due date, to determine if the respondent has downloaded all Change Notices.

#### **E. Term of Proposal**

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

#### **F. Revision of Proposal**

A respondent may revise a proposal on the respondent's own initiative at any time before the deadline for submission of proposals. The respondent must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any respondent.

At any time during the proposal evaluation process, the Department may require a respondent to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

#### **G. Errors and Omissions in Proposal**

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFQ or excuse the vendor from full compliance with the specifications of the RFQ or any grant awarded pursuant to the RFQ.

#### **H. Financial Responsibility**

The City accepts no financial responsibility for any costs incurred by an agency in responding to this RFQ. Submissions of the RFQ will become the property of the City and may be used by the City in any way deemed appropriate.

#### **I. Respondent's Obligations under the Campaign Reform Ordinance**

Respondents must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who grants with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an

office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such grant, or (2) three months have elapsed from the date the grant is approved by the City elective officer or the board on which that City elective officer serves.

If a respondent is negotiating for a grant that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the respondent is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a grantee approaches any city officer or employee about a particular grant, or a city officer or employee initiates communication with a potential grantee about a grant. The negotiation period ends when a grant is awarded or not awarded to the grantee. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a grant; and (2) a city officer or employee contacts a grantee to propose that the grantee apply for a grant. Inquiries for information about a particular grant, requests for documents relating to a Request for Qualifications, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, respondents should contact the San Francisco Ethics Commission at (415) 581-2300.

#### **J. Sunshine Ordinance**

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

#### **K. Public Access to Meetings and Records**

If a respondent is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the respondent must comply with Chapter 12L. The respondent must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to respondent's meetings and records, and (2) a summary of all complaints concerning the respondent's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the respondent shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in respondent's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

#### **L. Reservations of Rights by the City**

The issuance of this RFQ does not constitute an agreement by the City that any grant will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Qualifications;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFQ by any other means; or
6. Determine that no project will be pursued.

#### **M. No Waiver**

No waiver by the City of any provision of this RFQ shall be implied from any failure by the City to recognize or take action on account of any failure by a respondent to observe any provision of this RFQ.

#### **N. Local Business Enterprise Goals and Outreach**

Due to county, federal and state funding for these services, LBE bid discounts will not be used in this RFQ.

## **VII. City Contracting Requirements**

### **A. Standard Contract Provisions**

The successful respondent will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Respondents are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits; the Minimum Compensation Ordinance; the Health Care Accountability Ordinance; the First Source Hiring Program; and applicable conflict of interest laws, as set forth in paragraphs B, C, D, E and F below.

### **B. Nondiscrimination in Contracts and Benefits**

The successful respondent will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at [www.sfcmd.org](http://www.sfcmd.org).

### **C. Minimum Compensation Ordinance (MCO)**

The successful respondent will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements.

For the amount of hourly gross compensation currently required under the MCO, see [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract. Additional information regarding the MCO is available on the web at [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco).

### **D. Health Care Accountability Ordinance (HCAO)**

The successful respondent will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at [www.sfgov.org/olse/hcao](http://www.sfgov.org/olse/hcao).

### **E. First Source Hiring Program (FSHP)**



If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

#### F. Conflicts of Interest

The successful respondent will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful respondent will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful respondent might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful respondent that the City has selected the respondent.

### VIII. Standard Forms

Before the City can award any grant to a grantee, that grantee must file three standard City forms (items 1-3 on the chart). Because many grantees have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFQ package. Instead, this Appendix VIII describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a grantee cannot get the documents off the Internet, the grantee should call (415) 554-6248 or e-mail Purchasing ([purchasing@sfgov.org](mailto:purchasing@sfgov.org)) and Purchasing will fax, mail or e-mail them to the grantee.

If a grantee has already filled out items 1-3 (see note under item 3) on the chart, **the grantee should not do so again unless the grantee's answers have changed.** To find out whether these forms have been submitted, the grantee should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a grantee would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the grantee should call Contract Monitoring Division at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification <a href="http://sfgsa.org/index.aspx?page=4762">http://sfgsa.org/index.aspx?page=4762</a>  <a href="http://www.irs.gov/pub/irs-fill/fw9.pdf">www.irs.gov/pub/irs-fill/fw9.pdf</a>	W-9	The City needs the grantee's taxpayer ID number on this form. If a grantee has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102  (415) 554-6702
2.	Business Tax Declaration  <a href="http://sfgsa.org/index.aspx?page=4762">http://sfgsa.org/index.aspx?page=4762</a>	P-25	All grantees must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102  (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Grants and Benefits  <a href="http://sfgsa.org/index.aspx?page=4762">http://sfgsa.org/index.aspx?page=4762</a>  In Vendor Profile Application	CMD-12B-101	Grantees tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Grant-by-Grant Compliance status vendors must fill out an additional form for each grant.	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500
4.	CMD LBE Certification Application  <a href="http://www.sfgsa.org/index.aspx?page=6058">http://www.sfgsa.org/index.aspx?page=6058</a>  In Vendor Profile Application		Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City grants if applicable. To receive the bid discount, you must be certified by CMD by the proposal due date.	Grant Monitoring Unit 30 Van Ness Avenue, Suite 200 San Francisco, CA 94102 Phone: (415) 581-2310

Where the forms are on the Internet:

**Office of Grant Administration**

Homepage: [www.sfgov.org/oca/](http://www.sfgov.org/oca/)  
Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Grantees" banner.

**Contract Monitoring Division**

CMD's homepage: <http://sfgsa.org/index.aspx?page=5365>  
Equal Benefits forms: <http://sfgsa.org/index.aspx?page=5359>  
LBE certification form: <http://sfgsa.org/index.aspx?page=5364#Section%20V>

## IX. Qualifications Submission Cover Page

NAME OF ORGANIZATION(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_

PHONE/FAX #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN): \_\_\_\_\_

I understand that the San Francisco Department of Homelessness and Supportive Housing (HSH) reserves the right to modify the specifics of this application at the time of funding and/or during the grant negotiation; that a grant may be negotiated for a portion of the amount requested; and that there is no grant until a written grant has been signed by both parties and approved by all applicable City Agencies.

Signature of authorized representative(s):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Submit an electronic PDF file via email to: [maggie.chui@sfgov.org](mailto:maggie.chui@sfgov.org)

## X. Minimum Qualifications Summary – Respondents

Please copy this minimum qualifications table to the first page of the minimum qualifications submission. Please note that this table is the same table provided on page 16 of this RFQ.

	<u>MQ#1</u>	<u>MQ#2</u>	<u>MQ#3</u>	<u>MQ#4</u>
	A minimum of five (5) years of experience providing services to people experiencing homelessness.	If proposing to provide Stabilization Units, a minimum of two (2) years of experience providing shelter, transitional housing, or permanent housing to homeless and formerly homeless families. Agencies must also have a history of providing clinical supervision and documenting service types.	If proposing to provide Administration of Flexible Subsidy Pool, a minimum of two (2) years of experience providing medium to long-term rent subsidies on behalf of people experiencing homelessness, including conducting HQS inspections, managing large rental payment pools, making payments to third parties and documenting allowable expenses.	Respondent must be a certified vendor with the City and County of San Francisco or the ability to become a certified vendor within ten (10) days after notice of intent to award.
<u>Service Component #1</u> – Access points for Adults	X	n/a	X - If applying for Flex Housing Subsidy Pool	X
<u>Service Component #2</u> – Stabilization Units for Adults	X	X	X	X
<u>Service Component #3</u> – Housing and Tenancy Stabilization Services for Adults	X	X	n/a	X
<u>Service Component #4</u> – Administration of a Flexible Subsidy Pool for Adults	X	n/a	X	X
<u>Service Component #5</u> – Access Point for Families in the Mission District	X	n/a	X	X
<u>Service Component #6</u> – Youth Access Points	X	n/a	X	X
<u>Service Component #7</u> – Shelter and Navigation Center Transportation	X	n/a	n/a	X

## 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: Emergency Shelter Services for Homeless Individuals and FamiliesFunding Source: City and County of San FranciscoPSC Amount: \$75,750,000PSC Est. Start Date: 02/02/2009PSC Est. End Date continued**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, voluntary case management, substance abuse, mental health group sessions, shelter reservations, employment services, housing access and health activities

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

This service is necessary for the provision of shelter and food to homeless individuals and families. Consequences of denial would be an increase in the number of malnourished people living on the streets due to lack of shelter and meals. In addition, denial would limit the opportunity to become self-sufficient

**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# 2023-04/05

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

Yes, based upon funding, performance and procurement

**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:**

Not Applicable

**3. Description of Required Skills/Expertise****A. Specify required skills and/or expertise:** Skills and expertise in providing shelter, support services and food preparation to homeless individuals and families.**B. Which, if any, civil service class(es) normally perform(s) this work?** 1424, Clerk Typist; 2604, Food Service Worker; 2708, Custodian;**C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:** Some contractors provide the facilities and equipment such as beds, sanitary facilities and cooking facilities for meal preparation.**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Under the human service commission it has been determined that the best practice is to provide services through

community based organization

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

- A. Explain why civil service classes are not applicable.  
Work is performed during irregular business hours, i.e. evenings and weekends (24 hours a day/seven days a week)
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical due to the hours, required expertise for serving this population and fiscal impact

**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.
- 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. Board of Supervisors, ordinance 185-95
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. Multiple contractors under PSC

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

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

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

Address: 1650 Mission Street Suite 300 San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 2008-08/09

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/02/2014

Civil Service Commission Action:

continued - 06/16/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: APS Heavy Cleaning and Pest Control Preparation

Funding Source: 70% State and 30% County

PSC Amount: \$911,625

PSC Est. Start Date: 07/01/2018

PSC Est. End Date 06/30/2023

**1. Description of Work**

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

Contractor will respond to case referrals from Adult Protective Services (APS) representative to inspect the CLIENT RESIDENCE and provide a written assessment detailing the evaluations of environment, a service plan, and a cost estimate of the Service(s).

The services required for this contract include, but are not limited to:

- 1). Heavy cleaning- which may include removal of debris and clutter, cleaning/washing of walls and surfaces if necessary;
- 2). Property preparation- which may include laundry, packaging of personal effects prior to pest control treatment;
- 3). Coordination of pest control treatment for bedbugs, lice, roaches, fleas, rodents, and/or other pests as specified and coordinated by APS representative.

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

The purpose of this contract is to reduce the risk of eviction of Adult Protective Services (APS) clients who are in violation of San Francisco Health or Building Codes. These violations are typically brought about by conditions of severe hoarding and/or filth within the client's residence, which may be compounded by infestations of bedbugs, lice, roaches, fleas, rodents, and/or other pests. The program's clients are elder or dependent adults that are incapable of self-care and self-protection due to physical or mental limitations, incompetence or poor health. This contract is essential in assisting the most vulnerable clients of an APS Program to maintain their housing and care in the community. If denied the services of this contract, many of the clients would be homeless.



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 32049 - 17/18

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.  
Human Services Agency conducts solicitations for 5 year terms

**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 services are required on an as-needed basis. The contractor will provide the equipment related to pest control such as Hazmat protective gear, dumping container, and hauling truck. These are very specialized fields that requires the necessary industry knowledge and skills in order to perform effectively.

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

A. Specify required skills and/or expertise: The contractor (and approved subcontractors where applicable) will perform heavy cleaning, removal of debris and pest control preparation and treatment, according to Integrated Pest Management (IPM) best practices. Contractor will also need to follow industry safety precautions and standards, and use only industry approved safety equipment in the performance of all duties. These are very specialized fields that requires the necessary industry knowledge and skills in order to perform effectively.

B. Which, if any, civil service class(es) normally perform(s) this work? 3424, Integrated Pest Mgmt Specialist; 3425, Senior Integrated Pest Mgmt Sp;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
Yes. The contractor will provide the equipment related to pest control such as Hazmat protective gear, dumping container, and hauling truck.

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

HSA has not made efforts to obtain these services through civil service positions. The removal of certain pests such as bedbugs, lice, roaches, fleas, rodents and heavy cleaning and laundry, packaging of personal effects prior to pest control treatment is not a city staff responsibility. Further, these services are required on an as-needed basis. 3424 & 3425 classifications are defined for pest management and inspection of trees, shrubs, grass, rights of way (roads, flood control channels, transportation corridors, lots, landscaping and easements. However, 3424 & 3425 classifications do not cover private residential premises.

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

A. Explain why civil service classes are not applicable.

The services performed for this contract are on clients' private residences, which are not owned or operated by the City. There would also be a conflict of interests as the clients are facing eviction due to the City Health and Building code violations.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This contract provides services on an as needed basis. In order to perform the work, it requires a team of specialized workers trained in Integrated Pest Management and environmentally responsible hauling and dumping of debris. It would be impractical for the City to adopt a new civil service class that averages 4-6 cases per month, at an annual budget of \$165,750 (Term of 5 years, with 10% contingency NTE \$911,625).

**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. APS representative will authorize and coordinate the contractor to provide pest control preparation and treatment for bedbugs, lice, roaches, fleas, rodents, and/or other pests.

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 07/17/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Laborers, Local 261

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., Suite 300 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49961 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

**Kim, Steve (HSA)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of john.tsutakawa@sfgov.org  
**Sent:** Tuesday, July 17, 2018 9:54 AM  
**To:** Tsutakawa, John (HSA); LiUNA.local261@gmail.com; Kim, Steve (HSA); DHR-  
PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49961 - 18/19

RECEIPT for Union Notification for PSC 49961 - 18/19 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 49961 - 18/19 for \$911,625 for Initial Request services for the period 07/01/2018 – 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11733> 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: 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: Heavy Cleaning and Pest Control Services for Adult Protective Services (APS) ClientsFunding Source: 70% State and 30% County general fundsPSC Amount: \$70,000 PSC Est. Start Date: 11/01/2017 PSC Est. End Date: 06/30/2018**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will respond to case referrals by inspecting the client residence in person and providing to Adult Protective Services (APS) a written assessment detailing a service plan and the cost of the Service(s).

The services required for this contract include, but are not limited to, property preparation (prior to pest control treatment), heavy cleaning (including cleaning/washing of walls and surfaces if necessary), and pest control management as specified and coordinated by APS.

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

The purpose of this contract is to reduce the risk of eviction of Adult Protective Services (APS) clients who are in violation of San Francisco Health or Building Codes. These violations are typically brought about by conditions of severe hoarding and/or filth within the client's residence, which may be compounded by infestations of bedbugs, lice, roaches, fleas, rodents, and/or other pests. The program's clients are elder or dependent adults that are incapable of self-care and self-protection due to physical or mental limitations, incompetence or poor health. This contract is essential in assisting the most vulnerable clients of an APS Program to maintain their housing and care in the community. If denied the services of this contract, many of the clients would be homeless.

**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 2007-08/09

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

Yes

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

not applicable

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

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

B. Explain the qualifying circumstances:

This contract requires contractor to be able to provide heavy cleaning, pest control, laundry and hauling services. All of which requires specialized training, knowledge, and skills.

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

A. Specify required skills and/or expertise: The contractor (and approved subcontractors where applicable) will perform heavy cleaning, removal of debris and pest control according to Integrated Pest Management best practices. Contractor will also need to follow industry safety precautions and standards, and use only industry-approved safety equipment in the performance of all duties. These are very specialized fields that requires the necessary industry knowledge and skills in order to perform effectively.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
The contractor will provide the following: Equipment related to pest control such as Hazmat. Dumping container Hauling truck

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

HSA has not made efforts to obtain these services through civil service positions. The removal of certain pests such as bedbugs is not a responsibility city staff do. Further, these services are required on an as needed basis.

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

A. Explain why civil service classes are not applicable.

The services perform for this contract are on clients' private residences, which are not owned or operated by the City. There would also be a conflict of interests as the clients are facing eviction due to the City Health and Building code violations.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This contract provides services on an as needed basis. In order to perform the work, it requires a team of specialized workers trained in Integrated Pest Management and environmentally responsible hauling and dumping of debris. It would be impractical for the City to adopt a new civil service class that averages 4-6 cases per month.

**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. Integrated Pest Management

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. Scheduled to go before DAAS on 10/4/17

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 09/28/2017, 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: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission St., Suite 300 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 32049 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/11/2017



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: Laboratory Drug Testing Services

Funding Source: Operating Funds

PSC Amount: \$200,000

PSC Est. Start Date: 08/01/2018 PSC Est. End Date 07/31/2023

**1. Description of Work**

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

To provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).

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

This is a required service under the Department Of Transportation (DOT)/Federal Transit Administration (FTA) Rules. Denial will jeopardize continued transit agency federal assistance.

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

These services were provided by Phamatech under PSC # 4026-12/13 approved on July 9, 2012. The contract is due to expire on July 31, 2018.

D. Will the contract(s) be renewed?

Yes. At the end of this contract, the SFMTA will issue a Request for Proposal for Laboratory Services as drug testing is expected to continue being a regulatory 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):

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

B. Explain the qualifying circumstances:

Federal Code 49 CFR Part 40 requires the use of a U.S. Department of Health and Human Services (DHHS) certified lab for all Department of Transportation mandated drug testing.

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

A. Specify required skills and/or expertise: A contractor must be a U.S. Department of Health and Human Services (DHHS) certified lab. The City does not have DHHS certified labs.

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. A Contractor is a U.S. Department of Health and Human Services (DHHS) certified lab. The City does not have such laboratory services.

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

Not applicable, the City does not have a U.S. Department of Health and Human Services (DHHS) certified laboratory.

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

- A. Explain why civil service classes are not applicable.  
A Contractor must be a U.S. Department of Health and Human Services (DHHS) certified lab. The City does not have DHHS certified labs or a job class to perform urine 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. A Contractor must be a U.S. Department of Health and Human Services (DHHS) certified lab. The City does not have DHHS certified lab and the number of urine analysis needed does not warrant the creation of a new job class.

**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. Urine analysis is a highly specialized task that city employees are not expected to participate in and must be done by federally regulated laboratory staff. Training City and County employees are not relevant to this contract.
- C. Are there legal mandates requiring the use of contractual services?  
Yes. Yes, 49 CFR Part 40.
- 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 06/14/2018, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: 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# 46107 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Thursday, June 14, 2018 11:14 AM  
**To:** Nuque, Amy (MTA); kcartermartinez@cirseiu.org; tekpro49@comcast.net; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; mathews.timothy@gmail.com; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy (MTA); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46107 - 17/18

RECEIPT for Union Notification for PSC 46107 - 17/18 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 46107 - 17/18 for \$200,000 for Initial Request services for the period 08/01/2018 – 07/31/2023. 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/11330> 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)**

## **Subpart F - Drug Testing Laboratories**

### **§ 40.81 What laboratories may be used for DOT drug testing?**

(a) As a drug testing laboratory located in the U.S., you are permitted to participate in DOT drug testing only if you are certified by HHS under the National Laboratory Certification Program (NLCP) for all testing required under this part.

(b) As a drug testing laboratory located in Canada or Mexico which is not certified by HHS under the NLCP, you are permitted to participate in DOT drug testing only if:

(1) The DOT, based on a written recommendation from HHS, has approved your laboratory as meeting HHS laboratory certification standards or deemed your laboratory fully equivalent to a laboratory meeting HHS laboratory certification standards for all testing required under this part; or

(2) The DOT, based on a written recommendation from HHS, has recognized a Canadian or Mexican certifying organization as having equivalent laboratory certification standards and procedures to those of HHS, and the Canadian or Mexican certifying organization has certified your laboratory under those equivalent standards and procedures.

(c) As a laboratory participating in the DOT drug testing program, you must comply with the requirements of this part. You must also comply with all applicable requirements of HHS in testing DOT specimens, whether or not the HHS requirements are explicitly stated in this part.

(d) If DOT determines that you are in noncompliance with this part, you could be subject to PIE proceedings under Subpart R of this part. If the Department issues a PIE with respect to you, you are ineligible to participate in the DOT drug testing program even if you continue to meet the requirements of paragraph (a) or (b) of this section.

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

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request:  Initial  Modification of an existing PSC (PSC # 4026 - 12/13)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: laboratory testing servicesFunding Source: operating budgetPSC Original Approved Amount: \$175,000PSC Original Approved Duration: 11/01/12 - 10/31/17 (5 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 11/01/17-07/31/18 (39 weeks)PSC Cumulative Amount Proposed: \$175,000PSC Cumulative Duration Proposed: 5 years 39 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

To provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA)

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

This is a required service under the Department of Transportation (DOT)/Federal Transit Administration (FTA) Rules. Denial will jeopardize continued transit agency federal assistance.

**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 No. 4026-12/13

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

Yes. The contract will be reviewed every three (3) 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:**

The requested duration of the modification is less than 5 years, and is for the purpose of providing additional time beyond the contract's October 31, 2017, expiration so that the Agency can initiate and complete competitive bid process for new service provider.

**2. Reason(s) for the Request****A. Display all that apply**

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



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

Explain the qualifying circumstances:

The services require DHHS-certified labs that the City does not possess. Federal regulations require use of certified labs to continue federal transit funds.

