



Mark Farrell
Mayor

Micki Callahan
Human Resources Director

Date: June 29, 2018

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *Kick He*

From: Cynthia Avakian, AIR
Elaine Walters, FIR
John Tsutakawa, DSS
Rod Goree, MTA
Monique Colon, HOM
Genie Wong, POL
Lavena Holmes, PRT
Kevin R. Quan, ART
Shamica Jackson/Bill Irwin, PUC

Subject: **Personal Services Contracts Approval Request**

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

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

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

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

Total of this Report	YTD Expedited Approvals FY2018-2019	Total for FY2018-2019
\$39,076,378	\$110,293,100	\$274,141,478

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Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**POSTING FOR****July 16, 2018****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2018-07-16

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
49069 - 17/18	AIRPORT COMMISSION	\$200,000.00	San Francisco International Airport ("SFO") needs to renew its Airports Carbon Accreditation ("ACA") Certification. The certifying body of the ACA program requires that airport carbon audits only be performed by independent ACA certified carbon verifiers. The carbon verifiers will: understand, prepare and audit greenhouse gas inventories; analyze emission source data; identify and resolve discrepancies; and submit a verification report to ACA program administrators within the ACA program guidelines for the certification renewal.	July 1, 2018	December 31, 2022	REGULAR
47991 - 17/18	FIRE DEPARTMENT	\$700,000.00	Contractor will provide specialized Employee Assistance Program (EAP) to members of the San Francisco Fire Department (SFFD) and their dependents. The services will include, but not be limited to, outpatient behavioral health services, critical incidence stress response services, and possibly a critical incident stress residential treatment program.	August 1, 2018	July 30, 2022	REGULAR
42881 - 17/18	HUMAN SERVICES	\$116,378.00	This project will convert a large volume of paper case folders to indexed electronic document images ready for upload, using the Kofax Capture XML import connector. All scanned documents will be indexed and released into the Enterprise Content Management System (ECMS), Open Text Content Servicer for the San Francisco Human Services Agency (HSA), Investigations Department. This project achieves the following goals: multi-user access to case documentation, reduction of individual knowledge dependency (i.e., any worker can work on a case), support for the ability to have satellite office locations, progress toward a paperless environment, reduction in physical storage requirements, and the ability to back-up case files for disaster recovery.	July 1, 2018	June 30, 2019	REGULAR
44952 - 17/18	HUMAN SERVICES	\$660,000.00	Provide web-based time study services to HSA-DAAS (Human Services Agency and Department of Aging and Adult Services) and SF-HSH (San Francisco Department of Homelessness and Supportive Housing) service providers and internal Human Services Agency employees of over 1300 staff and fiscal administrators.	July 1, 2018	June 30, 2023	REGULAR
46367 - 17/18	MUNICIPAL TRANSPORTATION AGENCY	\$5,250,000.00	The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigator's court appearances; and the administrative management of video documentation. All services must make use of current technologies to the extent possible.	November 15, 2018	November 16, 2025	REGULAR
45935 - 17/18	DEPARTMENT OF HOMELESSNESS AND	\$200,000.00	The City and County of San Francisco's Point-in-Time Homeless Count (Census), which is managed by the Department of Homelessness and	September 17, 2018	August 31, 2021	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
	SUPPORTIVE HOUSING		Supportive Housing (HSH) and is held in 2019 and 2021, requires planning, coordination, and implementation assistance.			
32252 - 17/18	POLICE	\$250,000.00	To comply with the Federal Bureau of Investigations (FBI) requirement of physical media disposal to minimize risk of sensitive information compromise by unauthorized individuals, the San Francisco Police Department (SFPD) is seeking a contractor to provide service to all SFPD locations (10 district stations, headquarters, academy, crime lab, and other divisions). The contractor will use a mobile shredding truck to provide on-site shredding and disposal approximately twice a month and destruction and disposal of other physical media on an as-needed basis. Other physical media may include, but not be limited to, body worn cameras, smartphones, computer disks, film, magnetic disks, magnetic tapes, transparencies, and video cassettes. An assigned SFPD employee (sworn officer, facilities coordinator, Public Service Aide or Police Cadet) at each location must physically witness shredding process of contents of confidential bins and destruction of other physical media by contractor employees.	September 1, 2018	August 31, 2022	REGULAR
40396 - 17/18	PORT	\$3,000,000.00	The Port seeks to contract with four firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases.	September 1, 2018	August 31, 2022	REGULAR

TOTAL AMOUNT \$10,376,378



Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For July 16, 2018****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2018-07-16

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
41779 - 13/14 - MODIFICATIONS	July 16, 2018	AIRPORT COMMISSION -- AIR	\$700,000	\$2,200,000	Transportation Security Regulations Part 1542.209 requires the Airport and airline operators to check the background of those persons operating in and around the secured areas of the Airport by processing fingerprint-based criminal history records checks and security threat assessments. The Transportation Security Administration (TSA) has established Designated Aviation Channeling (DAC) service providers to support this federal regulatory requirement. Only firms that are TSA certified and authorized to operate (ATO) may provide this service.	05/31/2018	06/30/2019	REGULAR
48987 - 14/15 - MODIFICATIONS	July 16, 2018	AIRPORT COMMISSION -- AIR	\$8,000,000	\$11,500,000	Complex environmental analyses, compliance monitoring and reporting tasks requiring specialized expertise and extensive knowledge of federal, state, and local regulations, especially those pertaining to airports. These tasks may include, but are not limited to: obtaining regulatory permits; assisting with consultation with agencies and public outreach; producing environmental studies; performing specialized resource investigations; performing technical modeling; and monitoring of construction sites and project mitigation sites in accordance with appropriate federal, state, and local environmental regulations. Services will be provided on an as-needed basis.	01/01/2021	12/31/2023	REGULAR
4010 13/14 - MODIFICATIONS	July 16, 2018	ARTS COMMISSION -- ART	\$20,000,000	\$33,000,000	Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	07/16/2018	continuing	CONTINUED

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>Scope Change:</p> <p>The scope is to contract for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for multi-year Capital Improvement Projects including SFO Terminal 1, Public Utilities Commission Southeast Treatment Plant, Treasure Island and various other projects at they arise. The PSC amount is an estimate based on anticipated project budgets and an average amount generated yearly by Art Funds associated with Capital Improvement Projects.</p>			
45752 - 13/14 - MODIFICATIONS	July 16, 2018	PUBLIC UTILITIES COMMISSION -- PUC	\$0	\$2,000,000	<p>The following will be provided to various San Francisco Public Utilities Commission (SFPUC) divisions/entities: General and position specific Incident Command System (ICS) training under National Incident Management System (NIMS), Table Top Training Exercises semi-annually, Full Functional Training Exercises bi-annually, Preparation of Summary of Training and Comments (After Action Reports), Revise/Update Emergency Operating Procedures and Field Operations Guides as necessary, assistance with the development of an alternative emergency drinking water plan, and general project management.</p>	07/01/2018	01/25/2021	REGULAR

TOTAL AMOUNT \$28,700,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Airport Carbon Accreditation Service

Funding Source: Airport Operating Funds

PSC Amount: \$200,000

PSC Est. Start Date: 07/01/2018

PSC Est. End Date 12/31/2022

1. Description of Work

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

San Francisco International Airport ("SFO") needs to renew its Airports Carbon Accreditation ("ACA") Certification. The certifying body of the ACA program requires that airport carbon audits only be performed by independent ACA certified carbon verifiers. The carbon verifiers will: understand, prepare and audit greenhouse gas inventories; analyze emission source data; identify and resolve discrepancies; and submit a verification report to ACA program administrators within the ACA program guidelines for the certification renewal.

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

The consequence of denial is that SFO would no longer be eligible to participate in the ACA program and maintain its level of certification. This would hamper SFO's ability to meet its Strategic Plan Goal to Achieve Zero by 2021 - Carbon Neutrality.