B. Reason for the request for modification:

The reason for modification is to allow for continued providing of services while staff initiates and completes the competitive bid process for a new service provider

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

- A. Specify required skills and/or expertise: Contractor must be a U.S. Department of Health and Human Services (DHHS) certified laboratory. The City does not have DHHS certified laboratories.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2456, Asst Forensic Toxicologist 1; 2457, Forensic Toxicologist Supervisor; 2458, Chief Forensic Toxicologist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor must be a U.S. Department of Health and Human Services (DHHS) certified lab. The City does not have DHHS-certified labs.

**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 services class are not applicable because the City does not have DHHS-certified labs.
- 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 the work must be performed at DHHS-certified labs. The City does not have a certified lab.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No training is involved. Vendor for this service required to have DHHS-certified forensic laboratory. No City agency has this lab.
- 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.  
Yes, 49 CFR Sections 40, 653 and 654

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

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

7. **Union Notification:** On 10/12/17, 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: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

Address: 1 South Van Ness Avenue - 6th Floor, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4026 - 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/30/2017



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

4026-12/13  
#175K

September 21, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4019-12/13  
THROUGH 4026-12/13; 4066-11/12; 3061-11/12; 4070-10/11 AND  
4095-09/10.

At its meeting of September 17, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

- (1) Continued PSC #4022-12/13 to the meeting of October 1, 2012 in order to notify IFPTE-Local 21 of the request for approval.
- (2) Withdrew PSC #4025-12/13 at the request of the Recreation and Parks Department. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Withdrew PSC #3061-11/12 at the request of the Public Utilities Commission. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (4) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

SANDRA ENG  
Acting Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
  - Parveen Boparai, Municipal Transportation Agency
  - Micki Callahan, Human Resources Director
  - Leorah Dang, Department of Human Resources
  - Marie de Vera, Department of Human Resources
  - Jaci Fong, Office of Contract Administration
  - Alicia John-Baptiste, Planning Department
  - Rebekah Krell, Art Commission
  - Sean McFadden, Recreation & Park Department
  - Ben Rosenfield, Controller
  - Commission File
  - Chron

SANDRA ENG  
ACTING EXECUTIVE OFFICER

POSTING FOR  
9/17/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4019-12/13	27	Airport Commission	Regular	\$150,000,000	Design and construction services necessary for the Design-Build Terminal 3 (T3) Improvement Projects. The Civil Service Commission has previously approved PSC #4106-09/10 for the construction management portion of this Project.  The Design-Build T3 Project will provide a building expansion to expand the Transportation Security Administration (TSA) security screening checkpoint on the east side of the Terminal to improve circulation, meet the latest security requirements and improve passenger throughput per forecast demand. The Project will remodel existing Hold Rooms, restrooms, passenger amenities, and airline and concessions shell space, all with new finishes, furniture, fixtures and equipment. Scope of work will also include new Art Enrichment Program, Concessions Program; terminal seismic upgrade; HVAC, Plumbing, Fire Protection, Power, Metering, Lighting, Life Safety, Fire Alarm, Visual and Audible Paging System modifications; Static and Dynamic Signage; Hydrant Fuel System; Passenger Boarding Bridges (PBB) upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets, WIFI infrastructure; new Access Control and close circuit television (CCTV) systems. The project will reconfigure the TSA security checkpoint and departures lobby to improve security and operational efficiency. This project will be LEED certified.	10/1/2012 - 10/1/2016
4020-12/13	27	Airport Commission	Regular	\$35,000,000	This request is for design-build services for a contractor with specialty design experience at airports to provide the design and construction for the West Field Cargo Development Project. The Commission has previously approved PSC 4078-11/12 on February 6, 2012 for construction management services for this project.  The Design-Build contractor will perform the design and construction of a new cargo building including landside and airfield site improvements. This project will replace an existing outdated cargo facility performing needed hazardous abatement and site remediation in the airport cargo area known as the West Field Cargo Area. This project will be LEED certified.	9/17/2012 - 12/31/2014
4021-12/13	27	Airport Commission	Regular	\$500,000	The Airport has determined that it is necessary to acquire an enterprise-wide system where contract information is effectively maintained in one repository for timely consumption, decision making and reporting, thereby, streamlining communications and productivity throughout the contract management life cycle. The system to be provided by the successful proposer shall address all business requirements, including capability to: (1) Enable input, maintenance and tracking of contract information for Airport contracts across the contract management life-cycle, (2) Accommodate concurrent usage by different user groups with appropriate access levels to allow for Contract/Project Managers, senior level management, Contracts staff, Accounting and other stakeholders to utilize the system, (3) Create and manage alerts and notifications to streamline communications, (4) Search, filter and query on specified contract data, (5) Develop outputs and reports that can optimize management, certification and compliance of contracts, (6) Integrate with other defined systems including data imports and outputs in specified formats to avoid data duplication and redundant processes.	10/1/2012 - 9/30/2018
4022-12/13	28	Art Commission	Regular	\$110,000	Contracts for two artists to design, fabricate, transport and install artworks for the SoMA West Improvement Projects.	8/8/2012 - 12/31/2014

POSTING FOR  
9/17/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4023-12/13	29	City Planning	Regular	\$1,500,000	<p>In 2008, the San Francisco Planning Department determined the need to select a pool of pre-qualified environmental, transportation, historic resources, &amp; archeology review consultants through a request-for-qualifications ("RFQ") process to use on an as-needed basis for detailed environmental, transportation impact analysis; historic resources evaluation, &amp; archeological research on various private &amp; public projects. Such projects include, but are not limited to: environmental review of the Transportation Sustainability Program, SoMA Streetscape Plan, Health Care services Master Plan, and Urban Forest Master Plan.</p> <p>Private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, &amp; follow the model used in most other jurisdictions.</p> <p>The Department has determined that the most effective way to provide these specialized studies is to solicit consultants to create as large a pool as possible of pre-qualified firms with the knowledge &amp; expertise in environmental and/or transportation impact analysis, historic resources &amp; archeology review which would follow the best practice of other California counties. Inclusion in the pre-qualified pool will be mandatory for any consultant to either 1) enter into an independent contract with a private developer for environmental or transportation impact studies, historic resource &amp; archeology review which must be reviewed &amp; finalized by Department staff, or 2) enter into contracts with City and County of San Francisco on an as-needed basis for the provision of specialized studies.</p>	9/18/2012 - 9/30/2015
4024-12/13	29	City Planning	Regular	\$1,200,000	<p>The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management &amp; successful completion of environmental analysis, including an environmental ("EIR") &amp; transportation impact study ("IT") &amp; possibly other technical documentation for the Central Corridor Plan. The objective of the environmental analysis service is to satisfy the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, the San Francisco Administrative Code Chapter 31, &amp; applicable local, State, &amp; federal regulatory requirements. The EIR will analyze proposed land use controls, changes to existing height districts, &amp; area plan policies at the programmatic level. Primary environmental issues are expected to be land use &amp; planning, aesthetics, cultural resources, transportation &amp; circulation, air quality, wind, shadow, &amp; open space/recreation.</p>	9/18/2012 - 12/31/2015
4025-12/13	42	Recreation & Park Commission	Regular	\$700,000	<p>Provide full Architectural &amp; Engineering services for nature education facilities within the Randall Museum. This includes all services necessary for schematic design phase, design development, participation in presentations to stakeholders. In addition, complete construction documents for permitting, all services required for the construction administration phase &amp; project closeout. A/E firm shall also provide cost estimating services during the course of the project.</p>	11/20/2012 - 5/20/2015
4026-12/13	68	Taxi Commission	Regular	\$175,000	<p>To provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).</p>	11/1/2012 - 10/31/2017

Total Amount - Regular: \$189,185,000

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: DNA Testing

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$1,000,000

**1. Description of Work**

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

The San Francisco Police Department (SFPD) Crime Lab requires a contractor to perform as-needed Y-Chromosome Short Tandem Repeat (Y-STR) testing on sexual assault kits to identify male suspects and other as-needed deoxyribonucleic acid (DNA) testing. A contractor will bridge the gaps when caseloads surge or there is insufficient staffing to meet state mandated turnaround time.

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

This service is necessary for Y-STR testing and preventing a backlog of DNA testing cases, including sexual assault kits. If denied, the SFPD may not be able to meet a state mandated 60-day timeline or have access to Y-STR testing services for sexual assault kits. Y-STR testing is seldom used and would be inefficient to maintain as a service at the SFPD Crime Lab.

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 49198-13/14

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

B. Explain the qualifying circumstances:

Services will help bridge the gap when there are caseload surges.

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

A. Specify required skills and/or expertise: An accredited DNA lab with staff who have a complete and thorough knowledge of DNA extraction and testing to perform casework analyses.

- B. Which, if any, civil service class(es) normally perform(s) this work? 8259, Criminalist I; 8260, Criminalist II; 8262, Criminalist III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
Yes. A contractor will have additional casework capacity.

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

The SFPD Crime Lab is constantly recruiting and filling positions; however, demand for services frequently outpaces hiring and recruitment process.

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

- A. Explain why civil service classes are not applicable.  
Civil service classes are applicable; however, demand for services can surge and staffing capacity may limit the SFPD Crime Lab's ability to meet state mandated turnaround time.
- 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. A new civil service class is not needed.

**6. Additional Information**

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

**7. Union Notification:** On 05/31/2018, 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: Genie Wong San Francisco, CA 94158

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41422 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018



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

**Wong, Genie (POL)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org  
**Sent:** Thursday, May 31, 2018 3:03 PM  
**To:** Wong, Genie (POL); tekpro49@comcast.net; WendyWong26@yahoo.com; wendywong26@yahoo.com; mathews.timothy@gmail.com; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41422 -17/18

RECEIPT for Union Notification for PSC 41422 - 17/18 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 41422 - 17/18 for \$1,000,000 for Initial Request services for the period 07/01/2019 – 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11100> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

*Sent Via Electronic Mail*

January 11, 2017

GINA M. ROCCANOVA  
PRESIDENT

KATE FAVETTI  
VICE PRESIDENT

DOUGLAS S. CHAN  
COMMISSIONER

F. X. CROWLEY  
COMMISSIONER

SCOTT R. HELDFOND  
COMMISSIONER

MICHAEL L. BROWN  
EXECUTIVE OFFICER

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 47256-16/17; 45130-16/17; 45454-16/17; 46946-16/17; 49381-16/17; 46714-16/17; 4036-13/14; 41559-15/16; 49198-13/14; AND 4100-12/13.

At its meeting on January 9, 2017 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

1. Approved PSC #45130-16/17. (Vote of 4 to 0)
2. Approved PSC #45454-16/17 with the condition to report back to the Commission regarding the ongoing training of the new system on a regular basis. (Vote of 4 to 0)
3. Approved PSC #4036-13/14. (Vote of 4 to 0)
4. Adopted the report. Approved the remaining request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

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

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

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN  
Executive Officer

Attachment

Cc: Cynthia Avakian, Airport Commission  
Belle La, City Planning  
Genie Wong, San Francisco Police Department  
Shamica Jackson, Public Utilities Commission  
Stacey Lo, Public Utilities Commission  
Kimmie Wu, Treasurer/Tax Collector  
Stacey Camillo, Department of Public Works  
Commission File  
Chron

Published on Personal Services Request Database (<http://apps.sfgov.org/dhrdrupal>)

Home &gt;

## Posting For January 09, 2017

## Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2017-01-09

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4036-13/14 - MODIFICATIONS 2017	January 9, 2017	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$4,500,000	\$6,000,000	Provide specialized services in Cost Estimating for Building Projects to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized. The City intends to award two (2) contracts for \$500,000 each.	01/16/2020	06/30/2023	REGULAR
41559 - 15/16 - MODIFICATIONS 2017	January 9, 2017	POLICE -- POL	\$90,000	\$260,000	The San Francisco Police Department (SFPD) Crime Laboratory's Forensic Biology Unit analyzes deoxyribonucleic acid (DNA) data generated from hundreds of crimes committed in the City and County of San Francisco per year. When the results of these analyses yield single, clear DNA profiles, interpretation is simple and straightforward. However, given the nature of the evidence the SFPD crime laboratory processes, the results of the DNA analyses frequently indicate that the DNA present is a mixture of more than one individual. To aid in the interpretation of mixed DNA profiles, the SFPD needs to purchase an expert system for complex DNA mixture analyses. The SFPD is seeking a qualified contractor to provide a software package, which includes installation and training, that allows for and standardizes the analyses of complex mixed profiles across analysts within the Forensic Biology Unit and to provide statistical support for the resulting interpretations. Training will include background information on mathematics/statistics on which software relies, equations used for analyses, operation of software, and interpretation of software results. The SFPD anticipates the grant funded contractual package will be fully implemented by December 30, 2017 and will likely purchase minimal additional software maintenance and industry upgrades using funding sources that will be determined in the next budget cycle.	01/01/2020	07/31/2022	REGULAR
49198 - 13/14 - MODIFICATIONS 2017	January 9, 2017	POLICE -- POL	\$1,000,000	\$3,750,000	The deoxyribonucleic acid (DNA) testing that the San Francisco Police Department (SFPD) is requesting for contract consist of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted and DNA strains and substances. Substances are tested through chemical and scientific processes. The	07/01/2017	06/30/2019	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.			
4100-12/13 - MODIFICATIONS 2017	January 9, 2017	PUBLIC UTILITIES COMMISSION - PUC	\$9,250,000	\$26,000,000	Contract work consists of providing professional construction management-related services for the Water System Improvement Program (WSIP) projects and other operating program needs, including but not limited to: work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program (HSIP), Job Order Contracts, Repair & Replacement (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up; Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.	07/01/2018	12/31/2020	REGULAR

TOTAL AMOUNT \$14,840,000

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Controlled Substance Testing of Evidence in Criminal Cases

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$900,000

**1. Description of Work**

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

The Contractor will provide controlled substance testing for the San Francisco Police Department (SFPD). Testing will be performed with chemical and scientific processes within American Society of Crime Lab Directors (ASCLD) standards. Controlled substance testing consists of, but is not limited to, maintaining chain-of-custody, weighing or measuring, testing, analysis, documenting, and completing reports. Contractor staff will work with investigators and the San Francisco District Attorney's Office, and provide expert court testimony.

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

This service is necessary to address crime and disorder related to narcotics in the City and County of San Francisco. It is necessary to provide both incriminating and exculpatory evidence for the Court's review and determination of facts. This work is required by the SFPD, but not available at the SFPD Crime Lab.

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 4164-09/10

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 City lacks an accredited laboratory for controlled substance testing.

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

- A. Specify required skills and/or expertise: Contractor employees will perform work in an accredited controlled substance testing lab and must be thoroughly trained, tested, and certified to be competent in narcotics testing to conduct casework. Skills and expertise include chemical testing, analysis of suspected controlled substances, and a thorough working knowledge of scientific principles.
- B. Which, if any, civil service class(es) normally perform(s) this work? 8259, Criminalist I; 8260, Criminalist II; 8262, Criminalist III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide an accredited facility for testing, which is not currently possessed by the City.

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

The SFPD is proceeding to reestablish controlled substance testing at its Crime Lab through budget requests for staffing and equipment, application for federal grants, and training current staff.

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

- A. Explain why civil service classes are not applicable.  
Civil Service classifications are applicable, but the City must recruit and train staff, validate equipment, and provide an accredited facility.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It is not necessary to adopt a new civil service class.

**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. Work will be performed offsite by contractor.
- 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 05/31/2018, 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor San Francisco, CA 94158

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43498 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

**Wong, Genie (POL)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org  
**Sent:** Thursday, May 31, 2018 3:06 PM  
**To:** Wong, Genie (POL); tekpro49@comcast.net; WendyWong26@yahoo.com; wendywong26@yahoo.com; mathews.timothy@gmail.com; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43498 - 17/18

RECEIPT for Union Notification for PSC 43498 - 17/18 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 43498 - 17/18 for \$900,000 for Initial Request services for the period 03/01/2019 – 02/28/2023. 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/11097> 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: POLICEDept. Code: POLType of Request:  Initial  Modification of an existing PSC (PSC # 4164-09/10)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Controlled Substance Testing of Evidence in Criminal CasesFunding Source: General FundPSC Original Approved Amount: \$1,500,000PSC Original Approved Duration: 11/01/10 - 06/30/13 (2 years 34 weeks)PSC Mod#1 Amount: \$2,800,000PSC Mod#1 Duration: 07/01/13-02/28/17 (3 years 34 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 03/01/17-02/28/18 (1 year)PSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 03/01/18-02/28/19 (1 year)PSC Cumulative Amount Proposed: \$4,300,000PSC Cumulative Duration Proposed: 8 years 17 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Controlled substance testing consists of, but is not limited to, maintaining a chain-of-custody, weighing or measuring, testing, analysis, documenting, completing reports of controlled substances. The work includes interaction with investigators and the District Attorney's Office and participating as an expert in court testimony. Testing is performed with chemical and scientific processes within American Society of Crime Lab Directors (ASCLD) standards.

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

This service is necessary to address crime and disorder related to narcotics. It is necessary to properly provide both incriminating and exculpatory evidence for the Court's review and determination of facts. This work is required of the San Francisco Police Department (SFPD). If this work is denied, individuals suspected of narcotics violations will not be brought to justice for their actions.

**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 4164-09/10

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

Yes (until crime lab receives controlled substance testing accreditation).

**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:**

Outsourcing for Controlled Substance Testing of Evidence in Criminal Cases must continue until the SFPD is accredited by the ASCLD to perform casework.

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

A. Display all that apply

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

Explain the qualifying circumstances:

The SFPD Crime Lab is currently not accredited to perform controlled substance testing of evidence in criminal cases.

B. Reason for the request for modification:

Contract needs to be extended for one year.

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

A. Specify required skills and/or expertise: Employees must be thoroughly trained, tested and certified to be competent in narcotics testing in order to conduct case work. Skills and expertise include chemical testing, analysis of suspected controlled substances, and a thorough working knowledge of scientific principles.

B. Which, if any, civil service class(es) normally perform(s) this work? 8259, Criminalist I; 8260, Criminalist II; 8262, Criminalist III;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide facilities and/or equipment not currently possessed by the City. Both facilities and equipment at the SFPD for controlled substance testing are no longer accredited under the ASCLD. Without accreditation, it is difficult to prosecute cases successfully due to a lack of credibility.

**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 existing civil service classes are not applicable now because the SFPD Crime Lab is not currently accredited to perform testing and analysis of controlled substance samples.

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 the classifications already exist.

**6. Additional Information**

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

No.

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

7. **Union Notification:** On 09/14/17, 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245 - 3rd Street, 6th Floor, San Francisco, CA 94158

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

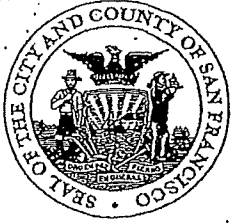
PSC# 4164-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 09/26/2017



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

October 3, 2012

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4027-12/13;  
4028-12/13; 4030-12/13 THROUGH 4034-12/13; 3013-11/10; 4164-09/10  
AND 4165-09/10.

KATE FAVETTI  
PRESIDENT

SCOTT R. HELDFOND  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

E. DENNIS NORMANDY  
COMMISSIONER

JENNIFER C. JOHNSTON  
EXECUTIVE OFFICER

At its meeting of October 1, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

- (1) Withdrew PSC #s 4028-12/13 and 4030-12/13 by mutual request of the Department of Human Resources and the Department of Emergency Management.
- (2) Adopted the report; Approved the request for approval of PSC #4165-09/10 on the condition that a joint report by IFPTE Local 21 and the San Francisco Police Department be submitted at the meeting of November 5, 2012.
- (3) Postponed PSC #3013-11/12 to the meeting of October 15, 2012.
- (4) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON  
Executive Officer

### Attachment

- c:
- Cynthia Avakian, Airport Commission
  - Micki Callahan, Human Resources Director
  - Leorah Dang, Department of Human Resources
  - Jaci Fong, Office of Contract Administration
  - William Lee, Department of Emergency Management
  - Lucy Palileo, Department of Human Resources
  - Merrick Pascual, Mayor's Office of Economic & Workforce Development
  - Ben Rosenfield, Controller
  - Shawn Wallace, San Francisco Police Department
  - Commission File
  - Chron



POSTING FOR  
10/1/2012

PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	Dept No	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date	End Date
3013-11/12	21	Business, Economic Development	Regular	\$100,000	\$149,900	The consultant will increase capacity with OEWD grantees who operate the City's One Stop Career Link Centers. Contractor's work will be focused on sector-based training research, including sectors in demand and performance of training providers currently on the State's Eligible Training Provider listing. Consultants will conduct technical assistance and training with One-Stop staff, Sector Academy Staff, and/or OEWD staff on research, best practices, high performing training providers, and growth industries/ sectors to ensure that all parties can assist Workforce Investment Act program participants to make informed choices about training options. The consultant will assist in overseeing the implementation of any program or operational changes and may also facilitate partnerships.	8/24/2011	12/31/2013
4164-09/10	38	Police	Regular	\$2,800,000	\$4,300,000	The control substance testing consists of, but is not limited to, maintaining a chain-of-custody, weighing or measuring, testing, analysis, documenting, completing reports or controlled substances. The work includes interaction with investigators, the District Attorney's Office & offering expert court testimony. Testing is performed through chemical & scientific process within ASCLAD standards.	11/1/2010	2/28/2017
4165-09/10	38	Police	Regular	\$900,000	\$2,900,000	The DNA Testing that the SFPD is requesting for contract consists of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted, and DNA stains and markers identified. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.	11/1/2010	9/30/2013

Sum of Modified Amounts: \$3,800,000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9-4-12

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 4164-09/10 )

TYPE OF SERVICE: Controlled Substances Testing for Evidence in Criminal Cases FUNDING SOURCE: General Fund

Original Amount: \$1,500,000 PSC Duration: 11-1-10 - 6-30-13 Modification Amount: \$2,800,000 PSC Duration: 7-1-13 - 2-28-17 Total Amount: \$4,300,000 Total PSC Duration: 11-1-10 - 2-28-17

RECORDED  
DEPARTMENT OF  
HUMAN RESOURCES  
12 SEP 10 PM 2:01

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The controlled substance testing consists of, but is not limited to, maintaining a chain-of-custody, weighing or measuring, testing, analysis, documenting, completing reports of controlled substances. The work includes interaction with investigators, the District Attorney's Office and offering expert court testimony. Testing is performed through chemical and scientific process within ASCLAD standards.

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

This service is necessary to address crime and disorder related to narcotics. It is necessary to properly provide both incriminating and exculpatory evidence for the Court's review and determination of facts. This work is required of the San Francisco Police Department. If this work is denied, individuals suspected of narcotics violations will not be brought to justice for their actions.

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

This service has been provided through PSC # 4164-09/10.

D. Will the contract(s) be renewed: This service has been provided through PSC # 4164-09/10.

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

IFPTE Local 21 Union Name Officer Shawn Wallace #1104 Signature of person mailing/faxing form 7-18-12 Date

Union Name Signature of person mailing/faxing form Date RFP sent to IFPTE Local 21, on 7-18-12 Date Officer Shawn Wallace #1104 Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4164-09/10 STAFF ANALYSIS/RECOMMENDATION: Approved [Signature] 9/13/2012

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A thorough and complete knowledge of narcotics testing in order to conduct case work. Employees must go through a skills testing and certification process that can take up to 12-18 months to complete in order to work on cases. These skills include chemical testing and analysis of suspected controlled substances and a thorough working knowledge of scientific principles.

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

8262 Criminalist III and 8260 Criminalist II have performed this work in the past. Class 8259 Criminalist I might also be able to perform some of the work.

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

The contractor will provide facilities and equipment not currently possessed by the City, in that both facilities and equipment for controlled substances testing are no longer accredited under the American Society of Crime Lab Directors. Without accreditation, it is difficult to prosecute cases successfully due to a lack of credibility.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The existing civil service classes are not applicable because the SFPD Crime Lab is not currently accredited to perform testing and analysis of controlled substance samples, so that work can only be performed by outside contractors until accreditation is received and the controlled substance testing portion of the lab is re opened in the new lab in 2017.

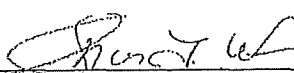
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No it would not be practical to adopt a new civil service class to perform this work because the classifications already exist.

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

- |   | <u>Yes</u>                          | <u>No</u>                           |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours.   |                                     |                                     |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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



Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street

San Francisco, CA 94103

Address

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: Engineering Services for Sunol Valley Water Treatment Plant Long Term Taste & Odor (PRO.0120)

Funding Source: Capital Funding

PSC Duration: 6 years 2 days

PSC Amount: \$8,000,000

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC) intends to award a \$8 million agreement to support SFPUC civil, structural, electrical, process, mechanical engineering staff, and for other specialized engineering services needed to assist in the design and support during construction of a new raw water ozonation system at SFPUC's Sunol Valley Water Treatment Plant (SVWTP) to address long-term taste and odor issues. Design scope includes new cryogenic oxygen tanks, liquid oxygen vaporizers, ozone generators, ozone injectors, an ozone contactor, an ozone building, an ozone destruct system, electrical power facilities, associated piping/appurtenances, associated automatic controls (I&C), related facilities, and power generation consisting of solar panels atop the Treated Water Reservoir and nearby SVWTP facilities to offset the increased power load. The Sunol valley power supply and usage will need to be analyzed and upgraded at San Antonio Pump Station and the Calaveras Substation to accommodate the new plant power loads. The contract will also address identified plant process limitations and make modifications to improve the plant reliability.

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

SFPUC is working on the Water System Improvement Program (WSIP), Sewer System Improvement Program (SSIP) and Capital Improvement Program (CIP). The engineering workload has substantially increased and consultants are needed to meet peak workload demands for planning and engineering design and construction support services on projects. This project requires special expertise in water treatment plant design and in particular, the raw water ozonation system, which is not available from City employees. The project is also on a tight schedule for completion due to the Hetch Hetchy shutdowns and the need to have a long-term taste and odor system in place. If these services are not available, the project will not be completed to the highest quality and meet the project schedule. There is substantially more work than can be completed with in-house engineers within the planned schedule. Also, some of the services require expertise which is not available from City employees.

**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.**

Previous similar contracts include Agreement No. CS-879 (Engineering Project Design Services) for the Water System Improvement Program projects. The PSC No. for this Agreement is 4004-07/08.

**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 project of this magnitude and complexity requires a six-year contract. The design phase will be 1.5 years and includes 35, 65, 95 and 100% design milestones with presentations at each milestone, preparation of Civic Design Review documents, engineer's estimates and construction schedules and documents needed for the California Environmental Quality Act (CEQA) process. The bid and award phase will be .5 years and includes addendum preparation, review of Question of Bid Documents (QBD's), review of bids and participation in preconstruction meetings and activities. The construction phase will be 2.5 years and includes construction support services, review of Requests for Information (RFI), Submittals and Requests for Substitutions, attend weekly construction meetings, attend site visits, prepare designs related to change orders or RFI's, and preparation of an Operations and Maintenance (O&M) plan for the facility. The closeout phase will be .5 years and will include review of closeout documents, preparation of as-built Computer-Aided Design (CAD) drawings and closeout reports. In the event there are design or construction delays and/or follow-up sub projects, consultant services will be needed for design and construction support work, pushing the duration past the 5 year mark.

## 2. Reason(s) for the Request

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

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

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

- B. Explain the qualifying circumstances:

This project requires special expertise in water treatment plant design and the ozonation process, which is not available from City employees. The project is also on a tight schedule for completion due to the Hetch Hetchy shutdowns and need to have taste and odor control systems installed prior to the shutdowns.

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Support with structural, electrical, process, mechanical and civil engineering, during the design and construction phases of the new raw water ozonation system are needed. Areas of specialized engineering experience, such as ozonation are required. In addition, process modifications downstream of the raw water ozonation process requires expertise in water treatment. Depending on the availability of Construction Management Bureau (CMB) staff at the time of construction, the Consultant may assist with responding to submittals, Requests for Information (RFIs), office work, etc.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer;

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

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

Engineers are needed to perform engineering design for projects, but this level of resources is not a long-term need that warrants hiring personnel. In addition, specialized engineering is also required which is not normally needed for projects and hiring individuals for these specialized areas is not feasible.

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

A. Explain why civil service classes are not applicable.

This project requires special expertise in water treatment plant design, which is not available from City employees.

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's not practical. Engineers are needed to perform engineering design for projects, but this level of resources is not a long-term need that warrants hiring personnel. In addition, specialized engineering is also required which is not normally needed for projects and hiring individuals for these specialized areas is not feasible.

**6. Additional Information**

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

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

No. The Ozone system is specialized and PUC does not have many such systems in operation along the distribution system. In-house staff does not have the experience in designing this type of system. The infrequent use of such a system does not warrant the specialized training.

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

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

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

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

**7. Union Notification:** On 07/16/2018, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47395 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required  
DHR Approved for 09/17/2018

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



**From:** dhr-psccordinator@sfgov.org  
**To:** Jackson, Shamica; amakayan@ifpte21.org; Wanless, Annie (HRD); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47395 - 17/18  
**Date:** Monday, July 16, 2018 3:33:23 PM

---

RECEIPT for Union Notification for PSC 47395 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47395 - 17/18 for \$8,000,000 for Initial Request services for the period 12/01/2018 – 12/01/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11289> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

# **Additional Attachment(s)**

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

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # ~~4004-07/08~~)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Specialized Engineering to complete Utility Engineering Projects (CS-879)Funding Source: Project fundedPSC Original Approved Amount: \$39,200,000PSC Original Approved Duration: 09/04/07 - 09/30/14 (7 years 4 weeks)PSC Mod#1 Amount: \$6,000,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$18,300,000PSC Mod#2 Duration: 10/01/14-09/30/16 (2 years 1 day)PSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 10/01/16-12/06/16 (9 weeks 4 days)PSC Mod#4 Amount: \$2,000,000PSC Mod#4 Duration: 12/07/16-12/06/19 (3 years)PSC Cumulative Amount Proposed: \$65,500,000PSC Cumulative Duration Proposed: 12 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility training projects. Consultants will be working on project designs and engineering support for the following types of work: construction for large diameter pipeline crossing a seismic fault with a large anticipated design fault offset; geotechnical investigation for subsurface conditions; geotechnical recommendations for soil mitigation measures; slope stabilization design; treatment plant upgrades and seismic retrofit of basins, vaults and tanks; modification to reservoir culvert to prevent loss of water during maintenance; modifications and repairs to existing tunnels; repair of reservoir outlet structures; reinforce an existing pipeline for increased pressure; design of new treatment train to an existing treatment facility and other project designs requiring specialties that are not available within the City engineers. These projects will be completed with teams consisting of Consultants and City engineers.

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

The San Francisco Public Utilities Commission (SFPUC) has been working on the Water System Improvement Program, a \$3.6 billion program. The engineering workload has substantially increased and consultants are needed to complete engineering design for projects. Some of these projects require expertise which is not available from City employees. Projects currently in design cannot be completed if the services from these modifications are not available.

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. 4004-07/08.

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 services under this PSC is more than 5 years so that the Consultant can continue to provide engineering design and engineering services during construction for the Regional Groundwater Storage and Recovery Project and the San Francisco Groundwater Supply Project.

## 2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The specialized areas of engineering needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class and are so specialized that the expertise is not available from City employees. The specialized engineering needed is not normally performed by engineers in the applicable City classifications, such as design of pipeline seismic fault crossings, corrosion engineering, and materials testing/inspection.

B. Reason for the request for modification:

To align the PSC value and duration with the contract value and duration.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Civil, structural, electrical and mechanical engineering in designing water conveyance and treatment facilities is needed. Engineering support is needed during construction to respond to questions from the field. Also, areas of specialized engineering experience are also needed to complete projects.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;

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

Specialized engineers are required to perform engineering design for these projects, but this level of resources is not a long term need.

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: The specialized areas of engineering needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No training will be provided. These projects will be completed with teams consisting of Consultants and City engineers.

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

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

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

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

**7. Union Notification:** On 07/11/16, 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# 4004 - 07/08

DHR Analysis/Recommendation:

Commission Approval Not Required  
Approved by DHR on 07/20/2016



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

MORGAN R. GORRONO  
PRESIDENT

August 19, 2009

E. DENNIS NORMANDY  
VICE PRESIDENT

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

JOY Y. BOATWRIGHT  
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4025-09/10 THROUGH 4029-09/10; 4055-05/06; 4004-07/08; 4041-08/09 AND 4019-08/09.

DONALD A. CASPER  
COMMISSIONER

At its meeting of August 17, 2009 the Civil Service Commission had for its consideration the above matter.

MARY Y. JUNG  
COMMISSIONER

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

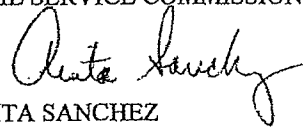
ANITA SANCHEZ  
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the information gathered from the car sharing services program with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrondo dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

  
ANITA SANCHEZ  
Executive Officer

### Attachment

c: Cynthia Avakian, Airport Commission  
Micki Callahan, Human Resources Director  
Vivian Day, Department of Building Inspection  
Jacquie Hale, Department of Public Health  
Jessica Huey, Department of Human Resources  
Shamica Jackson, Public Utilities Commission  
Naomi Kelly, Office of Contract Administration  
Florence Kyaun, Public Utilities Commission  
Joan Lubamersky, General Services Agency  
Sheila Maxwell, Department of Technology  
Brigitte Rockett, Department of Human Resources  
Ben Rosenfield, Controller  
Commission File  
Chron

POSTING FOR  
August 17, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No.	DeptNo	DeptName	Approval Type	Increase Amount	New Amount	Description of work	Duration
4029-09/10 <i>05-820</i>	81	Public Health	Modification	\$21,000	\$70,000	Will provide clinical plastic and reconstructive surgery for residents of Laguna Honda Hospital, approximately 16 hours per month. Modification of original PSC is for an enhanced package of services.	30-Jun-10
4055-05/06 <i>05-824</i>	40	Public Utilities Commission	Modification	\$3,900,000	\$15,900,000	Will consists of engineering and design services for a 3,000 ft 96" diameter pipeline, crossing the Calaveras Fault and a 18,200 ft. long 70 ft diameter tunnel.	30-Jun-14
4004-07/08 <i>05-824</i>	40	Public Utilities Commission	Modification	\$18,300,000	\$63,500,000	Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	30-Sep-14
4041-08/09	75	Dept. of Technology	Modification	\$0	\$3,188,966	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	31-Aug-10
4019-08/09	70	GSA - Animal Care & Control	Modification	\$74,000	\$156,000	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	30-Jun-10

*King* →  
*Douson* ✗



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: Water Resources Professional Services (PRO.0118)

Funding Source: Project & Operating Budget Funded

PSC Duration: 5 years

PSC Amount: \$4,000,000

**1. Description of Work**

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

Water resources and conservation planning and program support. Specialized and technical services will support efficient use and reliability of existing surface water supplies as well as development and ongoing management of alternate water supplies, including groundwater, recycled water, non-potable water, and purified water. Services will include preparation and review of technical and investigative reports, studies, and documents; development of outreach, informational, and training materials; development and review of conceptual engineering plans; water customer site assessments; development and updates to data models; data analyses, review, and interpretation; regulatory review; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; and cross-connection control testing assistance. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.

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

Proposed services are necessary for continued operation of water resources and conservation programs, fulfillment of required monitoring and reporting to regulatory agencies, compliance with water quality and public health standards related to alternate water supplies, and fulfillment of obligations pertaining to water supply planning. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties, as well as inability to meet level of service goals in the SFPUC retail and wholesale service areas.

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

Similar services, have been provided under PSC No.44258-15/16 (PRO.0019).

**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 and/or technical expertise on an as-needed basis to support planning, investigation, development, and ongoing management of water resources. Many of these services will take multiple years to complete, followed by subsequent services (e.g., feasibility analysis followed by conceptual design, demand forecasting followed by plan preparation). Some services will not be required until a few years from now, but ensuring these services can be provided at that time when needed is critical (e.g., cross-connection control testing, regulatory reports). It is estimated that the requested services will take up to five years to complete.

## 2. Reason(s) for the Request

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

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

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

B. 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 or periodic basis, and not on a regular basis. Therefore, long term staffing is not required.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Includes, but not limited to, specialized and technical skills related to water resources and conservation planning and management; preparation and review of technical studies, reports, and plans; water quality and volumetric data analyses, collection, analyses, review, and interpretation; hydraulic and hydrologic reservoir modeling; graphic design capabilities for and preparation of outreach and training materials; regulatory and policy analysis; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; irrigation system retrofit assessment; operation of plumbing and irrigation systems in the field per direction of supervisor. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5602, Utility Specialist; 5620, Regulatory Specialist;

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

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

Civil service classes are already performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, and/or highly specialized.

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because the work is short term, required on an intermittent or periodic basis, and highly specialized.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work because it is needed for short-term, intermittent or periodic, 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 contact? If so, please explain what that will entail; if not, explain why not.  
Yes. Technical and specialized training is expected to be provided by contractor on demand forecast modeling, non-potable and purified water systems engineering and operation, and any other technical or specialized topic or skill as requested by . Training time is estimated to be a minimum of 32 hours total (about one 8-hour day of training per year over the life of the 4-year contract). City and County employees to be trained include utility analysts, regulatory specialists, engineers, and engineers totaling approximately 6-8 employees.

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

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

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

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

**7. Union Notification:** On 07/17/2018, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47705 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

**From:** dhr-psccordinator@sfgov.org  
**To:** Jackson, Shamica; amakayan@ifpte21.org; Wanless, Annie (HRD); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47705 - 18/19  
**Date:** Tuesday, July 17, 2018 1:56:07 PM

---

RECEIPT for Union Notification for PSC 47705 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47705 - 18/19 for \$4,000,000 for Initial Request services for the period 01/01/2019 – 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/11735> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

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

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # 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 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)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? No. Training is not apart of this PSC because of the short term and highly s	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 11/25/2015 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org  
Address: 525 Golden Gate Ave 8th floor San Francisco, CA 94102

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: Operations & maint water supply, storage, transport, power, wastewater treatment srvc (PRO.0114)

Funding Source: Hetch Hetchy Operating and Capital Budget PSC Duration: 5 years

PSC Amount: \$20,000,000

**1. Description of Work**

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

This as-needed 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; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP).

**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.**

Similar services have been provided in the past via PSC No. 41873-14/15 (CS-391) and PSC #4162-08/09 (CS-229).

**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 agreement term as written in Request for Proposal(RFP) PRO-0114 is five (5) years. Hetch Hetchy Water & Power will always have various small projects that need to be performed as regulatory requirements change or new requirements come into play. Services procured through this contract will be used to meet this operational need when it exceeds existing staff resources or skillset. A modification will be requested for this PSC if the SFPUC wishes to extend the contract beyond the initial five years.

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

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

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

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

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

B. Explain the qualifying circumstances:

PRO.0114 will support short-term, technical and highly specialized work. If the lead for the HHWP department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, contract PRO.0114 will be used to augment HHWP staff in meeting its operational obligation.

### 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, electrical engineering, mechanical engineering, surveying, waste water plant operations, 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. Our staff will be working collaboratively with the consultant to broaden our in-house skill sets for these specialized tasks. This contract may be used to provide "stop-gap" services when positions are vacant. The remote location of the work can lengthen the hiring process. Contractors will mentor and train the incoming staff when the vacant positions are filled.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1093, IT Operations Support Admn III; 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Possibly. There may be new and improved technology available within the next five years to, for example, monitor vegetation around power transmission/distribution lines or monitoring of dams which will improve our ability to meet our regulatory requirements.

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

The contract is necessary 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.

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

A. Explain why civil service classes are not applicable.

Civil services classes are not applicable because this work is short-term, technical and highly specialized.

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. For specialized, short-term, technical and highly specialized work, there is currently no staff to perform the work. Regarding current vacancies, it is taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" services.

### 6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff and electrical engineers.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 07/12/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48095 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

**From:** dhr-psccordinator@sfgov.org  
**To:** Jackson, Shamica; amakavan@ifpte21.org; Wanless, Annie (HRD); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48095 - 17/18  
**Date:** Thursday, July 12, 2018 1:44:47 PM

---

RECEIPT for Union Notification for PSC 48095 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48095 - 17/18 for \$20,000,000 for Initial Request services for the period 11/01/2018 -- 10/31/2023. 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/11395> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



# **Additional Attachment(s)**

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

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUC

Type of Request:

 Initial Modification of an existing PSC (PSC# 41873 - 14/15)

Type of Approval:

 Expedited Regular Annual Continuing (Omit Posting)Type of Service: Professional Support Services for Hetch Hetchy Water and Power Operations (CS-391)Funding Source: Capital Improvement Program FundPSC Original Approved Amount: \$16,000,000PSC Original Approved Duration: 12/01/14 - 11/01/19 (4 years 47 weeks)PSC Mod#1 Amount: \$2,000,000PSC Mod#1 Duration: 11/02/19-07/30/20 (38 weeks 6 days)PSC Cumulative Amount Proposed: \$18,000,000PSC Cumulative Duration Proposed: 5 years 34 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Water Enterprise is responsible for managing the transmission, treatment, storage and distribution of potable water to SF's customers plus the operation and maintenance of the storage of non-potable reservoirs, hydroelectric and power facilities (switchyards, transmission lines and distribution lines) and the roads and bridges within the Hetch Hetchy Water and Power(HHWP) project. Contractors will provide services related to operations and management of the HHWP Division. The work includes short duration services in water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services. These as-needed tasks include work to meet Federal and State environmental and regulatory agency reporting requirements, conduct ongoing studies and implementation planning to meet the requirements of the Hetchy System Improvement Program (HSIP), as well as support for projects like the San Joaquin Pipeline (SJPL) inspection program. More highly experienced technical support will be required for dam and facility inspections.

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

HHWP often has insufficient resources to meet the short-term operational and technical needs. In addition, HHWP has new regulatory challenges on the power side and requires training of staff on how best address and meet these new challenges. Not meeting these regulatory operational requirements may result in regulatory fines of \$1,000 to \$1,000,000 per day.

**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. 41873-14/15 (CS-391).

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

No.

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

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

- A. Display all that apply

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

Explain the qualifying circumstances:

These services are specialized and on an as-needed basis. There is no guarantee that there will be a consistent need for this type of work.