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 provided under PSC 4019-11/12.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need.

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

not applicable

2. Reason(s) for the Request

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

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:

Carbon auditors must be certified with the ACA program as carbon verifiers.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant performing the work must be an independent ACA certified carbon verifier. Verifiers must have credentials for carrying out ISO 14064-3 verifications,

complete training and pass a written examination. Approved verifiers are listed on the ACA website:
<http://www.airportcarbonaccreditation.org>

- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 5644, Principal Environ Specialist; 0941, Manager VI;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

None, as no civil service staff are listed as certified ACA verifiers.

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 would be a conflict of interest to have City staff verify the Airport's Carbon Accreditation data.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as civil service classes could not perform an independent carbon audit of SFO as it would be a conflict of interest.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. None, as Airport staff cannot perform an independent carbon audit of the Airport's greenhouse gas emissions.
- 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 05/21/2018, 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@flsfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49069 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/16/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, May 21, 2018 5:19 PM
To: Cynthia Avakian (AIR); tekpro49@comcast.net; WendyWong26@yahoo.com; wendywong26@yahoo.com; mathews.timothy@gmail.com; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49069 - 17/18

RECEIPT for Union Notification for PSC 49069 - 17/18 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 49069 - 17/18 for \$200,000 for Initial Request services for the period 07/01/2018 – 12/31/2022. 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/11029> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4019 11/12)

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

Type of Service: Environmental Sustainability Services

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 08/15/11 - 08/14/14 (3 years)

PSC Mod#1 Amount: \$1,500,000 PSC Mod#1 Duration: 08/15/14-02/01/16 (1 year 24 weeks)

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

PSC Cumulative Amount Proposed: \$4,500,000 PSC Cumulative Duration Proposed: 4 years 24 weeks

1. Description of Work

A. Scope of Work:

PLEASE SEE ORIGINAL PSC

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

The efforts listed above are either mandated by City Ordinances (LEED certification and DCAP preparation) or are required for maintaining the environmental stewardship of SFO. If denied, SFO may not be able to meet listed requirements.

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

Yes, PSC 4019-11-12

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

2. Union Notification: On 02/03/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4019 11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 02/18/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specialized expertise at a multidisciplinary level would be required in an intensive effort during plan preparation period.

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

5211,5214,

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:

As indicated above, the staff with special expertise would be required for a short duration for preparing the required reports and plans.

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

Due to intense efforts required over a short period of time it would not make sense to create civil service classes for these services.

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

YES NO

- | | | |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? | <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 02/03/14 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7/6/2011

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: Environmental Sustainability Services

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$3,000,000

PSC DURATION: 8/15/2011 to 8/14/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFO is embarking on the creation of a sustainability plan in which all operations, procedures, and practices will be aligned with sustainability principles. This program includes several elements as follows: 1) Update the 2007 Environmental Sustainability Report (ESR) to summarize the various environmental achievements by the Airport. 2) Secure Leadership in Energy and Environmental Design (LEED) certification for Operation and Maintenance practices at SFO Terminal Complex from U.S. Green Building Council. This certification would indicate that SFO follows sustainable practices for maintaining the entire terminal complex. 3) Develop an overall Sustainability Plan for SFO. This plan would provide sustainability guidelines for all SFO operations, procedures, and practices and would constitute the basic plan for creating a sustainable Airport. 4) Update the annual Departmental Climate Action Plan (DCAP). The SFO DCAP has been recognized by the Department of Environment as a national trend setter for developing a Climate Action Plan. City Ordinance No. 8108 (attached) requires that the DCAP be updated annually by each City Department.

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

The efforts listed above are either mandated by City Ordinances (LEED certification and DCAP preparation) or are required for maintaining the environmental stewardship of SFO. If denied, SFO may not be able to meet listed requirements.

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):

These services have been previously provided under PSC # 4085-05/06.

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

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

July 6, 2011
Date

RFP sent to: IFPTE Local 21
Union Name

on July 6, 2011
Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4019 - 11/12
STAFF ANALYSIS/RECOMMENDATION:

Approved 9/23/11

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized expertise at a multidisciplinary level would be required in an intensive effort during plan preparation period.

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

SFO staff (classes 5211 and 5214) will provide management functions and develop the scope documents for the projects. However, each project would require an intensive effort on the part of a multidisciplinary team for a short period of time to collect and analyze the required data and prepare the required reports and plans. SFO plans to recruit an engineer to assist the current staff for managing the listed projects and to provide guidance for implementing the recommendations of each project, as appropriate. SFO would use in house staff for updating most of the DCAP but outside expert services would be required for peer review and certification of the DCAP document.

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:

As indicated above, the staff with special expertise would be required for a short duration for preparing the required reports and plans.

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

Due to intense efforts required over a short period of time it would not make sense to create civil service classes for these services.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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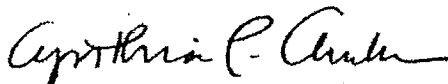
E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #09-0242.

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being solicited from current pool consultants and it is possible that the incumbent could be providing the services again.

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

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

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIR

Dept. Code: FIR

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

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

Type of Service: Behavioral Health Services for Fire Dept Employees and Dependents

Funding Source: Combined ~75% General Fund and ~25% Grants

PSC Duration: 3 years 52 weeks

PSC Amount: \$700,000

1. Description of Work

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

Contractor will provide specialized Employee Assistance Program (EAP) to members of the San Francisco Fire Department (SFFD) and their dependents. The services will include, but not be limited to, outpatient behavioral health services, critical incidence stress response services, and possibly a critical incident stress residential treatment program.

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

This specialized services is necessary to help fire department members (firefighters and EMS personnel) and their families manage stress from their duties as first responders. While the majority of services are expected to be provided locally, a network of national providers needs to be available for dependents residing outside the San Francisco Bay Area and any personnel temporarily away from the San Francisco Bay Area. Denial of service will lead to higher incidences of stress related issues possibly adversely affecting the performance of fire department personnel in their interactions with the public.

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 would be a new service for the Fire Department.

D. Will the contract(s) be renewed?

We anticipate renewing the contract.

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:

Agreed to provide these EAP services as part of recent Local 798 MOU negotiations

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Clinicians contracting with selected provider must have a minimum qualification of a master's degree in Psychology or Social Work and be licensed by the state board as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Licensed Professional Clinical Counselor (LPCC) or Doctor of Psychology (PsyD or PhD). Clinicians must also be culturally competent to work within a first responder culture.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2574, Clinical Psychologist; 2576, Sprv Clinical Psychologist; 2910, Social Worker; 2912, Senior Social Worker; 2931, Marriage, Family & Child Cnslr; 2935, Sr Marriage, Fam & Cld Cnslr;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. We expect individual clinicians to operate out of their own office space when counseling members.

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

The Fire Department has an internal stress unit team staffed with only two members, but the demand for their services is greater than their capacity. The contract will allow the department to expand stress related coverage to dependents as well as more members.

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

- A. Explain why civil service classes are not applicable.
The service needs to be available statewide and nationwide in order to be offer services to dependents of Department employees, many of whom reside outside San Francisco city limits.
- 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 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 contact? 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 04/11/2018, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 2nd St San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47991 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/16/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of elaine.walters@sfgov.org
Sent: Wednesday, April 11, 2018 1:11 PM
To: Walters, Elaine (FIR); 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; Walters, Elaine (FIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47991 - 17/18

RECEIPT for Union Notification for PSC 47991 - 17/18 more than \$100k

The FIRE DEPARTMENT -- FIR has submitted a request for a Personal Services Contract (PSC) 47991 - 17/18 for \$700,000 for Initial Request services for the period 08/01/2018 – 07/30/2022. 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/10886> 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 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: Back-File Conversion and Document Imaging

Funding Source: County, State and Federal

PSC Amount: \$116,378 PSC Est. Start Date: 07/01/2018 PSC Est. End Date 06/30/2019

1. Description of Work

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

This project will convert a large volume of paper case folders to indexed electronic document images ready for upload, using the Kofax Capture XML import connector. All scanned documents will be indexed and released into the Enterprise Content Management System (ECMS), Open Text Content Servicer for the San Francisco Human Services Agency (HSA), Investigations Department.