- B. Reason for the request for modification:

This modification is being requested is being to continue using staff augmentation to support ongoing operational responsibilities.

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

- A. Specify required skills and/or expertise: Engineering support will assist with HHWP design projects and other service needs to support on-going operations including the critical infrastructure protection standards, underground detection and inspection services and maintenance project coordination. More highly experienced technical support will be required for dam and facility inspections and geotechnical support following small slides. Experience must include experience in steel pipe inspections using the multi-flux tool and interpretation of data.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide electromagnetic inspection equipment to inspect HHWP's pre-stressed concrete cylindrical pipes. The City does not own this equipment or the expertise to perform the condition assessments.

**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.

For design projects and short-term operational support, staff performing these activities must be available in Moccasin. Resources are needed to supplement staff on an as-needed basis and staff is not always available from within the San Francisco Public Utilities Commission to be temporarily reassigned to Moccasin (125 mi. from San Francisco). For special inspections, the frequency of these activities varies from annually to five years.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, these services are on an as-needed basis. There is no guarantee that there will be a consistent need for this type of work.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. Training will not be provided as these services are specialized and on an as-needed basis.

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.  
Amec Foster Wheeler/SonikaJV(A)Black&Veatch Corporation(B)MWH(C)

**7. Union Notification:** On 03/08/17, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41873 - 14/15

DHR Analysis/Recommendation:  
Commission Approval Not Required  
Approved by DHR on 03/20/2017

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: Professional Support Services for Hetch Hetchy Water and Power Operations (CS-391/PRO.0023)

Funding Source: Capital Improvement Program Fund PSC Duration: 4 years 47 weeks
PSC Amount: \$16,000,000 PSC Est. Start Date: 12/01/2014 PSC Est. End Date: 11/01/2019

1. Description of Work

A. Scope of Work:

The Water Enterprise is responsible for managing the transmission, treatment, storage and distribution of potable water to SF's customers plus the operation and maintenance of the storage of non-potable reservoirs, hydroelectric and power facilities (switchyards, transmission lines and distribution lines) and the roads and bridges within the Hetch Hetchy Water and Power(HHWP) project. Contractors will provide services related to operations and management of the HHWP Division. The work includes short duration services in water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services. These as-needed tasks include work to meet Federal and State environmental and regulatory agency reporting requirements, conduct ongoing studies and implementation planning to meet the requirements of the Hetchy System Improvement Program (HSIP), as well as support for projects like the San Joaquin Pipeline (SJPL) inspection program. More highly experienced technical support will be required for dam and facility inspections.

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

HHWP often has insufficient resources to meet the short-term operational and technical needs. In addition, HHWP has new regulatory challenges on the power side and requires training of staff on how best address and meet these new challenges. Not meeting these regulatory operational requirements may result in regulatory fines of \$1,000 to \$1,000,000 per day.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This service hasn't been provided in the past.

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

2. Union Notification: On 07/11/2014, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

X PSC# 41873 - 14/15
DHR Analysis/Recommendation:

09/15/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 09/15/2014

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

- A. Specify required skills and/or expertise:  
Engineering support will assist with HHWP design projects and other service needs to support on-going operations including the critical infrastructure protection standards, underground detection and inspection services and maintenance project coordination. More highly experienced technical support will be required for dam and facility inspections and geotechnical support following small slides. Experience must include experience in steel pipe inspections using the multi-flux tool and interpretation of data.
- B. Which, if any, civil service class(es) normally perform(s) this work?  
5241,5602,5310,5312,5362,5207,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
Yes. Contractor will provide electromagnetic inspection equipment to inspect HHWP's pre-stressed concrete cylindrical pipes. The City does not own this equipment or the expertise to perform the condition assessments.

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

- A. Explain why civil service classes are not applicable:  
For design projects and short-term operational support, staff performing these activities must be available in Moccasin. Resources are needed to supplement staff on an as-needed basis and staff is not always available from within the San Francisco Public Utilities Commission to be temporarily reassigned to Moccasin (125 mi. from San Francisco). For special inspections, the frequency of these activities varies from annually to five years.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No, these services are on an as-needed basis. There is no guarantee that there will be a consistent need for this type of work.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? No. Training will not be provided as these services are specialized and on :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 07/11/2014 BY:

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

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

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

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUC

Type of Request:

 Initial Modification of an existing PSC (PSC # 4162-08/09)

Type of Approval:

 Expedited Regular Annual Continuing (Omit Posting)Type of Service: Specialized and Technical As-Needed Services, Water Enterprise (CS-229/ CS-1015/CS-387RR)Funding Source: WE Capital and Operating BudgetsPSC Original Approved Amount: \$9,000,000PSC Original Approved Duration: 09/01/09 - 09/01/14 (5 years 1 day)PSC Mod#1 Amount: \$9,000,000PSC Mod#1 Duration: 09/02/14-01/01/17 (2 years 17 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 01/02/17-11/30/17 (47 weeks 4 days)PSC Mod#3 Amount: \$200,000PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: \$300,000PSC Mod#4 Duration: 12/01/17-11/30/19 (2 years)PSC Cumulative Amount Proposed: \$18,500,000PSC Cumulative Duration Proposed: 10 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The San Francisco Public Utilities Commission (SFPUC) is requesting a modification of the existing Personal Services Contract(PSC) for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks.

**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, Hazardous Materials, Waste, Health and Safety Services, The as-needed services provided by these contracts include, but are not limited to: Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and ground water sampling and testing, regulatory agency liaison services, and code of safe practices development. 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. 4162-08/09 (CS-229/CS-1015).

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:  
Please see attachment.

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

A. Display all that apply

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

Explain the qualifying circumstances:

This work is as-needed for short-term, technical and highly specialized work.

B. Reason for the request for modification:

To align the PSC & 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 hydrologic modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, process optimization, risk assessment, business planning, sustainability analysis, 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; 5602, Utility Specialist; 5620, Regulatory Specialist;

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

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

Regulatory Specialist (5620), Utility Specialist (5602), Water Operations Analyst (5148), can perform some of these types of duties on a limited basis. For example, studies involving naturally occurring asbestos on SFPUC land require extensive expertise and depth of knowledge in that particular element. Our civil service classes do not cover this expertise, but our employees work closely with contractors to apply their knowledge to SFPUC operations.

**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 performing some of the applicable work as project managers. However, 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. It would not be practical for the City to permanently hire the technically-specialized experts regarding naturally occurring asbestos to do one-time studies that are necessary in order 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.
- 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.  
RMC/AECOM-WRE/MWH-Lee/Kennedy Jenks-AGS/Mohr Engineering

7. **Union Notification:** On 11/12/15, 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; 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 Avenue, 8th Floor, San Francisco, CA 94102

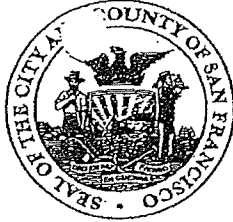
\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4162-08/09

DHR Analysis/Recommendation:

Commission Approval Not Required  
Approved by DHR on 11/25/2015



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

June 18, 2009

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

JOY Y. BOATWRIGHT  
COMMISSIONER

DONALD A. CASPER  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 1019-08/09; 1020-  
08/09; 4158-08/09 THROUGH 4165-08/09; 4073-05/06; 4123-05/06;  
4098-02/03 AND 4113-08/09.

At its meeting of June 15, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #4162-08/09 to the meeting of July 6, 2009 at the request of the Public Utilities Commission.
- (2) Postpone PSC #4073-05/06 to the meeting of July 6, 2009. The Office of the Controller to provide correct classes that normally perform the work (3B).
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

- c:
- Cynthia Avakian, Airport Commission
  - Jesusa Bushong, San Francisco Fire Department
  - Micki Callahan, Human Resources Director
  - Gordon Choy, Department of Public Works
  - Maureen Gannon, Sheriff Department
  - Jacque Hale, Department of Public Health
  - Kan Htun, Arts Commission
  - Shamica Jackson, Public Utilities Commission
  - Jennifer Johnston, Department of Human Resources
  - Naomi Kelly, Office of Contract Administration
  - Florence Kyaun, Public Utilities Commission
  - William Lee, Department of Emergency Management
  - Esther Reyes, Controller
  - Brigitte Rockett, Department of Human Resources
  - Ben Rosenfield, Controller
  - Commission File
  - Chron

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: Bay Corridor Transmission & Distribution Phase 2 Design-Build (2018) (DB-129)

Funding Source: SFPUC Power Enterprise Operating Budget PSC Duration: 1 year 2 weeks

PSC Amount: \$41,000,000

**1. Description of Work**

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

The scope of this design-build is to bring in a qualified design-build team that includes designer and contractor to complete detailed design and construction for Phase 2 of the Bay Corridor Transmission and Distribution (BCTD) Project. The BCTD allows San Francisco Public Utilities Commission (SFPUC) to deliver electrical power to identified future customers including University of California - San Francisco and Southeast wastewater treatment plant. The BCTD project elements include high voltage electrical transformer stations, underground electrical duct banks and cables. The cost breakdown is \$1.5M for all professional services and \$39.5M is for construction.

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

Design build service is critical to accelerate project delivery to meet customer power delivery schedule. BCTD Phase 2 customers require power delivery by December 2020. Denial of this design-build delivery method will risk a power service delay to customers.

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

Similar design-build services have been provided in the past for projects that have an accelerated delivery schedule with specialized and complex engineering and construction services, including the Bay Corridor Transmission & Distribution Phase 1 Design-Build Services PSC No. 43386-15/16 (DB-128) approved on August 1, 2016. The scope of services is similar and the project delivery method is the same.

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.

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

B. Explain the qualifying circumstances:

The design and construction service for electrical transmission and distribution is unique and seldom.

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

- A. Specify required skills and/or expertise: Proven experiences and expertise are needed in the areas of: 1) electrical system design that includes 12kV, 35kV and 230kV substations and electrical ductbanks; 2) construction of electrical substation and conductors; 3) seismic, geotechnical and structural engineering; 4) cost estimating; 5) design-build alternative delivery methods; 6) development of bid plans and specifications; 7) project and construction scheduling in San Francisco; 8) permitting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No.

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

The San Francisco Public Utilities Commission (SFPUC) staff can perform most of the Civil and Electrical engineering for this project except for some of the high voltage/transmission specialty electrical work. Because of staffing commitments to other projects and the restrictive timeline of this project, SFPUC staff are unable to commit resources to complete the design work in house. The SFPUC is committed to meeting and working with the Union on discussions regarding work load forecasting, staffing plans, staff development and hiring, and professional services contracting requests.

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

- A. Explain why civil service classes are not applicable.  
A Design-build Request for Bid (RFB) requires designer and contractor to have specific proven design and construction experiences in electrical transmission and distribution.
- 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 design and construction service for transmission and distribution is unique and seldom. Continuous need for this is not necessary.

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

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

7. **Union Notification:** On 07/20/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 525 Golden Gate Avenue, 8th floor San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49000 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

**From:** dhr-psccordinator@sfgov.org  
**To:** [Irwin, William](mailto:Irwin,William@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [Wanless, Annie \(HRD\)](mailto:Wanless,Annie@HRD); [ecassidy@ifpte21.org](mailto:ecassidy@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Irwin, William](mailto:Irwin,William@DHR-PSCCoordinator); [DHR-PSCCoordinator](mailto:DHR-PSCCoordinator), DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49000 - 18/19  
**Date:** Friday, July 20, 2018 9:47:41 AM

---

RECEIPT for Union Notification for PSC 49000 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49000 - 18/19 for \$41,000,000 for Initial Request services for the period 12/12/2018 – 12/31/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11738> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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



# **Additional Attachment(s)**

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

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Bay Corridor Transmission & Distribution Phase I Progressive Design-Build (DB-128)Funding Source: SFPUC Power Operating BudgetPSC Duration: 1 year 34 weeksPSC Amount: \$16,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The scope of this progressive design-build is to bring in a qualified design-build team that includes designer and contractor to complete detailed design and construction for Phase 1 of the Bay Corridor Transmission and Distribution (BCTD) Project. The BCTD allows San Francisco Public Utilities Commission (SFPUC) to deliver electrical power to identified future customers along the southeast San Francisco waterfront including Candlestick Park development, new Warriors Arena and Southeast wastewater treatment plant. The BCTD project elements include high voltage electrical transformer stations, underground electrical duct banks and cables. The cost breakdown is \$3M for all professional services and \$13M is for construction.

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

Progressive design build service is critical to accelerate project delivery to meet customer power delivery schedule. BCTD Phase 1 customers require a large amount of power (40 megawatts) by December 2017. Denial of this Progressive design-build delivery method will risk a power service delay to customers.

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

Similar design-build services have been provided in the past for projects that have an accelerated delivery schedule with specialized and complex engineering and construction services. The most recent project approved by the Civil Service Commission on January 4, 2016 is the Warnerville Substation Rehabilitation Design-Build Services PSC No. 42155-15/16 (DB- 127). The scope of services is different but the project delivery method is the same.

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

Assuming the project schedule and scope remains unchanged. there is no plan to renew Phase 1 contract at this time.

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

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

B. Explain the qualifying circumstances:

A design-build RFP requires designer and contractor to have specific proven design and construction experiences in transmission and distribution. Furthermore, no civil service classes have the technical capability to perform this construction work.

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

- A. Specify required skills and/or expertise: Proven experiences and expertise are needed in the areas of: 1) electrical system design that includes substations and electrical conductor; 2) construction in electrical substation and conducts; 3) seismic, geotechnical and structural engineering; 4) cost estimating; 5) design-build/progressive design-build alternative delivery methods; 6) development of bid plans and specifications; 7) project and construction scheduling in San Francisco; 8) permitting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1314, Public Relations Officer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5408, Coord of Citizen Involvement;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: SFPUC will procure or place order(s) for transformer station equipment and instrumentation for Contractor to install and commission. Contractor will purchase all remaining transformer station appurtenances and materials for the project to complete installation.

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

The San Francisco Public Utilities Commission (SFPUC) staff can perform most of the Civil and Electrical engineering for this project except for some of the high voltage/transmission specialty electrical work. Because of staffing commitments to other projects and the restrictive timeline of this project, SFPUC staff are unable to commit resources to complete the design work in house. The SFPUC is committed to meeting and working with the Union on discussions regarding work load forecasting, staffing plans, staff development and hiring, and professional services contracting requests.

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

- A. Explain why civil service classes are not applicable.  
A Design-build Request For Proposal (RFP) requires designer and contractor to have specific proven design and construction experiences in transmission and distribution. Furthermore, no civil service classes have the technical capability to perform this construction work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The design and construction service for transmission and distribution is unique and seldom. Continuous need for this is not necessary.

**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 is not apart of this PSC. The design and construction service for transmission and distribution is unique and seldom. Continuous need beyond this contract is not necessary.

- 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 05/13/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43386 - 15/16

DHR Analysis/Recommendation:

action date: 08/01/2016

Commission Approval Required

Approved by Civil Service Commission

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [SJackson@sfwater.org](mailto:SJackson@sfwater.org)  
**To:** [Jackson, Shamica; amakayan@ifpte21.org](mailto:Jackson,Shamica;amakayan@ifpte21.org); [richardisen@gmail.com](mailto:richardisen@gmail.com); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Sanchez, Daniel; Isen, Richard; DHR-PSCCoordinator, DHR](mailto:Sanchez.Daniel;Isen, Richard;DHR-PSCCoordinator,DHR)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43386 - 15/16  
**Date:** Friday, May 13, 2016 2:46:25 PM

---

RECEIPT for Union Notification for PSC 43386 - 15/16 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43386 - 15/16 for \$83,000,000 for Initial Request services for the period 08/01/2016 – 04/01/2018. 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/6818> 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 HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Services in support of IT infrastructure development, Managed Care & Health Network Development

Funding Source: General Fund

PSC Duration: 3 years 2 weeks

PSC Amount: \$3,240,000

**1. Description of Work**

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

Contractor(s) will provide as-needed, short-term, and/or intermittent assistance related to Information Technology (IT) security, operations and health network development in managed care strategic planning and implementation. Contractor(s) will assist the Department of Public Health (DPH) San Francisco Health Network (SFHN) as it further implements the Office of Managed Care, develops strategies to enter into contracts with managed care providers and other payers (e.g., Covered California payers), requires updated and comprehensive technology information, and implements strategies needed for the Department to respond to the changing health care environment and State legislation.

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

These services are critical for the Department in keeping current operations safe and effective. If denied, there will be further delays in implementing the Department's Office of Managed Care, and delays in managed care contract engagements with Covered California, commercial plans and other payers related to the Electronic Health Record Project, which would also compromise the Department's ability to provide quality patient care, and comply with the Affordable Care Act, the State Medicaid Waiver, and ongoing or emerging IT security initiatives.

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 PSC.

D. Will the contract(s) be renewed?

No.

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

(Not applicable; duration is 3 years, 2 weeks.)

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

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

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

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

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

B. Explain the qualifying circumstances:

Services are needed immediately to provide expert executive-level support to ensure a secure IT system for client healthcare-related information, to implement the Office of Managed Care, and to complete the EHR project. The knowledge, skill, and experience level needed is "C-suite" level and senior staff who report to that level. While executive support will be needed until new permanent executive staff is on board, other senior staff-level support of these projects will be needed intermittently for the duration of the projects.

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

A. Specify required skills and/or expertise: Contractor(s) must have sufficient expertise and recent experience: (1) for executive staff, in consulting, experience in comparable positions and organizations implementing up to date, timely IT, EHR and managed care analysis, design and implementation; (2) for intermittent consultant support, in providing health care consulting, IT development and/or network development services in the public sector and/or for non-profit health system(s) serving low-income populations, as well as the capacity and resources to provide the services at the level and within the timeframes required.

B. Which, if any, civil service class(es) normally perform(s) this work? 0931, Manager III;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will be expected to provide its own equipment and office space as needed.

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

The Department is in the process of hiring a permanent civil service Chief Intelligent Security Officer (CISO). This PSC is to meet the Department's needs in the interim until the CISO is hired, and for intermittent services as needed to fulfill critical deliverables as they arise during the Office of Managed Care and EHR projects. Deliverables may include risk assessment and mitigation planning, assessment and recommendations regarding standardized security frameworks, and identification of security software, tools, and methodologies.

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

A. Explain why civil service classes are not applicable.

Although civil service classes are applicable, the Department will require time to complete the Civil Service hiring process to hire executive staff and will need other services throughout the anticipated implementation of the Office of Managed Care and related Electronic Health Record 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.

**6. Additional Information**

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

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

No. Training of civil service employees is not included in this PSC.

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

7. **Union Notification:** On 07/23/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43877 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018



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

**Hale, Jacquie (DPH)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Monday, July 23, 2018 5:40 PM  
**To:** Hale, Jacquie (DPH); camaguey@sfmea.com (contact); staff@sfmea.com; Li, Joanna (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43877 - 18/19

RECEIPT for Union Notification for PSC 43877 - 18/19 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 43877 - 18/19 for \$3,240,000 for Initial Request services for the period 09/17/2018 – 09/30/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11707> 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 HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Community Based, Integrated Public Health Primary Care Services

Funding Source: General Fund and Grants

PSC Duration: 5 years

PSC Amount: \$28,000,000

**1. Description of Work**

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

Public Health Primary Care connects with community based organizations and the University of California at San Francisco (UCSF) to better serve patients and clients who may not have access to Public Health Primary Care Clinic sites or who need additional care coordination or support services in order to connect them with primary care, and to implement short-term project-based work. Contractors will provide public health services integrated with primary care services, including: primary medical care, psychosocial support, peer navigation, care coordination, mental health counseling, dental care, medical case management, non-medical case management, home health care, medical nutrition therapy, health education, transitional services, outreach services, and referrals for health care and supportive services, as well as grant writing, quality improvement support, and technical consulting.

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

The expertise and cultural competence that community-based organizations and the University of California San Francisco provide will allow the Department's Primary Care Division the ability to reach clients and patients who otherwise may not access primary care, dental care, or supportive services that ultimately connect clients to preventative health care services, help them to maintain wellness, get vital treatment, and prevent adverse health impacts on individuals and their communities. Denial of this request would adversely affect the health of clients who otherwise would not receive the information, education, and facilitated access to primary care that they need.

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.

Some of the services under this PSC have previously been provided under Behavioral Health Services PSCs, others, particularly grant-funded services, are new services.

D. Will the contract(s) be renewed?

Yes, if the Department determines there is a need and funding is available.

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

The department expects the need for these services to continue.

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

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Services are short-term and/or intermittent/as-needed in nature, and may be funded by short-term Federal or State grants. Services are to be delivered on-site, in the communities and neighborhoods where clients live or frequent.