This project achieves the following goals: multi-user access to case documentation, reduction of individual knowledge dependency (i.e., any worker can work on a case), support for the ability to have satellite office locations, progress toward a paperless environment, reduction in physical storage requirements, and the ability to back-up case files for disaster recovery.

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

The timely scanning of sensitive materials reduces the risk of document loss. This service is necessary, as currently, although the files are housed in a City office, there continues to be the risk of losing sensitive materials due to catastrophic events (fire), misplacement, theft, and other manners which would render the materials unavailable. In some cases, there may not be another opportunity to gather additional copies, especially in the case where HSA, Investigations has the original version of the documents. The consequences for denial of this request is continuing exposure to the risk of document loss, coupled with the inability to replace lost documents.

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 were contracted through Ricoh USA.

D. Will the contract(s) be renewed?

This contract will not be renewed, as this is a limited duration project.

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:

1. Vendor is needed to provide this service for the short-term project providing digital imaging services, a large amount of paper documents need to be imaged and indexed. 2. The City lacks the staff to complete the short-term project. The department would have to recruit, hire and train temporary workers who would then be released from employment after the project is completed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The vendor provides timely turn-around of digitized documents using a high-volume scanner, quality control and review of scanned images, indexing documents per requirements, provides automated and manual quality control of indexing, and manages the re-assembly of documents for archiving or destruction.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1750, Microphoto/Imaging Technician; 1752, Sr. Microphoto/Imaging Tech.;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The project will be completed at the vendor's facilities and will be done using several production-level scanners to image standard and non-standard-size documents, as well as with software to improve and enhance image quality and to index each imaged document to departmental specifications.

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

The department has reviewed proposals and scopes of work completed by other City departments that have completed similar projects. The Department was notified that these services would need to be sent out by the department in a bid/RFP.

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

- A. Explain why civil service classes are not applicable.
This is a short-term project and the City does not have the staff and supervisors to manage and organize this intensive effort in the allotted timeframe for the project. The office would have to recruit, hire and train temporary workers in a short period of time and then these workers would be released from employment after the project.
- 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 and would not be feasible given the short-term nature of the project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No. This is one time only 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.
Yes.
- 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 03/16/2018, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42881 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/16/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of john.tsutakawa@sfgov.org
Sent: Friday, March 16, 2018 8:38 AM
To: Tsutakawa, John (HSA); 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; Shaikh, Tahir (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42881 - 17/18

RECEIPT for Union Notification for PSC 42881 - 17/18 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 42881 - 17/18 for \$116,378 for Initial Request services for the period 07/01/2018 – 06/30/2019. 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/10785> 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)



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: DAN KAPLAN, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS

DATE: APRIL 20, 2017

SUBJECT: **CONTRACT MODIFICATION: RICOH USA, INC (PROFIT) -
BACK-FILE CONVERSION AND DOCUMENT IMAGING FOR
PROGRAM INTEGRITY/ INVESTIGATION DIVISION**

GRANT TERM:	<u>Current</u> 5/1/16- 6/30/17	<u>Modification</u> 5/1/17 – 6/30/18	<u>Revised</u> 5/1/16- 6/30/18	<u>Contingency</u>	<u>Total</u>
TOTAL GRANT AMOUNT:	\$144,246	\$116,378	\$260,624	\$26,062	\$286,686
ANNUAL AMOUNT	FY15/16 \$72,123	FY16/17 \$72,123	FY17/18 \$116,378		
Funding Source MODIFICATION FUNDING: PERCENTAGE:	<u>County</u> \$143,343 55%	<u>State/Fed</u> \$117,281 45%		<u>Contingency</u> \$26,062	<u>Total</u> \$286,686 100%

The Department of Human Services (DHS) requests authorization to modify the existing contract with Ricoh USA, Inc., for the period of May 1, 2016, ending on June 30, 2018, in the additional amount of \$116,378 plus a 10% contingency of \$26,062 for a total not to exceed amount of \$286,686. The purpose of the contract modification is to provide back-file conversion and document imaging services to the Program Integrity/Investigations Division.

The original contract authorization was approved in May, 2016, for the In-Home Supportive Services (IHSS) back-file conversion and document imaging services. We are requesting additional authorization to expand the contracted service to the broader needs for the Human Service Agency’s Program Integrity/ Investigations Division. The original Request for Qualifications (RFQ) was issued for HSA wide services.

Background

This project will convert a large volume of paper case folders to indexed electronic document images ready for upload, using the Kofax Capture XML import connector. All scanned documents will be indexed and released into the Enterprise Content Management System (ECMS), Open Text Content Servicer.

Services to be Provided

The contractor will create a system and processes for scanning and indexing documents on an ongoing basis for all units in the Program Integrity/Investigations Division, including, but not limited to Collections and Overpayment units, FRAud Early Detection (FRED) unit, Appeals unit, Quality Control (QC) unit, Fair Hearings unit and other cases. The conversion of all active case documentation and some documentation in storage to electronic images is being called "the Back-file Conversion." The Program Integrity/Investigations division has approximately 1,750,000 images. The contractor will scan, index and transmitted to HSA electronically in accordance with a schedule determined by mutual agreement for the 1,750,000 images.

This project achieves the following goals: multi-user access to case documentation, reduction of individual knowledge dependency (i.e., any worker can work on a case), support for the ability to have satellite office locations, progress toward a paperless environment, reduction in physical storage requirements, and the ability to back-up case files for disaster recovery.

Location and Time of Services

The services will take place at the Contractor's main office located at 1300 Clay Street, Oakland, CA 94612. The business hours are Monday to Friday from 7 a.m. to 11 p.m.

Selection

Contractor was selected through Request for Qualifications (RFQ) 665, which was competitively bid in October 2015 for HSA wide services.

Funding

Funding for these grants is provided by State funding and local General Fund.

Attachments

Appendix A-1 - Scope of Services

Appendix B-1 – Calculation of Charges

City and County of San Francisco

**Request for Qualifications for the Human Services Agency
(RFQ 665)**

**TO PROVIDE BACK-FILE CONVERSION AND DOCUMENT
IMAGING SERVICES**



**** Revised** the pre-conference day has been corrected.
Friday, November 13th Instead of Tuesday, November 13th**

**Date issued: October 28, 2015
Pre-Conference Date: November 13, 2015 at 9:30 a.m.
Response due: November 30, 2015 at 3:00 p.m.**

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Appendices:

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

I. Introduction, Schedule and Definitions

A. Introduction

The San Francisco Human Services Agency (HSA) wishes to establish a pool of qualified vendors to convert a large volume of paper case folders to indexed electronic document images ready for upload using the Kofax Capture XML import connector and release into its Enterprise Content Management System (ECMS), Open Text Content Server. These case files are primarily but not limited to In-Home Support Services (IHSS) cases.

The Document Imaging Project will provide the systems and processes to allow HSA programs to store and retrieve paper documentation associated with each case in electronic format. This will achieve the following goals: multi-user access to case documentation, reduction of individual knowledge dependency – any worker can work on a case, progress toward a paperless environment, support for the ability to have satellite office locations, reduction in physical storage requirements, and the ability to back-up case files for recovery purposes.