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

- A. Specify required skills and/or expertise: Contractors must possess sufficient expertise, experience, skills and licensures in order to provide professional services as needed to implement and/or support public health and primary care programs in the community, including medical services, social work, clinical psychology services, occupational therapy, community health outreach and education, program coordination, data analysis, and medical clerical services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 2110, Medical Records Clerk; 2114, Medical Records Tech Sprv; 2210, Dentist; 2218, Physician Assistant; 2230, Physician Specialist; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2328, Nurse Practitioner; 2430, Medical Evaluations Assistant; 2450, Pharmacist; 2548, Occupational Therapist; 2574, Clinical Psychologist; 2585, Health Worker 1; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2626, Chief Dietitian; 2819, Assistant Health Educator; 2822, Health Educator; 2825, Senior Health Educator; 2903, Eligibility Worker; 2905, Senior Eligibility Worker; 2907, Eligibility Worker Supervisor; 2910, Social Worker; 2912, Senior Social Worker; 2914, Social Work Supervisor; 2920, Medical Social Worker; 2922, Senior Medical Social Worker; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will provide all needed facilities, buildings, equipment and supplies necessary to provide the needed services. Services are delivered on-site, in the communities and neighborhoods where clients live or frequent.

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

The contractors related to this PSC are community-based organizations and the University of California at San Francisco (UCSF) which work in tandem with Department staff in Primary Care to provide integrated services. These services augment the existing work of the Department by allowing it to access grant funding and conduct outreach, education, and other initiatives which complement and support the work of civil service employees.

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

- A. Explain why civil service classes are not applicable.  
The community-based contractors under this PSC expand the Department's ability to reach clients and patients who otherwise may not access primary care, dental care, or supportive services and ultimately connect clients to ongoing care provided by the Department, UCSF, or other sources by providing a range of contacts, credibility, and cultural competence difficult to achieve during the comparatively short duration of the funding available.

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. Because the services are short-term and/or intermittent in nature, it would not be practical to hire ongoing civil service staff. It is also important that services are delivered in locations where clients are comfortable and which are practically accessible to them, which initially may not be government-supported primary care clinics.

**6. Additional Information**

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

**7. Union Notification:** On 05/25/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Physicians and Dentists - 8CC; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse)

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

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

Address: Jacquie Hale San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45859 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

## Hale, Jacquie (DPH)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Friday, May 25, 2018 4:55 PM  
**To:** Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; tekpro49@comcast.net; WendyWong26@yahoo.com; wendywong26@yahoo.com; mathews.timothy@gmail.com; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; pkarinen@nccrc.org; tjenkins@uapd.com; jduritz@uapd.com; Carmona, Irene (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45859 - 17/18

RECEIPT for Union Notification for PSC 45859 - 17/18 more than \$100k

The PUBLIC HEALTH – DPH has submitted a request for a Personal Services Contract (PSC) 45859 - 17/18 for \$28,000,000 for Initial Request services for the period 07/01/2018 – 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11074> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**





San Francisco Department of Public Health  
Greg Wagner  
Acting Director of Health

City and County of San Francisco  
London Breed, Mayor

DATE: August 22, 2018

TO: Suzanne Choi, DHR PSC Coordinator

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

RE: PSC 45859-17/18 Community Based, Integrated Public Health  
Primary Care Services

This is to request that the above Personal Services Contract (PSC) be calendared for the September 17, 2018, meeting of the Civil Service Commission. SEIU Local 1021 did request documents which we provided, and requested to meet, which we were able to do today. We expect to continue to meet with SEIU about the questions they posed today and which they have agreed to provide to us by email. Below is a brief summary of our mutual efforts to meet, to date:

May 25, 2018: DPH notified SEIU

May 29, 2018: SEIU requested to meet regarding 6 PSCs, including 45859-17/18

May 30, 2018: DPH requested 2-3 times SEIU would be available to meet; SEIU responded they would be available on either 6/21/18 or 6/26/18

June 4, 2018: SEIU requested a meeting regarding 45859-17/18 and one other PSC

June 5, 2018: DPH asked for clarification as to whether the June 4, 2018, request was a separate request from the earlier request sent on May 29, 2018

June 7, 2018: SEIU notified DPH that separate meeting time(s) would be arranged for 45859-17/18 and another PSC, as requested in SEIU's June 4, 2018 request

August 8, 2018: DPH asked for SEIU's availability to meet; SEIU stated they would be available on either August 14, 2018; August 16, 2018; or August 17, 2018; DPH subsequently sent SEIU a meeting request for **August 17, 2018**

August 14, 2018: DPH asked SEIU to confirm that they could meet on August 17, 2018; SEIU replied saying "the shop steward that needs to be available is gone during this time so we would need to reschedule; I will email our availability upon her return."

August 14, 2018: DPH informed SEIU of its availability to meet on either August 20, 2018, or August 21, 2018; SEIU replied that August 20, 2018, would be best; DPH emailed SEIU confirming a meeting on **August 20, 2018**

August 20, 2018 SEIU cancelled August 20, 2018 meeting, asked to reschedule the meeting, and stated that they could "provide you with available dates for

the next couple of weeks"; DPH asked for SEIU to send questions in advance and to try to meet later in the week; SEIU replied that they were available to meet on August 22, 2018, or August 23, 2018; DPH confirmed a meeting on **August 22, 2018**

August 17-22, 2018: DPH and SEIU emailed one another several times regarding SEIU's request to release employees to attend the meeting with DPH regarding 45859-17/18

August 22, 2018: DPH met with SEIU; SEIU posed many questions, to which DPH responded (see attached); SEIU stated they had additional questions, but that there was not enough time in the meeting to answer them; DPH asked that they state their questions to see if any could be answered; DPH responded to 2 of 7 questions posed, and SEIU and DPH agreed that SEIU would send DPH the remainder of the questions and any other questions by email, and that they would like to meet in the near future/as soon as possible

DPH remains willing to meet to answer SEIU's questions regarding this PSC, but we do need to proceed with the contracts under this PSC, as current contracts affects patient care at five community-based clinics and one DPH clinic, as well as the performance under a State grant which funds part of the services under this PSC, for the Dental Transformation Initiative project.


Please let me know if you need further information.

Thank you.

cc: Mario Moreno, Deputy Director, DPH Business Office/  
Director, Office of Contracts Management and Compliance

Attachments:

Emails documenting efforts to meet, requests for questions, and documents provided

 Email starting June 7, 2018

45859-17/18- see p. 2

**Hale, Jacquie (DPH)**

---

**From:** XiuMin Li <XiuMin.Li@seiu1021.org>  
**Sent:** Thursday, June 07, 2018 2:36 PM  
**To:** Hale, Jacquie (DPH)  
**Cc:** DHR Info; Daniel Becker; Sarah Wilson; Jessica Inouye  
**Subject:** RE: Request to meet

Hi Jacquie,

I want to follow up with you regarding our request. Daniel will be handling the other PSCs, I will coordinate with you regarding the ones below. 6/21 is no longer available at 10am. we could probably do 2:30pm that day.

1. PSC#2011-08/09
2. PSC#41279-13/14
3. PSC#48070-13/14
4. PSC#46987-16/17

Let us know.

Xiu Min Li  
Field Supervisor

SEIU 1021 SF Office  
350 Rhode Island, South Building Suite 100  
San Francisco, CA 94103

Phone: 415-848-3686  
Fax: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021  
For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>

***Get the latest news on the SEIU 1021 Member Convention here***

---

**From:** XiuMin Li  
**Sent:** Wednesday, May 30, 2018 5:06 PM  
**To:** 'Hale, Jacquie (DPH)'  
**Cc:** DHR Info; Daniel Becker; Sarah Wilson; Jessica Inouye  
**Subject:** RE: Request to meet

Hello Jacquie,

We are available 6/21 at 10am or 6/26 at 10am. Please let me know what works for you.

Cheers,

Xiu Min Li  
Field Supervisor

SEIU 1021 SF Office  
350 Rhode Island, South Building Suite 100  
San Francisco, CA 94103

Phone: 415-848-3686  
Fax: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021  
For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>

***Get the latest news on the SEIU 1021 Member Convention here***



---

**From:** Hale, Jacquie (DPH) [<mailto:jacquie.hale@sfdph.org>]  
**Sent:** Wednesday, May 30, 2018 9:09 AM  
**To:** XiuMin Li  
**Cc:** DHR Info; Daniel Becker  
**Subject:** RE: Request to meet

Xiu Min,

If you could please send us 2-3 available times to meet, we would appreciate it. We'll start assembling the information you requested.

Thank you,

Jacquie Hale

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

This e-mail is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to disclosure to civil or criminal penalties under state and federal privacy laws.

**From:** XiuMin Li [<mailto:XiuMin.Li@seiu1021.org>]

**Sent:** Tuesday, May 29, 2018 5:40 PM

**To:** Hale, Jacquie (DPH)

**Cc:** DHR Info; Daniel Becker

**Subject:** Request to meet

**Importance:** High

Hello Jacquie,

SEIU would like to request a meeting with you to discuss the following PSCs at DPH. Please provide your availabilities.

1. PSC#2011-08/09
2. PSC#47083-13/14
3. PSC#45859 -17/18
4. PSC#41279-13/14
5. PSC#48070-13/14
6. PSC#46987-16/17

Please provide the following info for each PSC electronically and within 5 working days:

- A list of contracts/vendors associated with the specific PSC
- Copies of the actual contracts associated with each PSC
- Copies of the RFP issued for each PSC

Thank you,

Cheers,

Xiu Min Li  
Field Supervisor

SEIU 1021 SF Office  
350 Rhode Island, South Building Suite 100  
San Francisco, CA 94103

Phone: 415-848-3686  
Fax: 415-431-6241

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

For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>

*Get the latest news on the SEIU 1021 Member Convention here*



☐ Email starting August 14, 2018



## Hale, Jacquie (DPH)

---

**From:** Daniel Becker <Daniel.Becker@seiu1021.org>  
**Sent:** Tuesday, August 14, 2018 12:08 PM  
**To:** Girma, Mahlet (DPH)  
**Cc:** Hale, Jacquie (DPH); Barros, Brenda (DPH); XiuMin Li; Hardy, Kristin (DPH)  
**Subject:** Re: SEIU 1021 Request to Meet on PSC 47083-1314

Hi,

I just sent you an email saying that the shop steward that needs to be available is gone during this time so we would need to reschedule. I will email our availability upon her return.

Thanks,  
Daniel

On Aug 14, 2018, at 12:06 PM, Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)> wrote:

Hi Daniel

Based on your availability, I had sent a calendar invite for this coming **Friday August 17**, from 2-3pm to discuss PSC 47083-13/14. Please confirm attendance and when you get a chance email us the questions in advance.

Thank you,

Mahlet-Girma, MPH  
Office of Contract Management & Compliance  
San Francisco Department of Public Health  
1380 Howard, #421, San Francisco CA 94103  
415.255.3504

**From:** Girma, Mahlet (DPH)  
**Sent:** Wednesday, August 08, 2018 3:36 PM  
**To:** 'Daniel Becker' <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
**Cc:** Barros, Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; Hardy, Kristin (DPH) <[kristin.hardy@sfdph.org](mailto:kristin.hardy@sfdph.org)>  
**Subject:** RE: SEIU 1021 Request to Meet on PSCs

Thank you for your prompt response. I will let you know as soon as I confirm with the program staff. In the meantime, can you please send us the questions in advance?

Thanks again,

Mahlet Girma, MPH  
Office of Contract Management & Compliance  
San Francisco Department of Public Health  
1380 Howard, #421, San Francisco CA 94103  
415.255.3504

**From:** Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>  
**Sent:** Wednesday, August 08, 2018 3:24 PM  
**To:** Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
**Cc:** Barros, Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; Hardy, Kristin (DPH) <[kristin.hardy@sfdph.org](mailto:kristin.hardy@sfdph.org)>  
**Subject:** Re: SEIU 1021 Request to Meet on PSCs

Hi Mahlet,

I'm available next week on  
8/14 and 8/16 from 10am-3pm  
8/17 after 2pm

Daniel Becker  
Field Representative  
SEIU Local 1021  
350 Rhode Island, Suite 100 South Bldg., San Francisco, CA 94103

Office 415-848-3639  
Cell 510-499-1464  
Fax 415-431-6241

---

**From:** Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>  
**Sent:** Wednesday, August 8, 2018 2:51:02 PM  
**To:** Hale, Jacquie (DPH); Daniel Becker  
**Subject:** RE: SEIU 1021 Request to Meet on PSCs

Hi Daniel,

My name is Mahlet. I am contract analyst at DPH and trying to coordinate the meeting for the following 2 PSCs, that you requested for.

- 1) PSC # 47083 - 13/14
- 2) PSC # 45859 - 17/18

Can you please email me your availabilities for this week and next week?

For PSC 47083-13/14 our program staff is available this Friday or next Friday.

Thank you,

Mahlet Girma, MPH  
Office of Contract Management & Compliance  
San Francisco Department of Public Health  
1380 Howard, #421, San Francisco CA 94103  
415.255.3504

**From:** Hale, Jacquie (DPH)  
**Sent:** Wednesday, July 11, 2018 12:29 PM  
**To:** Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>  
**Subject:** FW: SEIU 1021 Request to Meet on PSCs

**From:** Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>  
**Sent:** Thursday, June 07, 2018 1:49 PM  
**To:** Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
**Cc:** Barros, Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; Hardy, Kristin (DPH) <[kristin.hardy@sfdph.org](mailto:kristin.hardy@sfdph.org)>;  
XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Subject:** Re: SEIU 1021 Request to Meet on PSCs

This would be a separate request for those meetings.

Thanks,  
Daniel

Daniel Becker  
Field Representative  
SEIU Local 1021  
350 Rhode Island, Suite 100 South Bldg., San Francisco, CA 94103

Office 415-848-3639  
Cell 510-499-1464  
Fax 415-431-6241

---

**From:** Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
**Sent:** Tuesday, June 5, 2018 9:14:41 AM  
**To:** Daniel Becker  
**Cc:** Barros, Brenda (DPH); Hardy, Kristin (DPH); XiuMin Li  
**Subject:** RE: SEIU 1021 Request to Meet on PSCs

Mr. Becker,

Hi. We are in the process of trying to set up a meeting in response to another request from SEIU regarding these PSCs, from Ms. Xiu Min Li (please see attached). Is this a separate request, or can we include your request with hers?

Thank you,

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

This e-mail is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to disclosure to civil or criminal penalties under state and federal privacy laws.

---

**From:** Daniel Becker [<mailto:Daniel.Becker@seiu1021.org>]  
**Sent:** Monday, June 04, 2018 3:48 PM  
**To:** Hale, Jacquie (DPH)  
**Cc:** Barros, Brenda (DPH); Hardy, Kristin (DPH)  
**Subject:** SEIU 1021 Request to Meet on PSCs

Hi Jacquie,

Please let me know your availability for the next few weeks. SEIU 1021 would like to meet with you to discuss the following PCSs:

1) PSC # 47083 - 13/14

2) PSC # 45859 - 17/18

Thanks,

Daniel

Daniel Becker  
Field Representative  
SEIU Local 1021  
350 Rhode Island, Suite 100 South Bldg., San Francisco, CA 94103

Office 415-848-3639  
Cell 510-499-1464  
Fax 415-431-6241

☐ Email starting August 20, 2018

## Hale, Jacquie (DPH)

---

**From:** Girma, Mahlet (DPH)  
**Sent:** Monday, August 20, 2018 3:49 PM  
**To:** 'Daniel Becker'  
**Cc:** Barros, Brenda (DPH); Hale, Jacquie (DPH); 'XiuMin Li'; Wadsworth, John (DPH); Lok, Hiki Ung (DPH); Trinh, Jennie (DPH)  
**Subject:** RE: Request to Meet on PSC 45859-17/18

Hi Daniel,

We can meet with you at 4pm. I will send a meeting invite.  
We would like to request that you send us your questions in advance.

Thank you,

Mahlet Girma, MPH  
Office of Contract Management & Compliance  
San Francisco Department of Public Health  
1380 Howard, #421, San Francisco CA 94103  
415.255.3504

---

**From:** Girma, Mahlet (DPH)  
**Sent:** Monday, August 20, 2018 2:52 PM  
**To:** 'Daniel Becker' <Daniel.Becker@seiu1021.org>  
**Cc:** Barros, Brenda (DPH) <brenda.barros@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; XiuMin Li <XiuMin.Li@seiu1021.org>; Wadsworth, John (DPH) <john.wadsworth@sfdph.org>; Lok, Hiki Ung (DPH) <hikiung.lok@sfdph.org>; Trinh, Jennie (DPH) <jennie.trinh@sfdph.org>  
**Subject:** RE: Request to Meet on PSC 45859-17/18

Hi Daniel, I will get back to you as soon as I hear back from the program managers for Wednesday at 3pm.

We would like to meet at the earliest as possible. Will let you know in the next hour or so. Thanks.

Mahlet Girma, MPH  
Office of Contract Management & Compliance  
San Francisco Department of Public Health  
1380 Howard, #421, San Francisco CA 94103  
415.255.3504

---

**From:** Daniel Becker <Daniel.Becker@seiu1021.org>  
**Sent:** Monday, August 20, 2018 2:36 PM  
**To:** Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>  
**Cc:** Barros, Brenda (DPH) <brenda.barros@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; XiuMin Li <XiuMin.Li@seiu1021.org>; Wadsworth, John (DPH) <john.wadsworth@sfdph.org>; Lok, Hiki Ung (DPH) <HikiUng.Lok@sfdph.org>; Trinh, Jennie (DPH) <jennie.trinh@sfdph.org>  
**Subject:** Re: Request to Meet on PSC 45859-17/18

Hi Mahlet,

This week I'm available to meet on Wednesday after 3 or Thursday before 1:30. Let me know if any of these work.

Thanks,  
Daniel

On Aug 20, 2018, at 10:09 AM, Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)> wrote:

Hi Daniel,

We were looking to meet with you. Please send us your questions in advance and if possible, let's meet as soon as possible. Preferably this week.  
We need to go ahead with this PSC.

Thank you,

Mahlet Girma, MPH  
Office of Contract Management & Compliance  
San Francisco Department of Public Health  
1380 Howard, #421, San Francisco CA 94103  
415.255.3504

**From:** Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>  
**Sent:** Monday, August 20, 2018 8:59 AM  
**To:** Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>  
**Cc:** Barros, Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>; XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>; Wadsworth, John (DPH) <[john.wadsworth@sfdph.org](mailto:john.wadsworth@sfdph.org)>; Lok, Hiki Ung (DPH) <[HikiUng.Lok@sfdph.org](mailto:HikiUng.Lok@sfdph.org)>; Trinh, Jennie (DPH) <[jennie.trinh@sfdph.org](mailto:jennie.trinh@sfdph.org)>  
**Subject:** Re: Request to Meet on PSC 45859-17/18

Hi Mahlet,

I apologize for the late notice but we will have to reschedule today's meeting. Our chapter president and subject matter expert was called to do interviews today from 9:30am until later this afternoon and also a nurse manager is refusing to release another subject matter expert to attend this meeting. Since I don't meet with the City without members, we will have to reschedule this meeting to a time that the members can be released.

I can provide you with available dates for the next couple of weeks.

Thank you for understanding,  
Daniel

On Aug 15, 2018, at 10:27 AM, Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)> wrote:

Daniel, can you email us the questions in advance?

Thank you,

Mahlet Girma, MPH  
Office of Contract Management & Compliance  
San Francisco Department of Public Health  
1380 Howard, #421, San Francisco CA 94103  
415.255.3504

---

**From:** Girma, Mahlet (DPH)  
**Sent:** Wednesday, August 15, 2018 10:21 AM  
**To:** 'Daniel Becker' <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>  
**Cc:** Barros, Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>; XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Subject:** RE: Request to Meet on PSC 45859-17/18

Thank you Daniel.

Let's hold the 20<sup>th</sup> fro 10-11am. I will send a calendar invite with meeting location/details shortly.

Mahlet Girma, MPH  
Office of Contract Management & Compliance  
San Francisco Department of Public Health  
1380 Howard, #421, San Francisco CA 94103  
415.255.3504

---

**From:** Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>  
**Sent:** Wednesday, August 15, 2018 9:41 AM  
**To:** Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>  
**Cc:** Barros, Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>; XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Subject:** Re: Request to Meet on PSC 45859-17/18

We'll have to be done by 11 so either 9-11 or 10-11.

Let us know what works best.

Thanks,  
Daniel

On Aug 15, 2018, at 8:46 AM, Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)> wrote:

Thank you Brenda.

Daniel/Xiu – please confirm. I will send an email invite with location and 2 hour time for the 20<sup>th</sup>. (between 10-2pm).



Mahlet Girma, MPH  
Office of Contract Management & Compliance  
San Francisco Department of Public Health  
1380 Howard, #421, San Francisco CA 94103  
415.255.3504

**From:** Barros, Brenda (DPH)  
**Sent:** Wednesday, August 15, 2018 6:30 AM  
**To:** Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>; 'Daniel Becker' <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
**Cc:** 'XiuMin Li' <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Subject:** Re: Request to Meet on PSC 45859-17/18

The 20th works for me 10 to 2. Please finalize asap

Brenda Barros, Adult Medical Center

---

**From:** Girma, Mahlet (DPH)  
**Sent:** Tuesday, August 14, 2018 12:31:18 PM  
**To:** 'Daniel Becker'; Hale, Jacquie (DPH)  
**Cc:** Barros, Brenda (DPH); 'XiuMin Li'  
**Subject:** Request to Meet on PSC 45859-17/18

Hi Daniel  
cc: XiuMin,

This is in regards to **PSC 45859-17/18** Community Based, Integrated Public Health Primary Care Services.