In addition to putting together a system and processes for scanning and indexing documents on an ongoing basis for IHSS cases, the conversion of all active case documentation to electronic images is being called “the Back-file Conversion.” The IHSS has approximately 23,000 case files contained within six-part folders totaling between 40 and 50 pages of documentation. Additionally, there are approximately 63,000 case files in storage with roughly 208 pages of documentation per file, also contained within six-part folders. This translates into approximately 15 million document images (1 page = 1 image) that must be scanned, indexed and transmitted to the Department electronically by the vendor in accordance with a schedule determined by mutual agreement.

In addition to the above, there is a possibility that the CalWORKS program might be able to use this service to convert a large number of closed case files (also within a six-part folder) to digital. The CalWORKS program has approximately 50,000 case files with roughly 150 – 500 pages of documentation per case file.

The grant agreement shall have a tentative term from January 1, 2016 to June 30, 2016. In addition, the Human Services Agency shall have the option to extend the term for a period of three additional years subject to annual availability of funds, annual satisfactory contractor performance, and need. SF-HSA has the sole, absolute discretion to exercise this option, and reserves the right to enter into grants of a shorter duration. The Department(s) will negotiate individual projects with members of the vendor pool based upon competitive quotes and service delivery requirements for each project. The Department(s) shall have the sole discretion to make individual awards from the qualified pool of vendors. It is anticipated that other City Departments will also be using the selected pool of vendors for their specific projects during the life of this vendor pool. The vendor will be required to sign a Health Insurance Portability and Accountability Act (HIPAA) Business Associate Agreement and comply with HIPAA/Health Information Technology for Economic and Clinical Health (HITECH) privacy and security requirements as a Business Associate.

The source of funding for these services includes federal, state, and local funds. Payment for all services provided in accordance with provisions under this grant shall be contingent upon the availability of funds. The City shall not be required to provide any definite units of services nor does the City guarantee any minimum amount of funding for these services.

B. Schedule

The anticipated schedule for this procurement is:

Proposal Phase	Date
RFQ is issued by the City	October 28, 2015
Pre-proposal conference	November 13, 2015 9:30 a.m. 1650 Mission Street. Suite 300, CA 94103
Deadline for submission of written questions or requests for clarification	November 17, 2015
Proposals due	November 30, 2015

C. Definitions

DHS	San Francisco Department of Human Services, a division of HSA
HSA	San Francisco Human Services Agency
IHSS	In-Home Support Services
ECMS	Enterprise Content Management System
HIPPA	Health Insurance Portability and Accountability Act
HITECH	Health Information Technology for Economic and Clinical Health
PDF	Portable Document Format
RFQ	Request for Qualifications
XML	Extensible Markup Language
SFTP	Secure electronic File Transfer
CMIPS	Case Management Information and Payrolling System

II. Scope of Work

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

A. Description of Services

The following are work tasks assumed necessary to assist Human Services Agency (HSA) staff in completing the project described in this RFQ. Specific tasks will include but are not limited to:

Imaging Services

- **Coordinate and perform scanning of case folders into document images:**
 1. The IHSS Program has approximately 23,000 case files contained within a six-part folder, totaling between 40 and 50 pages of documentation per case file. Additionally, there are approximately 63,000 case files in storage with roughly 208 pages of documentation per file, also contained within six-part folders.

2. In addition to the above, there is a possibility that the CalWORKS program might be able to use this service to convert a large number of closed case files (also within a six-part folder) to digital. The CalWORKS program has approximately 50,000 case files with roughly 150 – 500 pages of documentation per case file.
3. Each case folder should only be in the conversion pipeline (i.e., off-site) for a maximum of one week to minimize inconvenience to the program staff and clients. Identify the files that have been taken off site at each pick up. Prior to commencing production, provide HSA a sample batch of images and XML for approximately 50 case files, to be used for validating document quality and XML manifest format. Production should not begin until HSA IT and IHSS Program Manager have indicated approval of the sample batch
4. Provide a process to request and obtain access to the documents in a specific case folder that is in the conversion pipeline within one business day on an as-needed basis.
5. Delivery of PDF images and XML file should be provided at least weekly on external hard drive or other physical media, and/or potentially via secure electronic file transfer (SFTP) for more immediate access. External hard drive is preferred when immediate access is not necessary.
6. Delivery of PDF images and XML file in an encrypted format.
7. Empty folder tabs should have a placeholder document scanned stating “This tab intentionally blank” or some equivalent.
8. PDF image files names should be unique across the whole of the document set, i.e. all back file images created during this conversion process. File naming convention to be provided by HSA.
9. Blank pages to be deleted.
10. Weekly pick-up of case files from HSA. If necessary, re-delivery of selected paper files for Quality Assurance purposes. The imaged paper case files do not need to be refastened to the tabs.
11. Contractor will shred files and provide certificate of destruction:
 - A. After satisfactory imaging and quality assurance.
 - B. Upon approval from both the HSA Contract Manager and IHSS Program Manager.
- **Index each six-part case folder to the appropriate Case Number and associated person information (Name, Social Security Number, CMIPS II Number), per a look-up table to be provided by HSA. The look-up table will provide the data elements (e.g. Name, etc) that are associated with each Case Number.**
 1. Each part/fastener tab will be scanned/indexed as a single multi-page document. Images will be delivered in PDF format.
 2. Index data will be provided in a manifest file accompanying each batch of images, in XML format, per guidelines to be provided.
 3. Index each of the part/fastener tabs of the case folder to the specified Sub-category and Document Type index, per guidelines to be provided.

4. Depending on the length of time elapsed, an update to the Index lookup table may be needed. HSA will provide lookup table updates as needed.

• **Perform Quality Assurance measures to ensure that:**

1. Pages have been scanned to highest quality image for the original.
2. Pages are de-skewed and have proper top to bottom orientation.
3. No pages in a case folder have been missed.
4. No case folders have been lost or not scanned.
5. Each folder and each folder part/fastener tab have been indexed correctly.
6. Quality Assurance procedures must guarantee that all of the above measures are met for 99.99% of the images.

B. Service and Outcome Objectives

Respondents should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. The objectives should be specified in the proposals to match the services to be provided. The respondent will be required to develop specific service objectives that measure the quantity and other aspects of services. The objectives should state the target quantities and match the program services as proposed. The respondent will also be required to develop specific outcome objectives that demonstrate and measure the impact, outcomes, or results of services. Both quantitative and qualitative analysis shall be applied to measure program efficiency and effectiveness.

Service Objectives

On a weekly basis, the Contractor will meet the following Service Objectives:

1. Provide a status report detailing case files picked up, case files imaged that week, running total of case files completed, any issues encountered, and other pertinent information.
2. Maintain a throughput of at least 175,000 images per week in order to complete all scanning and indexing within 7 weeks of first case file pick-up (based on IHSS estimate of 23,000 case files with approx. 50 pages each, for a total of 1,150,000 images).

Outcome Objectives

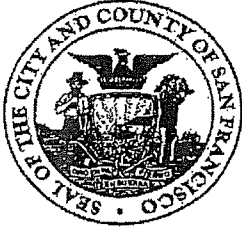
Upon completion of the contract, the Contractor will meet the following Outcome Objective:
100% of documents have been scanned and imported into County's ECMS successfully.

III. Submission Requirements

A. Time and Place for Submission of Response packages

Response packages must be received by 3:00 p.m., on November 30, 2015. Postmarks will not be considered in judging the timeliness of submissions. Response packages may be delivered in person and left with Tahir Shaikh, at 1650 Mission Street, Suite 300, San Francisco, CA 94103, (415) 557-6085 (email tahir.shaikh@sfgov.org).

Respondents shall submit three (3) paper copies and one (1) electronic copy of the response package to tahir.shaikh@sfgov.org. Both the electronic and paper copies must be submitted prior to the deadline. Response packages submitted by fax will not be accepted. Late submissions will not be considered.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

January 13, 2016

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 48959-15/16; 41409-15/16; 42155-15/16; 45629-15/16; 44722-15/16; 41837-14/15; 44383-15/16; 46840-13/14; 33469-14/15; 4124-11/12; AND 2006-08/09.