Our program staff is available to meet with you on one of these days:  
Monday August 20<sup>th</sup> between 10am to 2pm  
Tuesday August 21<sup>st</sup> between 10am to 3pm

**Please confirm which date/time works for you and send us the questions in advance?**

Thank you,

Mahlet Girma, MPH  
Office of Contract Management & Compliance  
San Francisco Department of Public Health  
1380 Howard, #421, San Francisco CA 94103  
415.255.3504

**From:** Girma, Mahlet (DPH)  
**Sent:** Wednesday, August 08, 2018 3:36 PM  
**To:** 'Daniel Becker' <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
**Cc:** Barros, Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; Hardy, Kristin

(DPH) <kristin.hardy@sfdph.org>

**Subject:** RE: SEIU 1021 Request to Meet on PSCs

Thank you for your prompt response. I will let you know as soon as I confirm with the program staff.

In the meantime, can you please send us the questions in advance?

Thanks again,

Mahlet Girma, MPH  
Office of Contract Management & Compliance  
San Francisco Department of Public Health  
1380 Howard, #421, San Francisco CA 94103  
415.255.3504

**From:** Daniel Becker <Daniel.Becker@seiu1021.org>

**Sent:** Wednesday, August 08, 2018 3:24 PM

**To:** Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>

**Cc:** Barros, Brenda (DPH) <brenda.barros@sfdph.org>; Hardy, Kristin (DPH) <kristin.hardy@sfdph.org>

**Subject:** Re: SEIU 1021 Request to Meet on PSCs

Hi Mahlet,

I'm available next week on

8/14 and 8/16 from 10am-3pm

8/17 after 2pm

Daniel Becker  
Field Representative  
SEIU Local 1021  
350 Rhode Island, Suite 100 South Bldg., San  
Francisco, CA 94103

Office 415-848-3639

Cell 510-499-1464

Fax 415-431-6241

**From:** Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>

**Sent:** Wednesday, August 8, 2018 2:51:02 PM

**To:** Hale, Jacquie (DPH); Daniel Becker

**Subject:** RE: SEIU 1021 Request to Meet on PSCs

Hi Daniel,

My name is Mahlet. I am contract analyst at DPH and trying to coordinate the meeting for the following 2 PSCs, that you requested for.

1) PSC # 47083 - 13/14

2) PSC # 45859 - 17/18

Can you please email me your availabilities for this week and next week?

For PSC 47083-13/14 our program staff is available this Friday or next Friday.

Thank you,

Mahlet Girma, MPH  
Office of Contract Management & Compliance  
San Francisco Department of Public Health  
1380 Howard, #421, San Francisco CA 94103  
415.255.3504

**From:** Hale, Jacquie (DPH)  
**Sent:** Wednesday, July 11, 2018 12:29 PM  
**To:** Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>  
**Subject:** FW: SEIU 1021 Request to Meet on PSCs

**From:** Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>  
**Sent:** Thursday, June 07, 2018 1:49 PM  
**To:** Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
**Cc:** Barros, Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; Hardy, Kristin (DPH) <[kristin.hardy@sfdph.org](mailto:kristin.hardy@sfdph.org)>; XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Subject:** Re: SEIU 1021 Request to Meet on PSCs

This would be a separate request for those meetings.

Thanks,  
Daniel

Daniel Becker  
Field Representative  
SEIU Local 1021  
350 Rhode Island, Suite 100 South Bldg., San  
Francisco, CA 94103

Office 415-848-3639  
Cell 510-499-1464  
Fax 415-431-6241

---

**From:** Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
**Sent:** Tuesday, June 5, 2018 9:14:41 AM  
**To:** Daniel Becker  
**Cc:** Barros, Brenda (DPH); Hardy, Kristin (DPH); XiuMin Li  
**Subject:** RE: SEIU 1021 Request to Meet on PSCs

Mr. Becker,

Hi. We are in the process of trying to set up a meeting in response to another request from SEIU regarding these PSCs, from Ms. Xiu Min Li (please see attached). Is this a separate request, or can we include your request with hers?

Thank you,

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

This e-mail is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to disclosure to civil or criminal penalties under state and federal privacy laws.

**From:** Daniel Becker [<mailto:Daniel.Becker@seiu1021.org>]  
**Sent:** Monday, June 04, 2018 3:48 PM.  
**To:** Hale, Jacquie (DPH)  
**Cc:** Barros, Brenda (DPH); Hardy, Kristin (DPH)  
**Subject:** SEIU 1021 Request to Meet on PSCs

Hi Jacquie,

Please let me know your availability for the next few weeks. SEIU 1021 would like to meet with you to discuss the following PCSs:

- 1) PSC # 47083 - 13/14
- 2) PSC # 45859 - 17/18

Thanks,  
Daniel

Daniel Becker  
Field Representative  
SEIU Local 1021  
350 Rhode Island, Suite 100 South Bldg., San  
Francisco, CA 94103

Office 415-848-3639  
Cell 510-499-1464  
Fax 415-431-6241



☐ Email starting August 22, 2018

45859-17/18

**Hale, Jacquie (DPH)**

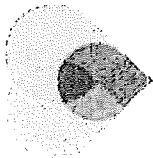
---

**From:** David, Aldrich (DPH)  
**Sent:** Wednesday, August 22, 2018 3:45 PM  
**To:** David Canham; Daniel Becker; Mcallister, Deirdre (DPH)  
**Cc:** Lok, Hiki Ung (DPH); Trinh, Jennie (DPH); Barros, Brenda (DPH); XiuMin Li; Simmons, Rhonda (DPH); Carson, Victoria (HRD); Hale, Jacquie (DPH); Girma, Mahlet (DPH)  
**Subject:** RE: Release time for Monday

David,

The biggest issue is that consistently, insufficient information and explanation is provided by the Representative as to the purpose of the release and significance of the employee(s) requested. Further we have asked that such request be sent to DPH Labor Relations to which he insist on circumventing. Proper notification is something that I am sure the Union appreciates as well.

Rich David  
Sr. Human Resources Analyst  
Labor Relations, ZSFG DPH  
Phone: 415-206-5419  
Fax: 415-206-4580



**ZUCKERBERG  
SAN FRANCISCO GENERAL  
Hospital and Trauma Center**

2789 25<sup>th</sup> Street Room 322  
San Francisco, CA 94110

[ZuckerbergSanFranciscoGeneral.org](http://ZuckerbergSanFranciscoGeneral.org)  
[Follow us on Facebook](#)

**CONFIDENTIALITY NOTICE: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution is prohibited. If you have received this communication in error, please contact the sender by reply email and permanently delete the message and any attachments.**

**From:** David Canham [mailto:david.canham@seiu1021.org]  
**Sent:** Wednesday, August 22, 2018 2:12 PM  
**To:** Daniel Becker <Daniel.Becker@seiu1021.org>; Mcallister, Deirdre (DPH) <deirdre.mcallister@sfdph.org>  
**Cc:** David, Aldrich (DPH) <aldrich.david@sfdph.org>; Lok, Hiki Ung (DPH) <HikiUng.Lok@sfdph.org>; Trinh, Jennie (DPH) <jennie.trinh@sfdph.org>; Barros, Brenda (DPH) <brenda.barros@sfdph.org>; XiuMin Li <XiuMin.Li@seiu1021.org>; Simmons, Rhonda (DPH) <rhonda.simmons@sfdph.org>; Carson, Victoria (HRD) <victoria.carson@sfgov.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>  
**Subject:** RE: Release time for Monday

Diedre and All,

It not appropriate to limit the number of members we have requested, especially since we only asked for two members. It also not appropriate to ask why we want a member to be released. We can have any member attend meetings with management not only stewards. If you want the union and DPH to resolve issues before they result in confrontation, releasing our members to attend meetings will be a good place to start.

David Canham  
SF Regional Director  
SEIU 1021  
P: 415-848-3676  
F: 415-431-6241  
E: [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org)  
DC/seiu1021

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

---

**From:** Daniel Becker  
**Sent:** Wednesday, August 22, 2018 11:34 AM  
**To:** Mcallister, Deirdre (DPH)  
**Cc:** David, Aldrich (DPH); Lok, Hiki Ung (DPH); Trinh, Jennie (DPH); Barros, Brenda (DPH); XiuMin Li; David Canham; Simmons, Rhonda (DPH); Carson, Victoria (HRD); Hale, Jacquie (DPH); Girma, Mahlet (DPH)  
**Subject:** Re: Release time for Monday

Hi Deirdre,

The meeting is to discuss PSC #45859-17. Why do you need to know what the meeting is about before making a decision whether or not to release her?

The union is asking for these two employees to be released to attend a meeting with HR. If they cannot be released, operationally, then it doesn't matter what the meeting is about.

Mahlet and Jacquie,

Unfortunately it seems like we might have to reschedule this meeting again due to the fact that Labor Relations is being intentionally difficult in releasing the members who are needed at this meeting. I would apologize for having to reschedule but the people responsible for it are your coworkers from Labor Relations.

Thanks,  
Daniel

On Aug 22, 2018, at 11:05 AM, Mcallister, Deirdre (DPH) <[deirdre.mcallister@sfdph.org](mailto:deirdre.mcallister@sfdph.org)> wrote:

Hello

I need to know what the meeting is about before I make a decision to release Jennie. I have to balance the needs of the clinic against the needs of union representation.

Best



Deirdre

Sent from my iPhone. Please excuse spelling errors.

On Aug 22, 2018, at 8:53 AM, David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)> wrote:

Daniel,

Please have her vet her question(s) through Hiki or Deirdre or Jacquie.

Rich David  
Sr. Human Resources Analyst  
Labor Relations, ZSFG DPH  
Phone: 415-206-5419  
Fax: 415-206-4580

<image001.png>

2789 25<sup>th</sup> Street Room 322  
San Francisco, CA 94110

[ZuckerbergSanFranciscoGeneral.org](http://ZuckerbergSanFranciscoGeneral.org)  
[Follow us on Facebook](#)

**CONFIDENTIALITY NOTICE: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution is prohibited. If you have received this communication in error, please contact the sender by reply email and permanently delete the message and any attachments.**

**From:** Daniel Becker [<mailto:Daniel.Becker@seiu1021.org>]  
**Sent:** Tuesday, August 21, 2018 6:05 PM  
**To:** David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>  
**Cc:** Mcallister, Deirdre (DPH) <[deirdre.mcallister@sfdph.org](mailto:deirdre.mcallister@sfdph.org)>; Lok, Hiki Ung (DPH) <[HikiUng.Lok@sfdph.org](mailto:HikiUng.Lok@sfdph.org)>; Trinh, Jennie (DPH) <[jennie.trinh@sfdph.org](mailto:jennie.trinh@sfdph.org)>; Barros, Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>; David Canham <[david.canham@seiu1021.org](mailto:david.canham@seiu1021.org)>; Simmons, Rhonda (DPH) <[rhonda.simmons@sfdph.org](mailto:rhonda.simmons@sfdph.org)>; Carson, Victoria (HRD) <[victoria.carson@sfgov.org](mailto:victoria.carson@sfgov.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>; Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>  
**Subject:** Re: Release time for Monday

Rich,

Jennie is requested to attend this meeting as well. She doesn't have to be a steward to attend, you can't just make up rules. She is either released to attend or this meeting will have to be rescheduled for a time that both members can be there.

Thanks,  
Daniel

Daniel Becker  
Field Representative  
SEIU Local 1021  
350 Rhode Island, Suite 100 South Bldg., San Francisco, CA 94103

Office 415-848-3639  
Cell 510-499-1464  
Fax 415-431-6241

---

**From:** David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>  
**Sent:** Tuesday, August 21, 2018 5:41:45 PM  
**To:** Daniel Becker  
**Cc:** Mcallister, Deirdre (DPH); Lok, Hiki Ung (DPH); Trinh, Jennie (DPH); Barros, Brenda (DPH); XiuMin Li; David Canham; Simmons, Rhonda (DPH); Carson, Victoria (HRD); Hale, Jacquie (DPH); Girma, Mahlet (DPH)  
**Subject:** RE: Release time for Monday

Daniel,

In an effort to resolve the matter, Primary Care provided additional information that you neglected to provide. I will approve a release of the Steward Hiki Lok Ung from 4-5PM plus reasonable travel time to the meeting location. Deirdre, please let me know if there will be any operational issues. Jennie is not a Steward so would have to go on her own time.

Thanks,  
Rich David  
Sr. Human Resources Analyst  
Labor Relations, ZSFG DPH  
Phone: 415-206-5419  
Fax: 415-206-4580

<image001.png>

2789 25<sup>th</sup> Street Room 322  
San Francisco, CA 94110

[ZuckerbergSanFranciscoGeneral.org](http://ZuckerbergSanFranciscoGeneral.org)  
[Follow us on Facebook](#)

**CONFIDENTIALITY NOTICE: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution is prohibited. If you have received this communication in error, please contact the sender by reply email and permanently delete the message and any attachments.**

**From:** Daniel Becker [mailto:Daniel.Becker@seiu1021.org]  
**Sent:** Tuesday, August 21, 2018 4:18 PM  
**To:** David, Aldrich (DPH) <aldrich.david@sfdph.org>  
**Cc:** Mcallister, Deirdre (DPH) <deirdre.mcallister@sfdph.org>; Lok, Hiki Ung (DPH) <HikiUng.Lok@sfdph.org>; Trinh, Jennie (DPH) <jennie.trinh@sfdph.org>; Barros, Brenda (DPH) <brenda.barros@sfdph.org>; XiuMin Li <XiuMin.Li@seiu1021.org>; David Canham <david.canham@seiu1021.org>; Simmons, Rhonda (DPH) <rhonda.simmons@sfdph.org>; Carson, Victoria (HRD) <victoria.carson@sfgov.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>  
**Subject:** Re: Release time for Monday

Rich,

Again, HR or Labor Relations does not get to instruct me on anything. Also, you do not get to decide who can or cannot attend this meeting, as long as there are no operational needs, none were cited so I'm assuming there were none.

You need to release the members I have asked for or this PSC is going nowhere and we'll continue to reschedule until the subject matter experts are released, as requested.

Thank you,  
Daniel

Daniel Becker  
Field Representative  
SEIU Local 1021  
350 Rhode Island, Suite 100 South Bldg., San Francisco, CA 94103

Office 415-848-3639  
Cell 510-499-1464  
Fax 415-431-6241

---

**From:** David, Aldrich (DPH) <aldrich.david@sfdph.org>  
**Sent:** Tuesday, August 21, 2018 4:07:23 PM  
**To:** Daniel Becker  
**Cc:** Mcallister, Deirdre (DPH); Lok, Hiki Ung (DPH); Trinh, Jennie (DPH); Barros, Brenda (DPH); XiuMin Li; David Canham; Simmons, Rhonda (DPH); Carson, Victoria (HRD); Hale, Jacquie (DPH); Girma, Mahlet (DPH)  
**Subject:** RE: Release time for Monday

Daniel,

You have not defined why you need release time. If Hiki has questions about the PSC, he can request a meeting with Deirdre. Request for release time should be made through Labor relations. You have been instructed multiple times but insist on circumventing the process. Stewards will be provided release time pursuant to the MOU, but you insist on not providing any information or request a vague "Union meeting" with no clear reason or questions you would like answered. Perhaps if you obtain the questions from your members first and

provide management their specific questions or issues, we can have the correct subject matter expert provide you the answer and avoid unnecessary requests and expeditiously resolve any issues.

Rich David  
Sr. Human Resources Analyst  
Labor Relations, ZSFG DPH  
Phone: 415-206-5419  
Fax: 415-206-4580

<image001.png>

2789 25<sup>th</sup> Street Room 322  
San Francisco, CA 94110

[ZuckerbergSanFranciscoGeneral.org](http://ZuckerbergSanFranciscoGeneral.org)  
[Follow us on Facebook](#)

**CONFIDENTIALITY NOTICE: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution is prohibited. If you have received this communication in error, please contact the sender by reply email and permanently delete the message and any attachments.**

From: Daniel Becker [<mailto:Daniel.Becker@seiu1021.org>]  
Sent: Tuesday, August 21, 2018 12:44 PM  
To: David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>  
Cc: Mcallister, Deirdre (DPH) <[deirdre.mcallister@sfdph.org](mailto:deirdre.mcallister@sfdph.org)>; Lok, Hiki Ung (DPH) <[HikiUng.Lok@sfdph.org](mailto:HikiUng.Lok@sfdph.org)>; Trinh, Jennie (DPH) <[jennie.trinh@sfdph.org](mailto:jennie.trinh@sfdph.org)>; Barros, Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>; David Canham <[david.canham@seiu1021.org](mailto:david.canham@seiu1021.org)>; Simmons, Rhonda (DPH) <[rhonda.simmons@sfdph.org](mailto:rhonda.simmons@sfdph.org)>; Carson, Victoria (HRD) <[victoria.carson@sfgov.org](mailto:victoria.carson@sfgov.org)>; Hale, Jacquie (DPH) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>; Girma, Mahlet (DPH) <[mahlet.girma@sfdph.org](mailto:mahlet.girma@sfdph.org)>  
Subject: Re: Release time for Monday

Rich,

The nurse manager approved the release time for the members to attend this meeting. HR denied it. This meeting was rescheduled for tomorrow at 4pm. You should approve this request for release time if you want this PSC to go through or else we'll have to reschedule until you can approve the release time request. We will not meet with the City without members.

Daniel

Daniel Becker  
Field Representative  
SEIU Local 1021

350 Rhode Island, Suite 100 South Bldg., San Francisco, CA 94103

Office 415-848-3639  
Cell 510-499-1464  
Fax 415-431-6241

---

**From:** David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>

**Sent:** Tuesday, August 21, 2018 12:39:20 PM

**To:** Daniel Becker

**Cc:** Mcallister, Deirdre (DPH); Lok, Hiki Ung (DPH); Trinh, Jennie (DPH); Barros, Brenda (DPH); XiuMin Li; David Canham; Simmons, Rhonda (DPH); Carson, Victoria (HRD)

**Subject:** RE: Release time for Monday

Daniel,

To clarify, I asked for clarification which you failed to provide in a timely manner and Jennie is not a Shop Steward. Perhaps if you had done your research with your members in advance and provided sufficient information and time, the Department could have collaborated with the Union to address any specific concerns rather than engaging in this manner. The Department has always been available to work with the Union to resolve potential issues but your methods are counter-productive.

The Union has the right to choose how it wants to address the matter and we can respond accordingly.

Thanks,  
Rich David  
Sr. Human Resources Analyst  
Labor Relations, ZSFG DPH  
Phone: 415-206-5419  
Fax: 415-206-4580

<image001.png>

2789 25<sup>th</sup> Street Room 322  
San Francisco, CA 94110

[ZuckerbergSanFranciscoGeneral.org](http://ZuckerbergSanFranciscoGeneral.org)  
[Follow us on Facebook](#)

**CONFIDENTIALITY NOTICE: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution is prohibited. If you have received this communication in error, please contact the sender by reply email and permanently delete the message and any attachments.**

**From:** Daniel Becker [<mailto:Daniel.Becker@seiu1021.org>]

**Sent:** Tuesday, August 21, 2018 12:12 PM

**To:** David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>  
**Cc:** Mcallister, Deirdre (DPH) <[deirdre.mcallister@sfdph.org](mailto:deirdre.mcallister@sfdph.org)>; Lok, Hiki Ung (DPH) <[HikiUng.Lok@sfdph.org](mailto:HikiUng.Lok@sfdph.org)>; Trinh, Jennie (DPH) <[jennie.trinh@sfdph.org](mailto:jennie.trinh@sfdph.org)>; Barros, Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>; David Canham <[david.canham@seiu1021.org](mailto:david.canham@seiu1021.org)>; Simmons, Rhonda (DPH) <[rhonda.simmons@sfdph.org](mailto:rhonda.simmons@sfdph.org)>; Carson, Victoria (HRD) <[victoria.carson@sfgov.org](mailto:victoria.carson@sfgov.org)>  
**Subject:** Re: Release time for Monday

Rich,

Unlike the rules that you make up about release time having to go through labor relations, the MOU, MMBA, and past practice all show you have an obligation to release people for PSC meetings. We reserve the right to file a grievance, PERB charge, etc to appeal your denial. Consistent denial of release time for PSC meetings will result in us having to keep rescheduling those meetings and the PSCs being delayed.

You really need to stop being so difficult with the Union, it doesn't look good for your department or for the city. It looks like you're not interested in working with labor but more like your department is drowning in to blind support of illegitimate authoritarianism - San Francisco style.

*ARTICLE II – EMPLOYMENT CONDITIONS*

118. The City agrees that it will take all appropriate steps to insure the presence at said meetings of those officers and employees (excluding the Board of Supervisors) of the City who are responsible in some manner for the decision to contract out so that the particular issues may be fully explored by the Union and the City.

*ARTICLE I – REPRESENTATION*

43. Upon notification of an appropriate management person, stewards and designated officers of the Union, subject to management approval, which shall not be unreasonably withheld, shall be granted reasonable release time to investigate and process grievances, disciplinary appeals and attend meetings with Management without loss of pay or benefits. Union Stewards shall advise their first level supervisors prior to engaging in Union business. Such notification of release time shall normally be made in advance and shall include the area or work location where they will be investigating or processing grievances, disciplinary appeals or meetings with Management. The Union will attempt to insure that shop steward release time will be equitably distributed. Normally one steward will be sufficient for a single investigation of a grievance or appeal, except for Shop Steward Trainee Observers.”