At its meeting of January 4, 2016 at 3:00 p.m. the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

MICHAEL L. BROWN
EXECUTIVE OFFICER

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
Suzanne Choi, Department of Human Resources
Jacquie Hale, Department of Public Health
Cynthia Hamada, Municipal Transportation Agency
Shamica Jackson, Public Utilities Commission
Belle La, City Planning
Brent Lewis, Department of Human Resources
Stacey Lo, Public Utilities Commission
John Tsutakawa, Human Services Agency
Commission File
Chron

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)

Home >

Posting For January 04, 2016

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2016-01-04

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
46840 - 13/14 - MODIFICATIONS	January 4, 2016	AIRPORT COMMISSION -- AIR	\$7,000,000	\$8,500,000	As-needed environmental consulting services are required for verification of compliance with environmental laws, regulations, and standards. The as-needed consulting services will assist the Airport to maintain compliance with environmental regulations in support of operations and maintenance functions and Capital Improvement Program (CIP) projects. Services will include: site investigation for contaminant characterization, planning and design of asbestos/lead abatement and demolition of Airport buildings, construction management and technical oversight of environmental remediation, air quality control permitting and monitoring services, and environmental database support services.	06/01/2019	12/31/2021	REGULAR
33469 - 14/15 - MODIFICATIONS	January 4, 2016	HUMAN RESOURCES -- HRD	\$271,000	\$521,000	The City is seeking approval to enter into a contract with Year Up, a national nonprofit organization that provides urban young adults with the skills, experience, and support necessary to build professional careers in Information Technology (IT). The Year Up model includes an education component followed by a paid work internship for its participants. The City intends to offer the paid internships at the Department of Public Health (DPH) as a program pilot.	08/01/2015	07/31/2016	REGULAR
4124 11/12 - MODIFICATIONS	January 4, 2016	HUMAN RESOURCES -- HRD	\$950,000	\$2,824,999	Contractor will provide services for software upgrades, ongoing software maintenance and support services and software hosting of the Workers' Compensation Division's (WCD) claims management web-based platform.	09/01/2012	08/30/2017	REGULAR
2006-08/09 - MODIFICATIONS	January 4, 2016	HUMAN SERVICES -- DSS	\$1,016,600	\$26,431,600	Services in support of the Agency include the following legal services such as process service, arbitration, Fair Hearing Officer services, and other specialized legal services not provided by the City Attorney, courier service, fiscal intermediary, credit checks, equipment maintenance and repairs, property management services, on-demand and supplemental translation and interpretation services, media and communications services including outreach to targeted populations served by the Agency, grant writing, program planning and evaluation, technical writing, environmental and industrial assessment services including ergonomics, mediation and dispute resolutions services, substance abuse	07/13/2015	continuing	CONTINUED

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					compliance monitoring testing and paternity testing, criminal background checks, security services, population surveys, management information services, time study information system, business process mapping , one time document imaging conversion projects for archiving and transition to paperless system technology solutions for agency operations, off hours transportation services and specialized transportation including health and safety transportation and shuttle service.			

TOTAL AMOUNT \$9,237,600

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: Time Study Online Module

Funding Source: local, state and federal

PSC Amount: \$660,000

PSC Est. Start Date: 07/01/2018

PSC Est. End Date 06/30/2023

1. Description of Work

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

Provide web-based time study services to HSA-DAAS (Human Services Agency and Department of Aging and Adult Services) and SF-HSH (San Francisco Department of Homelessness and Supportive Housing) service providers and internal Human Services Agency employees of over 1300 staff and fiscal administrators.

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

Time Study for County Services Block Grant (CSBG): The purpose of this contract will be to assist the Human Services Agency's Department of Aging and Adult Services (DAAS) and the San Francisco Department of Homelessness and Supportive Housing (SF-HSH) in implementing its Title XIX County Services Block Grant-Health Related (CSBG-HR) activities according to State and Federal Regulations. Through CSBG-HR, the Departments are able to leverage federal funding from Title XIX of the Social Security Act to partially reimburse the costs of performing medically-related activities for adults who have Medicaid (Medi-Cal) or who are eligible for it. The tools and consulting services funded through this contract will streamline time study reporting by DAAS and SF-HSH service providers and facilitate proper claiming of federal revenue. Time Study for Fiscal: The purpose of this contract is to provide a web-based time study service for internal Human Services Agency employees that will assist the county with claiming employee time to a wide variety of programs and to all the agency's funders including but not limited to California Department of Social Services, California Department of Aging, and the CalWIN Consortium. Time studies are the single largest component of the quarterly County Expense Claim to CDSS, distributing costs among all the county's programs according to the hours reported. The claim is over \$100,000,000 each quarter and the time study program must accurately report the hours of the over 1300 staff who are required to time study each quarter to maximize the amount of revenue returned. Accurate reports of time studies are also important for claims submitted to CalWIN, CDA and other funders. The Time Study is a web-based service that automates the process. Workers complete their time studies online and databases are automatically updated. This will help the workers prepare accurate time studies and help the Fiscal Office to manage the entire process. This is web-based therefore it requires no special computer hardware, software or maintenance. Denial of such services would result in a lack of preparation and skills crucial to HSA employees and CBOs to submit the Time Study on time as well as lost revenue to City.

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

Services were contracted through Fiscal Experts and Hansine Fisher. This is a continuation of the time study contract and we are issuing a new RFP and new PSC for the continuation of time study contract.

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.

For RFP 778, the contract agreement shall have a tentative term from July 1, 2018 to June 30, 2021. In addition, the City shall have the option to extend the term for a period of two (2) years, for a total of five (5) years, subject to annual availability of funds, annual satisfactory contractor performance, and need. HSA has the sole, absolute discretion to exercise this option, and reserves the right to enter into contract agreement of a shorter duration. In summary, the contract will have a term of three years, with the option to extend for two years, for a total of five years. The RFP is being issued because the previous contract expired.

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:

Departments require a time-study module capable of keeping accurate records of community based organization staff time dedicated to CSBG-HR activities. These time studies are used to track the amount of time an employee spends performing those activities. The resulting proportion of time is reported to and then used by the Federal entity that oversees County Services Block Grant to determine the proportion of DAAS/DHS costs that are reimbursed. The Time Study is a web-based service that automates the process. Workers complete their time studies online and databases are automatically updated

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Skill set to create and maintain web based applications with knowledge of the contracted system and compliance mandates.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior; 1823, Senior Administrative Analyst;

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

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

These services are highly specialized and mostly proprietary business solutions that are used by multiple agencies across many counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating web based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates.

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

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

The highly specialized skill set required for the development of web-based time study module is not captured under any current civil service class.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The web-based time study module project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects. Creating web based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. It would not be feasible to adopt a civil service class to perform this work. The web-based time study module is an integrated system that is used by other jurisdictions as well and is needed to communicate with other agencies to submit Time Study reports, which allows the City to collect funding other agencies. Denial of such services would result in lack of preparation and skills crucial to HSA employees and CBOs to submit the Time Study on time as well as lost revenue to the City.

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. This is web tutorial training. No onsite or personalized 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.
Yes.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 02/28/2018, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44952 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/16/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of john.tsutakawa@sfgov.org
Sent: Wednesday, February 28, 2018 8:53 AM
To: Tsutakawa, John (HSA); tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Shaikh, Tahir (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44952 - 17/18

RECEIPT for Union Notification for PSC 44952 - 17/18 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 44952 - 17/18 for \$660,000 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/10741> 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)



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: MELISSA MCGEE, ACTING DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS

DATE: JUNE 1, 2016

SUBJECT: CONTRACT RENEWAL: **HANSINE FISHER AND ASSOCIATES (FOR-PROFIT) TO PROVIDE CSBG-HR TIME STUDY MODULE AND RELATED CONSULTATION SERVICES**

	<u>Current</u>	<u>Renewal</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	7/1/13- 6/30/16	7/1/16- 6/30/18		
GRANT AMOUNT:	\$60,000	\$40,000	\$4,000	\$44,000
ANNUAL AMOUNT:	<u>FY 16/17</u> \$20,000	<u>FY 17/18</u> \$20,000		

	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$22,000	\$4,000	\$14,000	\$4,000	\$44,000
PERCENTAGE:	55%	10%	35%		100%

The Department of Aging and Adult Services (DAAS) requests authorization to renew the contract with Hansine Fisher and Associates (HFA) for the period of July 1, 2016 to June 30, 2018, in the amount of \$40,000 plus a 10% contingency for a total contract amount not to exceed \$44,000. The purpose of this contract is to assist the Human Services Agency’s Department of Aging and Adult Services (DAAS) and Department of Human Services (DHS) in implementing its Title XIX County Services Block Grant-Health Related (CSBG-HR) activities according to State and Federal Regulations.

Background

Through CSBG-HR, the Departments are able to leverage federal funding from Title XIX of the Social Security Act to partially reimburse the costs of performing medically-related case management activities for adults who have MediCal or who are eligible for it. To accomplish this task, the Departments require a

time-study module capable of keeping accurate records of community based organization staff time dedicated to CSBG-HR activities. These time studies are used to track the amount of time an employee spends performing those activities. The resulting proportion of time is reported to and then used by the Federal entity that oversees County Services Block Grant to determine the proportion of DAAS/DHS costs that are reimbursed.

Services to be Provided

Contractor will host, maintain, and manage a web-based time-study module according to the specifications by DAAS/DHS. Further, the Contractor will then be responsible for identifying time survey participants from DAAS/DHS, and coordinating with participants to collect time survey information. Training and technical support will be provided by Contractor throughout the time survey period to users.

This online module will streamline time study reporting by DAAS and DHS service providers (approximately 200 users), and facilitate proper claiming of federal revenue.

Performance

Contractor does not receive annual fiscal and compliance monitorings due to their for-profit organizational status.

Program managers from DAAS and DHS are regular users of this database and in regular contact with contractor staff. The contractor is always responsive to any questions and requests. There are no performance concerns from department staff that run and utilize the database for reports.

Selection

Contractor was selected through Informal Bid (IB) #561 for CSBG-HR Time Study Online Module and Related Consultation Services, issued in August 2013.

Funding

This contract is supported by 55% County General funds, 10% State funds, and 35% Federal funds.

ATTACHMENTS

Appendix A – Scope of Services

Appendix B – Calculation of Charges



Edwin M. Lee, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: DAN KAPLAN, DEPUTY DIRECTOR
DAVID CURTO, DIRECTOR OF CONTRACTS

DATE: MARCH 20, 2015

SUBJECT: CONTRACT RENEWAL: **FISCAL EXPERTS INC.**
(PROFIT) TO PROVIDE TIME STUDY SERVICES

TERM:	<u>Current</u> 7/1/12-6/30/15	<u>Renewal</u> 7/1/15-6/30/18	
ANNUAL AMOUNT:	\$90,000	\$100,000	
TOTAL AMOUNT	\$270,000	\$300,000	
FUNDING SOURCE:	<u>County</u>	<u>State/Federal</u>	<u>Total</u>
FUNDING:	\$180,000	\$120,000	\$300,000
PERCENTAGE:	60%	40%	100%

The Department of Human Services (DHS) requests authorization to renew the contract with Fiscal Experts, Inc. for the period of July 1, 2015 to June 30, 2018, in an amount not to exceed \$300,000. The purpose of this contract is to provide a web-based time study service.

Background

Human Services Agency (HSA) employees complete a time study each quarter as required by the California Department of Social Services. Workers select from over 800 possible codes and daily keep track of their time using state administrative forms. The time studies are then compiled and included in HSA's quarterly County Expense Claim. The time studies determine the allocation of expenditures to specific programs, which determine the amount of federal and state reimbursements to our agency.

Prior to the June 2011 quarter, HSA employees completed their time studies manually using Excel software. The time studies were signed by the workers and their supervisors and then sent to the Fiscal Office. They were then manually compiled and input into the County Expense Claim. Starting in the June 2011 quarter, HSA contracted with Fiscal Experts, Inc. to pilot the use of Time Study Buddy (TSB) to automate the process. TSB has resulted in a quicker, more accurate and more complete time study process for the Agency. This contract renewal will continue the use of TSB for the next three years.

Target Population

HSA employees required to time study.

Services to be Provided

The Time Study Buddy is a web-based service that automates the process. Workers complete their time studies online and databases are automatically updated. The Buddy helps the workers prepare accurate time studies and helps the Fiscal Office to manage the entire process. Case studies have shown the Buddy is effective at maximizing reimbursements. The Buddy is web-based therefore it requires no special computer hardware, software or maintenance.

The Time Study Buddy has streamlined the correction of data entry errors; the reconciliation of time studies and payroll records; and the distribution of reminder notices. This has freed up staff to analyze the data collected to find ways to more strategically use our workers and leverage additional funding.

Time Study Buddy will average between 900 and 1300 time studies for any four consecutive quarters.

Performance

The Contractor has submitted accurate reports to the fiscal department and invoices regularly.

Selection

Contractor was a sole source procurement due to the unique nature of the web services.

Funding

Funding will be provided through a blending of county, state and federal dollars.

ATTACHMENTS

Appendix A - Services to be Provided

Appendix B - Calculation of Charges

RFP #778 for Time Study Online Module

**City and County of San Francisco
Human Services Agency**

Request for Proposals #778 for

**Time Study Online Module
For the Human Service Agency's Department of Aging and Adult
Services (HSA-DAAS) and San Francisco Department of
Homelessness and Supportive Housing (SF-HSH) service providers
and Internal Human Services Agency employees**



Date issued:	FEBRUARY 23, 2018
Pre-proposal conference:	March 1, 2018 at 10:30AM
Proposal due:	March 23, 2018 at 5:00PM

RFP #778 for Time Study Online Module

Request for Proposals #778 for Time Study Online Module

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RFP #778 for Time Study Online Module

~~*~~ I. Introduction and Schedule

A. General

The San Francisco Human Services Agency's Department of Aging and Adult Services (HSA-DAAS) announces its intent to seek proposals from qualified organizations that can provide web-based time study services to HSA-DAAS and SF-HSH service providers and internal Human Services Agency employees of over 1300 staff and fiscal administrators. Interested respondents may submit an application for one or more of the service areas:

Time Study CSBG

Time Study Fiscal

The contract agreement shall have a tentative term from July 1, 2018 to June 30, 2021. In addition, the City shall have the option to extend the term for a period of two (2) years, for a total of five (5) years, subject to annual availability of funds, annual satisfactory contractor performance, and need. HSA has the sole, absolute discretion to exercise this option, and reserves the right to enter into contract agreement of a shorter duration.

The total available funding for this RFP is estimated to be \$120,000 annually. **The budget allocation will be \$20,000 annually for Time Study CSBG and \$100,000 annually for Time Study Fiscal.** The source of funding for these services is local, state, and federal funds. Payment for all services provided in accordance with provisions under this contract shall be contingent upon the availability of funds. The City shall not be required to provide any definite units of services nor does the City guarantee any minimum amount of funding for these services.

B. Proposal Components

1. Time Study for County Services Block Grant (CSBG):

The purpose of this contract will be to assist the Human Services Agency's Department of Aging and Adult Services (DAAS) and the San Francisco Department of Homelessness and Supportive Housing (SF-HSH) in implementing its Title XIX County Services Block Grant-Health Related (CSBG-HR) activities according to State and Federal Regulations.