On Aug 21, 2018, at 11:27 AM, David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)> wrote:

Daniel,

There is no obligation to release the members to meet. You were asked for clarification which you failed to provide.

Rich David  
Sr. Human Resources Analyst  
Labor Relations, ZSFG DPH  
Phone: 415-206-5419  
Fax: 415-206-4580

<image001.png>

2789 25<sup>th</sup> Street Room 322  
San Francisco, CA 94110

[ZuckerbergSanFranciscoGeneral.org](http://ZuckerbergSanFranciscoGeneral.org)  
[Follow us on Facebook](#)

**CONFIDENTIALITY NOTICE: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution is prohibited. If you have received this communication in error, please contact the sender by reply email and permanently delete the message and any attachments.**

From: Daniel Becker [<mailto:Daniel.Becker@seiu1021.org>]  
Sent: Saturday, August 18, 2018 11:22 AM  
To: David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>  
Cc: Mcallister, Deirdre (DPH) <[deirdre.mcallister@sfdph.org](mailto:deirdre.mcallister@sfdph.org)>; Lok, Hiki Ung (DPH) <[HikiUng.Lok@sfdph.org](mailto:HikiUng.Lok@sfdph.org)>; Trinh, Jennie (DPH) <[jennie.trinh@sfdph.org](mailto:jennie.trinh@sfdph.org)>; Barros, Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>; David Canham <[david.canham@seiu1021.org](mailto:david.canham@seiu1021.org)>  
Subject: Re: Release time for Monday

Rich,  
The employees are being asked to attend a meeting about a PSC that could have potential impact to their department. I will not meet with the City without these members. Please make sure they're released and stop your constant attempt at union busting through obstruction of release time.

Thanks,  
Daniel

On Aug 17, 2018, at 6:06 PM, David, Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)> wrote:

Daniel,

Please clarify the purpose of the release time as it appears outside the scope and number allowed by the MOU. Employees are able to go on their own time but not subject to release.

Thanks,  
Rich David  
Sr. Human Resources Analyst  
Labor Relations, ZSFG DPH  
Phone: 415-206-5419  
Fax: 415-206-4580

<image001.png>

2789 25<sup>th</sup> Street Room 322  
San Francisco, CA 94110

[ZuckerbergSanFranciscoGeneral.org](http://ZuckerbergSanFranciscoGeneral.org)  
[Follow us on Facebook](#)

**CONFIDENTIALITY NOTICE: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution is prohibited. If you have received this communication in error, please contact the sender by reply email and permanently delete the message and any attachments.**

From: Daniel Becker  
[mailto:[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)]  
Sent: Friday, August 17, 2018 3:37 PM  
To: Mcallister, Deirdre (DPH)  
<[deirdre.mcallister@sfdph.org](mailto:deirdre.mcallister@sfdph.org)>  
Cc: Lok, Hiki Ung (DPH) <[HikiUng.Lok@sfdph.org](mailto:HikiUng.Lok@sfdph.org)>;  
Trinh, Jennie (DPH) <[jennie.trinh@sfdph.org](mailto:jennie.trinh@sfdph.org)>; Barros,  
Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; David,  
Aldrich (DPH) <[aldrich.david@sfdph.org](mailto:aldrich.david@sfdph.org)>  
Subject: Re: Release time for Monday

PSC 45859-17/18 Community Based,  
Integrated Public Health Primary care.

On Aug 17, 2018, at 3:06 PM, Mcallister, Deirdre (DPH) <[deirdre.mcallister@sfdph.org](mailto:deirdre.mcallister@sfdph.org)> wrote:



Hi Daniel  
What is the PSC? I've also included  
Rich David on the email as we have  
to include labor relations in any  
request.

Thanks  
Deirdre

Deirdre McAllister, RN, MPA, MS  
Nurse Manager, 6M Children's  
Health Center

<Outlook-1515544688.png> San  
Francisco Health Network  
Children's  
Health Center

**Zuckerberg San Francisco General  
Hospital and Trauma Center**

1001 Potrero Avenue  
San Francisco, CA 94110

✉ [deirdre.mcallister@sfdph.org](mailto:deirdre.mcallister@sfdph.org)

☎ 415-206-3600

Pager 415-327-0886

Clinic 415-206-8383

[ZuckerbergSanFranciscoGeneral.org](http://ZuckerbergSanFranciscoGeneral.org)

[Follow us on Facebook](#)

This e-mail is intended for the recipient only. If  
Protected Health Information (PHI) is contained  
in this email, unauthorized disclosure may  
subject the discloser to civil or criminal penalties  
under state and federal privacy laws. If you  
received this email in error, notify me and  
destroy the email immediately.

---

**From:** Daniel Becker

[<Daniel.Becker@seiu1021.org>](mailto:Daniel.Becker@seiu1021.org)

**Sent:** Friday, August 17, 2018 1:47:49  
PM

**To:** Mcallister, Deirdre (DPH)

**Cc:** Lok, Hiki Ung (DPH); Trinh, Jennie  
(DPH); Barros, Brenda (DPH)

**Subject:** Release time for Monday

Hi Deirdre,

I'm requesting release time for Hiki  
and Jennie for this upcoming

Monday from 9-11:30am to attend  
the meeting regarding the PSC.

Thanks,  
Daniel

Daniel Becker  
Field Representative  
SEIU Local 1021  
350 Rhode Island, Suite 100  
South Bldg., San Francisco,  
CA 94103

Office 415-848-3639  
Cell 510-499-1464  
Fax 415-431-6241

☐ PSC 45859-1718 Primary Care - Notes Mtg with SEIU 8-22-18

**San Francisco Department of Public Health**  
**Summary of Meeting with SEIU Local 1021 on August 22, 2018**  
**Re: PSC 45859-17/18 Community Based, Integrated Public Health Primary Care Services**

**Present:**

Name	Title	Organization
Daniel Becker	Field Representative	SEIU Local 1021
Brenda Barros	1431 Senior Unit Clerk, Adult Medical Health, ZSFG – 1M	SEIU Local 1021
Jennie Trinh	1431 Senior Unit Clerk/Supervisor, Child HC Pediatrics, ZSFG – 6M	SEIU Local 1021
Hiki Lok Ung	2586 Health Worker II, Child HC Pediatrics, ZSFG – 6M Reds	SEIU Local 1021
Dean Goodwin	Assistant Director, DPH HIV Health Services	Dept. of Public Health
Beth Neary	Senior Administrative Analyst, Primary Care	Dept. of Public Health
Jacque Hale	Manager, Office of Contracts Management & Compliance	Dept. of Public Health
Mahlet Girma	Senior Administrative Analyst, Office of Contracts Management & Compliance	Dept. of Public Health

Ms. Neary gave a brief description of the new services included under the PSC, particularly those State grant-funded services under the Dental Transformation Initiative, and noted those services listed on materials provided earlier to SEIU which were listed to make a comprehensive list of possible services, but were not being performed at present. Ms. Hale noted that some of the services covered by the PSC were not new and had been provided for many years under Behavioral Health Services PSCs. SEIU presented a series of questions and statements, which are paraphrased here, with DPH's responses.

DPH noted that contractors covered under this PSC are: Curry Senior Center, Mission Neighborhood Health Center, North East Medical Services, the Women's Community Clinic (now merged with HR360), Huckleberry Youth Programs; and UCSF Family and Community Medicine.

- At the end of the meeting, DPH and SEIU agreed to meet again. SEIU agreed to send its questions by email to DPH prior to the next meeting, so that DPH could better prepare responses. DPH agreed to provide responses to the questions already posed at the meeting (see below).
- DPH noted that it would need to continue with the PSC approval process and submit the PSC for calendaring at the September 17, 2018, meeting of the Civil Service Commission. SEIU repeated its earlier statements in opposition. The parties agreed to meet again.

Discussed at the meeting:

- SEIU stated its opposition to using UCSF employees at DPH clinics, noting their feeling that it is a "slippery slope."
- Why not open new clinics or renovate existing clinics?
- Why not contract in?
- For PT dr. position, was temporary exempt explored, or *per diem*? (used at Tom Waddell)

- Will contractors collect and sell data? Will data be part of a study? Will data be “farmed” or sold?
- What is the potential impact to DPH employees?
- Why is there nothing for District 10 residents or African Americans?

Questions posed at the end of the meeting, but meeting time was exhausted:

- Who drafted this plan? Who wrote these grants?
- Has DPH surveyed patients to determine that they will not go to current DPH clinics?
- In light of several lawsuits against UCSF, how can we call them culturally competent?
- Do the grants explicitly state that the funding has to go to outside contractors?
- We want to see the current contracts.
- We want a breakdown of the \$28 million before our next meeting.

Discussion:

- The Dental Transformation Initiative (DTI), funded by a State grant under a Medi-Cal Waiver, is included under this PSC in DPH contracts with Mission Neighborhood Health Center (MNHC), North East Medical Services (NEMS), and AFL Enterprises, as part of a 3.5 year Medi-Cal Waiver demonstration program to increase access to dental services for San Francisco children ages 0 to 5 through five pilot interventions.
  1. Incentives to Federally Qualified Health Centers (FQHCs) (including MNHC and NEMS) to do “in-reach” to serve a greater proportion of their primary care patients ages 0-5 with dental services on site.
  2. Training collaboratives with expert faculty to San Francisco dental practices that see, or can begin seeing, Denti-Cal insured children ages 0 to 5. The training will reach 35 local dental practices and expand access to dental services for young children, as well as the frequency of preventative services.
- UCSF Family and Community Medicine: Enables continuation of part-time services by one doctor who recently left civil service employment at the DPH Silver Avenue clinic to join the UCSF faculty and has agreed to continue providing primary care services to patients at the clinic. DPH has established this contract due to the doctor’s unique skillset, as she is fluent in both Spanish and Cantonese, the two main languages spoken by the patient population attending Silver Avenue Health Center. This language capacity greatly improves scheduling flexibility and appointment access at Silver Avenue. She is also an expert in improving and transforming practice systems.
- Curry Senior Center: At-home nursing visits for home-bound seniors living in the Tenderloin.
- Mission Neighborhood Health Center (MNHC): primary care services for patients ineligible for Affordable Care Act (ACA) insurance coverage, including Medi-Cal, due to residency (i.e. undocumented) status. MNHC specializes in providing services to monolingual Spanish speakers.

- Women's Community Clinic: (1) Sexual and reproductive health services for low income and uninsured women, transwomen, and girls; and (2) a workforce development program for women in the Western Addition to encourage exploring careers in health care and assist in enrollment and outreach in the ACA.
- Huckleberry Youth Programs: Sexual health education, HIV prevention, and substance use prevention services to SFUSD and charter school middle and high school students ages 12-18 (funded through a work order from the Department of Children, Youth, and Families).
- Asian and Pacific Island Wellness Center: Mental health counseling and wellness groups to increase engagement and support for Asian and Pacific Islanders living in the Tenderloin to remain connected to primary care services.

Discussion:

- In response to services provided by one part-time doctor at the DPH Silver Avenue Clinic, SEIU expressed its opposition to using UCSF employees at DPH clinics, noting their feeling that it is a “slippery slope.” DPH noted that utilizing the doctor’s unique skillset, including fluency in Cantonese and Spanish, as well as in refugee health assessments, was done to maximize services for patients who could benefit, that the position the doctor had vacated would be filled, and that it was not presently known if the contract for part-time work for this doctor would continue. SEIU noted that a Cantonese-Spanish speaking doctor could easily be found elsewhere and hired as a civil service employee.
- SEIU noted that contract/UCSF doctor(s) should not manage DPH employees, including not contributing to performance evaluations. DPH stated that UCSF doctors are not allowed to manage DPH employees. SEIU stated that they felt that doctors frequently did influence performance evaluations.
- SEIU asked why DPH did not open new clinics or renovate existing clinics, and why it did not “contract in”? DPH responded that in addition to the lack of funding to open new clinics, community based clinics offered services to patients who might be afraid to come to a government-run clinic, particularly if they had residency or documentation issues. SEIU also noted that civil service employees were culturally competent and offered language capacity in many languages.
- In regards to the part-time doctor’s position, SEIU asked if DPH explored hiring a civil service employee as temporary exempt or *per diem*. DPH again noted that hiring this unique doctor allowed DPH to provide continuity of care to the patients at the Silver Avenue Clinic who could particularly benefit from these services.
- SEIU asked if contractors would be collecting and selling patient data. DPH responded that any patient data would be “owned” and controlled by DPH. SEIU asked if any data collected would be part of a study. DPH responded that patient data would not be part of a study.

- SEIU asked what the potential impact to DPH employees would be, including employees such as clerical employees. DPH responded that there might be a minor impact on the number of patients at the Silver Avenue clinic, once the current position vacancy for a doctor was filled. SEIU asked why the money couldn't be used to create new DPH positions rather than contract out. DPH responded that funding classified as professional services is different than funding that may be spent on salaries and fringe, and there's no way to move funding between the two categories within a budget year.
- SEIU asked why there was nothing for District 10 residents or African Americans. DPH responded that there would be a pilot next fiscal year at the DPH Southeast Clinic which would not be contracted out. DPH also noted that The Marin Clinic, a nonprofit, recently had opened an office in Bayview-Hunter's Point, and that DPH hoped to add them to the DTI grant, as that resource was not available at the time the grant application was submitted.

#### Further Questions

SEIU noted that it had many additional questions, but that they needed to end the meeting and another meeting would be needed. Ms. Hale asked if they could both ask their current questions so that any that might be answered quickly could be answered at the present meeting, and for SEIU to send all of their questions, including any additional questions that might come up after the meeting, in an email to the DPH representatives at the meeting, so that DPH could better prepare responses and for a subsequent meeting. SEIU agreed. The questions posed at the meeting and DPH's immediate responses follow.

- SEIU asked who drafted the plan and wrote the grants included in the PSC. DPH noted that the application was compiled by several DPH managers and employees, with some limited technical assistance from a grant writer who was familiar with the specific requirements of State and Federal grant applications.
- SEIU asked if the grants explicitly state that the funding has to go to outside contractors. DPH responded that it does not, but that the grant application to which DPH responded did clearly indicate that a collaboration was expected, and that in fact, all of those entities that were chosen to be funded were collaborations, i.e., the grant was not intended to be given solely to a county to keep to itself, but was expected to support the county as part of a collaboration with community partners.

DPH did not respond to these questions at this meeting, except to state that it would provide a response for the next meeting:

- Has DPH surveyed patients to determine that they will not go to DPH clinics?
- In light of several lawsuits against UCSF, how can we call them culturally competent?
- We want to see the current contracts.
- We want a breakdown of the \$28 million before our next meeting.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD

Dept. Code: HRD

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

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

Type of Service: Executive Recruitment Services

Funding Source: General Fund

PSC Amount: \$400,000

PSC Est. Start Date: 08/01/2018

PSC Est. End Date 06/30/2020

**1. Description of Work**

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

The contractors will conduct nation-wide executive searches to identify highly qualified candidates to participate in the selection processes.

In collaboration with the Department of Human Resources (DHR), the contractor shall identify, recruit, screen, recommend candidates, coordinate the interview process, conduct detailed reference checks, and provide assistance during the hiring process for the City and County of San Francisco (City). The contractor will develop a detailed candidate profile for the recruitment and selection process. The contractor will perform the initial selection and assessment of candidates and present top candidates to the City for final selection.

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

It is necessary for DHR to engage the expertise of an executive search firm in order to identify qualified individuals and attract them into the applicant pool. The value of an executive search firm is their ability to identify and engage highly qualified individuals who may not necessarily be seeking a new employment opportunity and invite them into the process. It is expected that the executive search firms have a large network of qualified professionals in place to perform the necessary outreach. If approval is denied, DHR may not be able to complete recruitments in a timely manner.

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.

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.



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

B. Explain the qualifying circumstances:

DHR is relying on the contractor's network of qualified professionals to perform the necessary outreach.  
The City currently maintains classifications of employees who perform generalist work that is similar.

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

A. Specify required skills and/or expertise: Ability to identify, recruit, engage and screen qualified individuals into the applicant pool and proven expertise in quickly and effectively assessing and screening for the most qualified candidates for recommendation to the City for final consideration.

B. Which, if any, civil service class(es) normally perform(s) this work? 1250, Recruiter;

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?**

DHR does not have the resources to conduct nation-wide executive searches.

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

A. Explain why civil service classes are not applicable.

Civil services are not applicable. The primary service provided by a contractor is their skill in effectively identifying and recruiting the most qualified candidates for recommendation to the City for final consideration. The City does not currently have the outreach resources, staffing, and/or data on potential quality applicants to engage in the selection process.

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 currently maintains classifications of employees who perform generalist work that is similar.

**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 is no transfer of knowledge component because DHR is relying on the contractor's network of qualified professionals to perform the necessary outreach.

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 07/26/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: Kate Howard Phone: 415-557-4944 Email: kate.howard@sfgov.org

Address: 1 South Van Ness, 4th Floor San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44970 - 18/19

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 09/17/2018

Civil Service Commission Action:

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

**Choi, Suzanne (HRD)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of kate.howard@sfgov.org  
**Sent:** Thursday, July 26, 2018 3:21 PM  
**To:** Howard, Kate (HRD); amakayan@ifpte21.org; Wanless, Annie (HRD);  
ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com;  
tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org;  
eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Choi, Suzanne  
(HRD); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44970 - 18/19

RECEIPT for Union Notification for PSC 44970 - 18/19 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 44970 - 18/19 for \$400,000 for Initial Request services for the period 08/01/2018 – 06/30/2020. 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/11755> 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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 43672 - 14/15)

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

Type of Service: Investment Advisory Services

Funding Source: Airport Operating Funds

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

PSC Original Approved Duration: 12/15/14 - 06/30/20 (5 years 28 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: no duration added

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

PSC Mod#2 Duration: 08/01/18-06/30/22 (2 years)

PSC Cumulative Amount Proposed: \$2,500,000

PSC Cumulative Duration Proposed: 7 years 28 weeks

**1. Description of Work**

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

To provide San Francisco International Airport (SFO) with general investment advisory services on an as-needed basis. This includes review of the investment policy and best practice recommendations for \$680 million of debt service reserve funds; advisory service on portfolio structure, security selection and periodic re-balancing of the portfolio; and preparation of detailed holding, activity or market condition reports on a daily, monthly or quarterly basis.

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

These services are necessary to ensure that bonds and other financial instruments are issued or refunded at the lowest possible interest cost and to create a market among investors. Denial of this service will prevent the successful sale(s) of these bonds and jeopardize the implementation of the Airport's future capital improvement plans.

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 43672 - 14/15

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for this service.

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

The contracts will be for a five (5) year term to insure consistency in Investment Advisory services.

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

A. Display all that apply

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

Explain the qualifying circumstances:

The Investment Advisory Services required by SFO is highly specialized.

- B. Reason for the request for modification:  
increased funding for contract

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

- A. Specify required skills and/or expertise: The contractor must be a registered Investment Advisor by the Securities and Exchange Commission (SEC). They must work for a nationally known portfolio management firm with demonstrated experience providing investment advisory services for a large portfolio of municipal bond reserve funds.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1117, Dep Dir for Investments, Ret; 9255, Airport Economic Planner; 9258, Airport Asst Dep Dir, Bus&Fin; 0931, Manager III;
- 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.  
Existing civil service classifications will be working closely with the Investment Advisor; however, the Advisor needs to be registered with the SEC and have the resources of a large Investment Firm to manage the portfolio of a large municipal bond reserve funds. Additionally the work is on an as-needed 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 investment advisory services require registration with the SEC, and will be required only on an as-needed basis.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the 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.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 08/01/18, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Municipal Executive Association;

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

Name: 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# 43672 - 14/15

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 09/17/2018

Civil Service Commission Action:



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

**Choi, Suzanne (HRD)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Wednesday, August 01, 2018 11:08 AM  
**To:** Cynthia Avakian (AIR); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 43672 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$1,000,000 for services for the period August 1, 2018 – June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10461>

Email sent to the following addresses: [staff@sfmea.com](mailto:staff@sfmea.com) [camaguey@sfmea.com](mailto:camaguey@sfmea.com) [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org) [pkim@ifpte21.org](mailto:pkim@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org) [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com) [ecassidy@ifpte21.org](mailto:ecassidy@ifpte21.org)

# **Additional Attachment(s)**

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

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request:  Initial  Modification of an existing PSC (PSC # 43672 - 14/15)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Investment Advisory ServicesFunding Source: Airport Operating FundsPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 12/15/14 - 06/30/20 (5 years 28 weeks)PSC Mod#1 Amount: \$500,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$1,500,000PSC Cumulative Duration Proposed: 5 years 28 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

To provide San Francisco International Airport (SFO) with general investment advisory services on an as-needed basis. This includes review of the investment policy and best practice recommendations for \$680 million of debt service reserve funds; advisory service on portfolio structure, security selection and periodic re-balancing of the portfolio; and preparation of detailed holding, activity or market condition reports on a daily, monthly or quarterly basis.