Through CSBG-HR, the Departments are able to leverage federal funding from Title XIX of the Social Security Act to partially reimburse the costs of performing medically-related activities for adults who have Medicaid (Medi-Cal) or who are eligible for it.

The tool and consulting services funded through this contract will streamline time study reporting by DAAS and SF-HSH service providers and facilitate proper claiming of federal revenue.

2. Time Study for Fiscal:

The purpose of this contract is to provide a web-based time study service for internal Human Services Agency employees that will assist the county with claiming employee

RFP #778 for Time Study Online Module

time to a wide variety of programs and to all the agency's funders including but not limited to California Department of Social Services, California Department of Aging, and the CalWIN Consortium.

Time studies are the single largest component of the quarterly County Expense Claim to CDSS, distributing costs among all the county's programs according to the hours reported. The claim is over \$100,000,000 each quarter and the time study program must accurately report the hours of the over 1300 staff who are required to time study each quarter to maximize the amount of revenue returned. Accurate reports of time studies are also important for claims submitted to CalWIN, CDA and other funders.

The tool and its help desk funded through this contract will streamline time study reporting by internal staff and facilitate proper claiming of federal and state revenue.

C. Schedule

The anticipated schedule for this procurement is:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by the City	February 23, 2018
Pre-proposal conference	March 1, 2018 at 10:30AM
Deadline for submission of written questions or requests for clarification	March 5, 2018 at 5PM
Proposals due	March 23, 2018 at 5PM

Dates and times subject to change

RFP #778 for Time Study Online Module

D. Definitions

DAAS	Human Services Agency's Department of Aging and Adult Services
HSA	Human Services Agency of the City and County of San Francisco
SF-HSH	San Francisco Department of Homelessness and Supportive Housing
CEC	County Expense Claim
CDSS	California Department of Social Services
CDA	California Department of Aging
CalWIN	California Work Opportunity and Responsibility to Kids Information Network
CSBG-HR	County Services Block Grant – Health Related
Fiscal Administrator	Revenue Management time study system administrator staff within the HSA Finance Division
Employee	An HSA employee who, based upon their function and activities, is assigned to time study according to the activities they perform on either a quarterly or continuous basis
Supervisor and/or Manager	An HSA supervisor or manager who reviews, approves, and electronically signs the time studies of one or more employees.
Time Study	A means by which employees retrospectively track and supervisors review and approve how much time the employee worked each day during the time study period; also, of the time they worked, how much time they spent working on different programs or activities.

RFP #778 for Time Study Online Module

~~X~~ II. Scope of Services

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

A. Time Study CSBG

i. Target Population

DAAS and SF-HSH service providers (consisting of about 200 users)

ii. Description of Services

The tool and consulting services funded through this contract will streamline time study reporting by DAAS and SFHOM service providers (consisting of about 200 users) and facilitate proper claiming of federal revenue.

On an annual basis, Contractor will provide the following services to DAAS/SFHOM:

- Maintain a web-based time-study module according to the specifications provided by DAAS/SFHOM and make necessary changes as requested by DAAS/SFHOM, within the limitations of the contract amount.

- Host the website and servers in a secure environment.

- Manage website content.

- Send a file format to DAAS/SFHOM to collect identifying information on time

study participants and upload data into the web-based system.

- Send test e-mails to participants prior to the start of the time study month, send welcome emails to all participants, launch a web-based time study, and provide technical support during the time study period.

Contractor will provide the following CSBG-HR-related services to DAAS/SFHOM:

- Make necessary updates to day-log system within the limitation of the contract budget, including new labels on time study fields to align with DAAS/SFHOM time study.

- Update time study with basic data, vendors, activity codes, etc.

RFP #778 for Time Study Online Module

- Load/assist with initial participant and reviewers' access to system.
- Prepare and send a "welcome" email to participants, prepare instructions for completing the time study and login information to go with the email.
- Provide an output file of time study results by participant, job class, activity code in an exportable .csv format for use with Excel.
- Provide time study paper printout that looks exactly like what is currently used.
- Provide and post on-line customized quick video tutorial on how to complete the time study.
- Provide and post on-line customized quick video tutorial for the supervisors on how to approve the time study.
- Provide and post on-line customized quick video tutorial within a month of new tutorial requests.

iii. Service and Outcome Objectives

Respondents should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. The objectives stated in the proposal may be incorporated as part of the program's evaluation plan. The objectives should be specified in the proposals to match the services to be provided.

Outcome Objectives

As part of the proposal, the respondent will be required to develop specific outcome objectives that demonstrate and measure the impact, outcomes, or results of services. Both quantitative and qualitative analysis shall be applied to measure program efficiency and effectiveness. The outcome objectives specified below will be required for each contract.

- 100% accuracy of output file reports of study results which include participant, job class, and activity code.
- 75% of users who respond to satisfaction study report that Contractor's training videos sufficiently explained the Time Study process for them to being Time Study reporting independently.

iv. Reporting Requirements

- 1) Contractor will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section IV - Deliverables. This report will also include accomplishments and challenges encountered by the Contractor. Contractor will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- 2) Contractor will provide Ad Hoc reports as required by the Department.

RFP #778 for Time Study Online Module

- 3) Contractor will provide an annual user satisfaction study report to HSA-DAAS within 15 days after the year end. This should include user satisfaction data that is gathered from studies that follow immediately after users have watched video tutorials and/or have been provided technical assistance.

B. Time Study Fiscal

i. Target Population

Internal Human Services Agency employees of over 1300 staff and fiscal administrators

ii. Description of Services

The Department will use the time study tool to expediently collect the State required staff time studies (detailed reports of benefiting programs for correct claiming of State/Federal reimbursement).

This tool will be web based allowing for access from any computer anywhere at any time. The tool will be maintained by the vendor to incorporate CEC reporting standards and code changes as they are released by CDSS. It shall have the following functionality:

User Set Up Functionality that includes:

- The ability to easily set up new users including worker type, supervisor, work schedule, time study codes, employee identifier, email address, have the option to hold or not hold emails, set up permissions, select time study type, unit, location, start date, end date, job title, and select whether they are full time or part time. Fiscal Administrator staff should be able to easily maintain and change data as necessary.
- Allowing for both continuous time studies and mid-month time studies and convert continuous time studies for the quarterly claim.
- The ability to exclude or sunset select staff in any given quarter and easily reinstate them should their circumstances change.
- The ability for Fiscal Administrator staff to reset a time study, and to either exclude or end a time study as appropriate.
- The ability of Fiscal Administrator staff to set up various types of permissions depending upon their use of the system.
- Automated password resets for users as well as the ability for Fiscal Administrator staff reset passwords as needed.
- A comment log and ability to set flags to annotate the account for individual users.

Administrator Services that includes:

RFP #778 for Time Study Online Module

- Reminders at the start of the calendar year to set up holidays.
- User guides and administrator guides easily accessible within the program.
- Automation of quarterly reminders/welcome emails to new quarter.
- Automatic set up of each quarter's new time study, complete with worker profiles and new time studies. Fiscal Administrator staff should also have the ability to request a change of the period used for the mid-month time studies.
- Fiscal Administrator staff will have the ability to easily create extraneous codes for any activities that are claimed outside of the CEC.
- Fiscal Administrator user training upon request.
- Be responsive to Fiscal administrator and time study user feedback to help increase functionality.

Communication Functionality that includes:

- A robust email functionality to email to one, many or all employees' updates and necessary information.
- Automation of alerts of pending approvals to employees' supervisors.
- An email correspondence log easily accessible for Fiscal Administrator staff. This would be a record of all outbound emails from administrator staff to individual employees and a record of all inbound emails that are emailed to the time study system administrator email account.

Time Sheet Verification Functionality that includes:

- Have the ability to either manually or automatically verify time studies based on payroll data based upon departmental needs and capabilities.
- Automation of alerts of Fiscal Administrator updates to users indicating any changes made during the verification process.