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

These services are necessary to ensure that bonds and other financial instruments are issued or refunded at the lowest possible interest cost and to create a market among investors. Denial of this service will prevent the successful sale(s) of these bonds and jeopardize the implementation of the Airport's future capital improvement plans.

**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 43672 - 14/15

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

Yes, if there continues to be a need for this service.

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

The contracts will be for a five (5) year term to insure consistency in Investment Advisory services.

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

A. Display all that apply

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

Explain the qualifying circumstances:

The Investment Advisory Services required by SFO is highly specialized.

B. Reason for the request for modification:

increased funding for contract

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

- A. Specify required skills and/or expertise: The contractor must be a registered Investment Advisor by the Securities and Exchange Commission (SEC). They must work for a nationally known portfolio management firm with demonstrated experience providing investment advisory services for a large portfolio of municipal bond reserve funds.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1117, Dep Dir for Investments, Ret; 9255, Airport Economic Planner; 9258, Airport Asst Dep Dir, Bus&Fin; 0931, Manager III;
- 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.  
Existing civil service classifications will be working closely with the Investment Advisor; however, the Advisor needs to be registered with the SEC and have the resources of a large Investment Firm to manage the portfolio of a large municipal bond reserve funds. Additionally the work is on an as-needed 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 investment advisory services require registration with the SEC, and will be required only on an as-needed basis.

### **6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the 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.  
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 12/21/17, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Municipal Executive Association;

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

Name: 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# 43672 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/10/2018

## 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: Investment Advisory ServicesFunding Source: Airport Operating FundsPSC Amount: \$1,000,000PSC Est. Start Date: 12/15/2014 PSC Est. End Date 06/30/2020**1. Description of Work**

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

To provide San Francisco International Airport (SFO) with general investment advisory services on an as-needed basis. This includes review of the investment policy and best practice recommendations for \$680 million of debt service reserve funds; advisory service on portfolio structure, security selection and periodic re-balancing of the portfolio; and preparation of detailed holding, activity or market condition reports on a daily, monthly or quarterly basis.

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

These services are necessary to ensure that bonds and other financial instruments are issued or refunded at the lowest possible interest cost and to create a market among investors. Denial of this service will prevent the successful sale(s) of these bonds and jeopardize the implementation of the Airport's future capital improvement plans.

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

This work was previously perform under PSC 4098-09/10.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for this service.

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

The contracts will be for a five (5) year term to insure consistency in Investment Advisory services.

**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 Investment Advisory Services required by SFO is highly specialized.

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

A. Specify required skills and/or expertise: The contractor must be a registered Investment Advisor by the Securities and Exchange Commission (SEC). They must work for a nationally known portfolio management firm with demonstrated experience providing investment advisory services for a large portfolio of municipal bond reserve funds.

B. Which, if any, civil service class(es) normally perform(s) this work? 1117, Dep Dir for Investments, Ret; 9255, Airport Economic Planner; 9258, Airport Asst Dep Dir, Bus&Fin; 0931, Manager III;

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?**

Staff do not possess the specialized skills and resources required to manage the debt service reserve funds held by the trustee.

**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 will be working closely with the Investment Advisor; however, the Advisor needs to be registered with the SEC and have the resources of a large Investment Firm to manage the portfolio of a large municipal bond reserve funds. Additionally the work is on an as-needed 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 investment advisory services require registration with the SEC, and will be required only on an as-needed basis.

**6. Additional Information**

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

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

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

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

**7. Union Notification: On 10/20/2014, the Department notified the following employee organizations of this PSC/RFP request:**

Municipal Executive Association; Prof & Tech Eng, Local 21

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

Name: 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# 43672 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

12/15/2014 DHR Approved for 12/15/2014

action date: 12/15/2014

Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 38535 - 13/14)

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

Type of Service: Hospice Support Group Facilitator

Funding Source: General Fund

PSC Original Approved Amount: \$67,200

PSC Original Approved Duration: 07/01/14 - 06/30/19 (5 years)

PSC Mod#1 Amount: \$67,200

PSC Mod#1 Duration: 07/01/19-06/30/23 (4 years 1 day)

PSC Cumulative Amount Proposed: \$134,400

PSC Cumulative Duration Proposed: 9 years 1 day

**1. Description of Work**

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

Provide confidential hospital and palliative care for staff who provide care for seriously ill and/or dying patients in order to address the emotional impact on the team. Facilitate and mentor team professional growth and maturation to address issues of communication, dying, death, grief and burnout.

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

Denial of such services would result in Laguna Honda Hospital's (LHH's) Palliative and Hospice Program not meeting national quality and improvement standards.

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 38535 - 13/14

D. Will the contract(s) be renewed?

As funding is available.

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

As these are for hospice services for staff of our long-term care facility, Laguna Honda Hospital, we expect the need for these services to continue, as we expect to continue to respond to staff's intermittent need for these services.

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

A. Display all that apply

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

Explain the qualifying circumstances:

Facilitation of twice a month support group on palliative care unit and as needed.

B. Reason for the request for modification:

increase amount and extend term to match new contract from solicitation

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

A. Specify required skills and/or expertise: Appropriate certifications/licensure and specialized experience is needed in order to address the special needs of medical and support staff at a long-term care facility to deal with grief and caregiving issues within a professional environment.

B. Which, if any, civil service class(es) normally perform(s) this work? 2574, Clinical Psychologist; 2910, Social Worker;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.  
Services are intermittent (approximately 42 hours/year)

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 has Civil Service classifications that are used to provide a portion of 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 involved. Services include facilitation of twice a month support group on palliative care unit and additional consultations.

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 06/14/18, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous; 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 38535 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Wednesday, June 13, 2018 6:32 PM  
**To:** Hale, Jacquie (DPH); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC);  
pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org;  
pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com;  
ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA);  
david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; tekpro49  
@comcast.net; WendyWong26@yahoo.com; wendywong26@yahoo.com;  
mathews.timothy@gmail.com; kschumacher@ifpte21.org; kpage@ifpte21.org;  
eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Girma, Mahlet  
(DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 38535 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$67,200 for services for the period July 1, 2019 – June 30, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/11189>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org  
kpage@ifpte21.org kschumacher@ifpte21.org mathews.timothy@gmail.com wendywong26@yahoo.com  
WendyWong26@yahoo.com tekpro49@comcast.net amakayan@ifpte21.org jtanner940@aol.com  
david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org  
davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org  
pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH Dept. Code: DPH

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Hospice Support Group Facilitator

Funding Source: General Fund PSC Duration: 5 years  
PSC Amount: \$67,200 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2019

**1. Description of Work**

**A. Scope of Work:**

Provide confidential hospital and palliative care for staff who provide care for seriously ill and/or dying patients in order to address the emotional impact on the team. Facilitate and mentor team professional growth and maturation to address issues of communication, dying, death, grief and burnout.

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

Denial of such services would result in Laguna Honda Hospital's (LHH's) Palliative and Hospice Program not meeting national quality and improvement standards.

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

Services were previously approved under PSC #4151-09/10, and are now being broken out as a separate PSC to more closely correspond to how services are solicited and to separate these services provided to staff (rather than the public).

**D. Will the contract(s) be renewed? As funding is available.**

**2. Union Notification:** On 08/25/2014, 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,

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 38535 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/22/2014



3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:  
Appropriate certifications/licensure and specialized experience is needed in order to address the special needs of medical and support staff at a long-term care facility to deal with grief and caregiving issues within a professional environment.

B. Which, if any, civil service class(es) normally perform(s) this work?  
2910,2574,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:  
Services are intermittent (approximately 42 hours/year)

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No. The City has Civil Service classifications that are used to provide a portion of these services.

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

YES    NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 10/11/2014 BY:

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

Address: 101 Grove Street, Room 307    San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 43868 - 14/15)

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

Type of Service: Personal Assisted Employment Services (PAES) Counseling and Pre-Vocational Services

Funding Source: Work Order

PSC Original Approved Amount: \$7,560,000

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

PSC Mod#1 Amount: \$3,503,266

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$11,063,266

PSC Cumulative Duration Proposed: 5 years 1 day

**1. Description of Work**

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

Contractors are to provide triage screening for employability and disability and behavioral health and pre-vocational assessment with linkage to community services in the Department of Human Service (HSA) County Adult Assistance Programs (CAAP). Triage Screening provides brief assessment of CAAP applicants and recipients to determine if they have unmet health needs and whether they have disabilities that limit their ability to work or possibly meet the eligibility criteria for SSA Disability Benefits. The PAES Behavioral Health Assessment Service is an Integrated Behavioral Health Outpatient Program with a vocational focus that provides a comprehensive assessment of clients who have demonstrated barriers to employment during their participation in vocational services. This component assists in identifying employment barriers and offering community linkages. Pre-vocational services work with HSA's workforce Development Dept. to provide psycho-educational groups/workshops/ Learning Needs Assessments/On-the-Job Assessment/Hire-Ability programs to equip clients with skills/abilities/attitudes relevant to obtaining/retaining employment. Short term behavior health services will be provided including assessment, individual and group support, case management, medication management; psychological testing, as well as consultation and outreach.

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

The Triage screening ensures that clients with disabling conditions are exempted from the requirement that CAAP recipients perform work in return for the cash assistance. If the service was not provided, many clients with disabilities would fail the work requirement and lose the financial stipend which will cause a risk of homelessness for failure to pay rent. The city would also be placed in legal jeopardy for requiring clients with disabilities to perform work. Without the PAES Behavioral Health Assessment Service, clients enrolled in employment services who have access to assessment and treatment referral services that would help accommodate and manage their disabilities so that they could succeed in employment 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.**

4156-09/10

D. Will the contract(s) be renewed?

Yes.

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

The Department expects the need for these services to continue.

## 2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The City does not presently have civil service staff who can provide these targeted employment services for this special population (substance abusers and people with mental illnesses), which differ from employment services provided by eligibility workers or other related staff, as they require specific behavioral health assessment and employment knowledge, skills and abilities. (Please see supplemental information attached.)

B. Reason for the request for modification:

At the time the initial request was submitted, the amounts given were estimates based on previous years to cover the contract term. That contract has expired, the Department has conducted a new Request For Proposals (RFP) for these services, and is establishing a new contract under the RFP, based on current estimates.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have a State-licensed and Commission-approved facility with trained and licensed staff as applicable to provide services in a mental health, substance abuse, and/or primary care setting.

B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2574, Clinical Psychologist; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2920, Medical Social Worker; 2930, Psychiatric Social Worker; 2935, Sr Marriage, Fam & Cld Cnslr;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide on-site assessment services within Human Service Agency (HSA) County Adult Assistance Program facility.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with contractors, which are mostly non-profit organizations, and through these collaborations the City

is able to offer higher quality, more accessible mental health and substance abuse treatment services to its residents.

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: The City currently has Civil Service classifications that are used to provide a portion of 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.  
Services under this PSC do not include training of civil service employees.

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

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

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

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

**7. Union Notification:** On 04/21/18, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43868 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Saturday, April 21, 2018 1:29 PM  
**To:** Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 43868 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$3,503,266 for services for the period July 1, 2018

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

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhr Drupal/node/10964>

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

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Personal Assisted Employment Services (PAES) Counseling and Pre-Vocation Services

Funding Source: Work Order PSC Duration: 5 years 1 day
PSC Amount: \$7,560,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/30/2020

1. Description of Work

A. Scope of Work:

Contractors are to provide triage screening for employability and disability and behavioral health and pre-vocational assessment with linkage to community services in the Department of Human Service (HSA) County Adult Assistance Programs (CAAP). Triage Screening provides brief assessment of CAAP applicants and recipients to determine if they have unmet health needs and whether they have disabilities that limit their ability to work or possibly meet the eligibility criteria for SSA Disability Benefits. The PAES Behavioral Health Assessment Service is an Integrated Behavioral Health Outpatient Program with a vocational focus that provides a comprehensive assessment of clients who have demonstrated barriers to employment during their participation in vocational services. This component assists in identifying employment barriers and offering community linkages. Pre-vocational services work with HSA's workforce Development Dept. to provide psycho-educational groups/workshops/ Learning Needs Assessments/On-the-Job Assessment/Hire-Ability programs to equip clients with skills/abilities/attitudes relevant to obtaining/retaining employment. Short term behavior health services will be provided including assessment, individual and group support, case management, medication management; psychological testing, as well as consultation and outreach.

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

The Triage screening ensures that clients with disabling conditions are exempted from the requirement that CAAP recipients perform work in return for the cash assistance. If the service was not provided, many clients with disabilities would fail the work requirement and lose the financial stipend which will cause a risk of homelessness for failure to pay rent. The city would also be placed in legal jeopardy for requiring clients with disabilities to perform work. Without the PAES Behavioral Health Assessment Service, clients enrolled in employment services who have access to assessment and treatment referral services that would help accommodate and manage their disabilities so that they could succeed in employment services.

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. 4156-09/10

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

2. Union Notification: On 04/27/2015, 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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43868 - 14/15

DHR Analysis/Recommendation:

08/17/2015

Commission Approval Required

DHR Approved for 08/17/2015

Approved by Civil Service Commission with conditions

July 2013



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

A. Specify required skills and/or expertise:

Contractors must have a State-licensed and Commission-approved facility with trained and licensed staff as applicable to provide services in a mental health, substance abuse, and/or primary care setting.

B. Which, if any, civil service class(es) normally perform(s) this work?  
2589,2591,2593,2822,2110,2930,2920,2935,2574,

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

Contractor will provide on-site assessment services within Human Service Agency (HSA) County Adult Assistance Program facility.

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

A. Explain why civil service classes are not applicable:

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with contractors, which are mostly non-profit organizations, and through these collaborations the City is able to offer higher quality, more accessible mental health and substance abuse treatment services to its residents.

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

The City currently has Civil Service classifications that are used to provide a portion of these services.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 07/07/2015 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 47083 - 13/14)

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

Type of Service: Medical Records Storage and Retrieval

Funding Source: General Fund

PSC Original Approved Amount: \$3,780,000 PSC Original Approved Duration: 07/01/14 - 10/31/19 (5 years 17 weeks)

PSC Mod#1 Amount: \$3,700,000 PSC Mod#1 Duration: 11/01/19-06/30/24 (4 years 34 weeks)

PSC Cumulative Amount Proposed: \$7,480,000 PSC Cumulative Duration Proposed: 10 years 2 days

**1. Description of Work**

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

For San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH), provide off-site storage and retrieval services through a combination of scheduled and stat deliveries, year-round, twenty-four hours a day, seven days-a-week including holidays. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to maintaining appropriately secure and accurate medical records and maintaining the documentation needed for treatment, evaluation, billing, and legal purposes.

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

SFGHMC and LHH do not have the on-site storage capacity needed for their large volume of medical records. They also do not have access to reliable records storage facilities that are strategically located within the immediate area to assure emergency provision of records in the event of catastrophic or public emergency, such as an earthquake. Denial would put SFGHMC and LHH in noncompliance with the State of Joint Commission on the Accreditation of Health Organizations (JCAHO), jeopardizing accreditation and operations of the Department's medical care facilities.

**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 47083 - 13/14

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

Yes, if funding is available.

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

The department expects the need for these services to continue.

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

A. Display all that apply

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

Explain the qualifying circumstances:

High volume of records and not enough space to store onsite

B. Reason for the request for modification:

That contract is expiring. The Department is conducting a new Request For Proposals (RFP) for these services, and is establishing a new contract under the RFP, based on current estimates.

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

A. Specify required skills and/or expertise: Understanding of the needs of SFGHMC and LHH for continual records storage and retrieval management services, methodologies and protocols pertaining to storage tracking, retrieval, and current status of records. Must also have the ability to deliver required records in less than an hour, and in the event of public emergency and/or disaster. 24-hour, 365-day year access to services is a requirement.

B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2736, Porter;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, vendor must possess a facility for physical storage of medical records that is safe from natural catastrophes and man-made disasters. The Department does not have such facilities.

**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 nature of the services requires both facilities and operations for the storage services as described above, so utilization of civil service classes alone would not be sufficient.

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 classifications that might be used to perform such services already exist.

**6. Additional Information**

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

No.

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

No training under this PSC

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 05/11/18, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47083 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/17/2018

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

## Hale, Jacquie (DPH)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Friday, May 11, 2018 6:51 PM  
**To:** Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 47083 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$3,700,000 for services for the period November 1, 2019 – June 30, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/11042>

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 leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Sandeep.lal@seiu1021.me Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

# **Additional Attachment(s)**



City and County of San Francisco  
London Breed, Mayor

## San Francisco Department of Public Health

Barbara A. Garcia, MPA  
Director of Health

DATE: August 22, 2018  
TO: Suzanne Choi, DHR PSC Coordinator  
FROM: Jacquie Hale, DPH PSC Coordinator  
RE: PSC 47083-13/14 Medical Records Storage and Retrieval,  
Modification 1

This is to request that the above Personal Services Contract (PSC) be requested to be calendared for the September 17, 2018, meeting of the Civil Service Commission.

Union notification. May 11, 2018 - PSC RECEIPT of Modification notification sent to Unions and DHR.

Meeting with SEIU: SEIU Local 1021 requested a meeting regarding this PSC to the Department. We met with SEIU on August 17, 2018, and provided the responses attached.

Please let me know if you need further information. Thank you for your time and consideration.

---

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~  
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

Jacquie.hale@sfdph.org – office 415-255-3508 fax 415 252-3088  
1380 Howard Street #421b, San Francisco, CA 94103

---



San Francisco Department of Public Health

Meeting with SEIU Local 1021 on August 17, 2018

Re: PSC 47083-13/14 Medical Records Storage and Retrieval

**Present:**

Name	Title	Organization
Daniel Becker	Field Representative	SEIU Local 1021
Alison Hawthorne	2112 Health Information Technician Zuckerberg San Francisco General Hospital	SF Department of Public Health
Diane Lovko- Premeau	Director of Health Information Services, Zuckerberg San Francisco General Hospital	SF Department of Public Health
Rich David	Human Resources Analyst, Employee Relations	SF Department of Public Health
Jacquie Hale	Manager, Office of Contracts Management & Compliance	SF Department of Public Health
Mahlet Girma	Senior Administrative Analyst, Office of Contracts Management & Compliance	SF Department of Public Health

**Notes:**

Mr. Becker asked why the Department needed to contract out. Ms. Lovko-Premeau explained that there is not enough “footprint” at Zuckerberg San Francisco General (ZSFG) to accommodate the amount of records generated by the Hospital.

He noted his understanding that these might be new services, or that the Department was about to issue an RFP for the services. Ms. Hale noted that the services had not changed, and that the Department did not expect to issue an RFP for the services until at least FY 19-20, particularly due to the uncertainty of what would be needed with the advent of the Department’s new Electronic Health Record (EHR).

Mr. Becker asked how patient privacy was handled. Ms. Lovko-Premeau explained that the contractor utilizes many security measures, including bonding employees who pick up and deliver records from civil service employees and storing records in unmarked and secured buildings. She notes that she performs site visits 1-2 times each year to the storage facilities.

Mr. Becker noted that SEIU did not have any further questions. Ms. Hale noted that the Department intended to proceed to request calendaring of its request for approval of the PSC at the next possible Civil Service Commission meeting. Ms. Girma noted that meeting would be September 17, 2017.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Medical Records Storage and Retrieval

Funding Source: General Fund

PSC Amount: \$3,780,000

PSC Est. Start Date: 07/01/2014

PSC Est. End Date: 10/31/2019

**1. Description of Work**

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

For San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH), provide off-site storage and retrieval services through a combination of scheduled and stat deliveries, year-round, twenty-four hours a day, seven days-a-week including holidays. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to maintaining appropriately secure and accurate medical records and maintaining the documentation needed for treatment, evaluation, billing, and legal purposes.

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

SFGHMC and LHH do not have the on-site storage capacity needed for their large volume of medical records. They also do not have access to reliable records storage facilities that are strategically located within the immediate area to assure emergency provision of records in the event of catastrophic or public emergency, such as an earthquake. Denial would put SFGHMC and LHH in noncompliance with the State of Joint Commission on the Accreditation of Health Organizations (JCAHO), jeopardizing accreditation and operations of the Department's medical care facilities.

**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 PSC. Similar PSC 4152-09/10 (attached)

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

Yes, if funding is available.

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

not applicable

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

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

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

**B. Explain the qualifying circumstances:**

Not Applicable

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

- A. Specify required skills and/or expertise: Understanding of the needs of SFGHMC and LHH for continual records storage and retrieval management services, methodologies and protocols pertaining to storage tracking, retrieval, and current status of records. Must also have the ability to deliver required records in less than an hour, and in the event of public emergency and/or disaster. 24-hour, 365-day year access to services is a requirement.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2736, Porter;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, vendor must possess a facility for physical storage of medical records that is safe from natural catastrophes and man-made disasters. The Department does not have such facilities.

**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 nature of the services requires both facilities and operations for the storage services as described above, so utilization of civil service classes alone would not be sufficient.
- 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 classifications that might be used to perform such services already exist.

**6. Additional Information**

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

**7. Union Notification: On 03/22/2014, the Department notified the following employee organizations of this PSC/RFP request:**

SEIU Local 1021,SEIU Local 1021,

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47083 - 13/14

DHR Analysis/Recommendation:

action date: 06/16/2014

Commission Approval Required

Approved by Civil Service Commission with conditions

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