User Interface Functionality that includes:

- Is accessible by all users from any computer with an internet connection.
- Time study code definitions which are readily and easily available to users.
- Allows time studying employees' supervisors and managers to easily navigate their chains of approvals of direct and indirect supervisees.
- The ability to easily filter and sort user lists to help track time study progress throughout the quarter.

RFP #778 for Time Study Online Module

- The ability to easily drill down on users to see both the details of employee time study as well as their user profile. Also the ability to see the progress of Fiscal Administrator staff verifications in a clear and concise manner.

Time Study Approval Functionality that includes:

- Electronic signatures that are both time and date stamped for both submitters and approvers.
- Allows for higher level supervisors and/or managers to approve time for absent supervisors with a comment and allows a supervisor to sign a time study for an absent staff member also with the ability to comment.
- Allows Fiscal Administrator staff to automatically track approvals from quarter to quarter, including missed approvals from prior quarters to assist with Adjusted Quarterly CEC preparation.

Reporting Functionality that includes:

- Allowing for reporting of both converted and unconverted continuous time studies.
- Creating all CEC reports which meet the CDSS CEC requirements (including but not limited to CEC Input screen reports) within the tool in an easy to use manner allowing for report sets to be preserved and saved using only the data that was originally used with a time and date stamps. Also allows Fiscal Administrator staff the ability to create new batches of reports at any given time using updated data while preserving earlier batches of reports. All summary reports must have an audit trail report, as well as the ability to preserve and print hard copy time study forms for all, some or one employee.
- Allowing for ad hoc reporting using a variety of criteria, including selecting one, some or all staff based on unit, unit group, time study type and including by one, some or all time study codes. The reports must have the ability to include a variety of information related to the employees such as employee identifier, supervisor, unit and time study worker type to be able to capture time study time as well as show codes available to staff that are in their profile whether or not they are used by the staff members. These are to include but not be limited to
 - The ability to include or exclude incomplete time studies for ad hoc reports, as well as inform the user of all incomplete time studies when preparing the CEC reports. Incomplete time studies must be excluded from the CEC reports in accordance with CDSS requirements.
 - A shift report that shows when workers are time studying to codes outside their worker type including extraneous codes.
 - A report that shows how many users are active on the system in order to determine quarterly billing.

RFP #778 for Time Study Online Module

- Ensuring that the supervisor time that is time studied to the “supervision” code distributed in proportion to how their staff time studied for the CEC reports and ad hoc reports as well as have an audit trail and the ability to report supervision time undistributed.

iii. Service and Outcome Objectives

Respondents should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. The objectives stated in the proposal may be incorporated as part of the program’s evaluation plan. The objectives should be specified in the proposals to match the services to be provided.

Service Objectives

As part of the proposal, the respondent will be required to develop specific service objectives that measure the quantity and other aspects of services. The objectives should state the target quantities and match the program services as proposed.

- Allows for creation and maintenance of up to 2,000 user accounts.
- Add and update time study codes as new codes and definitions are released within 30 days.
- Ad Hoc and CEC claim reports should be available at any time.
- Responds to fiscal administrator technical questions within 48 hours.
- No more than 5% system downtime.

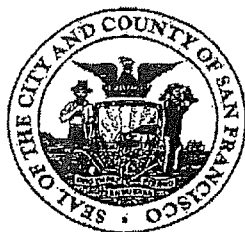
Outcome Objectives

As part of the proposal, the respondent will be required to develop specific outcome objectives that demonstrate and measure the impact, outcomes, or results of services. Both quantitative and qualitative analysis shall be applied to measure program efficiency and effectiveness. The outcome objectives specified below will be required for each contract.

- 100% accuracy of collection and incorporation of all time study related data into the CEC and Ad Hoc Reports.

iv. Reporting Requirements

- 1) Contractor will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section IV - Deliverables. This report will also include accomplishments and challenges encountered by the Contractor. Contractor will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- 2) Contractor will provide Ad Hoc reports as required by the Department.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

January 13, 2016

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 48959-15/16; 41409-15/16; 42155-15/16; 45629-15/16; 44722-15/16; 41837-14/15; 44383-15/16; 46840-13/14; 33469-14/15; 4124-11/12; AND 2006-08/09.

At its meeting of January 4, 2016 at 3:00 p.m., the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

MICHAEL L. BROWN
EXECUTIVE OFFICER

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
Suzanne Choi, Department of Human Resources
Jacquie Hale, Department of Public Health
Cynthia Hamada, Municipal Transportation Agency
Shamica Jackson, Public Utilities Commission
Belle La, City Planning
Brent Lewis, Department of Human Resources
Stacey Lo, Public Utilities Commission
John Tsutakawa, Human Services Agency
Commission File
Chron

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)

Home >

Posting For January 04, 2016

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2016-01-04

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
46840 - 13/14 - MODIFICATIONS	January 4, 2016	AIRPORT COMMISSION -- AIR	\$7,000,000	\$8,500,000	As-needed environmental consulting services are required for verification of compliance with environmental laws, regulations, and standards. The as-needed consulting services will assist the Airport to maintain compliance with environmental regulations in support of operations and maintenance functions and Capital Improvement Program (CIP) projects. Services will include: site investigation for contaminant characterization, planning and design of asbestos/lead abatement and demolition of Airport buildings, construction management and technical oversight of environmental remediation, air quality control permitting and monitoring services, and environmental database support services.	06/01/2019	12/31/2021	REGULAR
33469 - 14/15 - MODIFICATIONS	January 4, 2016	HUMAN RESOURCES -- HRD	\$271,000	\$521,000	The City is seeking approval to enter into a contract with Year Up, a national nonprofit organization that provides urban young adults with the skills, experience, and support necessary to build professional careers in Information Technology (IT). The Year Up model includes an education component followed by a paid work internship for its participants. The City intends to offer the paid internships at the Department of Public Health (DPH) as a program pilot.	08/01/2015	07/31/2016	REGULAR
4124 11/12 - MODIFICATIONS	January 4, 2016	HUMAN RESOURCES -- HRD	\$950,000	\$2,824,999	Contractor will provide services for software upgrades, ongoing software maintenance and support services and software hosting of the Workers' Compensation Division's (WCD) claims management web-based platform.	09/01/2012	08/30/2017	REGULAR
2006-08/09 - MODIFICATIONS	January 4, 2016	HUMAN SERVICES -- DSS	\$1,016,600	\$26,431,600	Services in support of the Agency include the following legal services such as process service, arbitration, Fair Hearing Officer services, and other specialized legal services not provided by the City Attorney, courier service, fiscal intermediary, credit checks, equipment maintenance and repairs, property management services, on-demand and supplemental translation and interpretation services, media and communications services including outreach to targeted populations served by the Agency, grant writing, program planning and evaluation, technical writing, environmental and industrial assessment services including ergonomics, mediation and dispute resolutions services, substance abuse	07/13/2015	continuing	CONTINUED

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					compliance monitoring testing and paternity testing, criminal background checks, security services, population surveys, management information services, time study information system, business process mapping , one time document imaging conversion projects for archiving and transition to paperless system technology solutions for agency operations, off hours transportation services and specialized transportation including health and safety transportation and shuttle service.			

TOTAL AMOUNT \$9,237,600

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: Workers' Compensation Investigative Services

Funding Source: Operating Funds

PSC Amount: \$5,250,000

PSC Est. Start Date: 11/15/2018

PSC Est. End Date 11/16/2025

1. Description of Work

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

The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigator's court appearances; and the administrative management of video documentation. All services must make use of current technologies to the extent possible.

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

State law requires that counties use the services of a Special Investigation Unit (SIU) to increase fraud detection and reporting. These services are essential to either verify valid workers' compensation claims or deny fraudulent ones made against the self-insured SFMTA. Denial would result in a violation of state law and the SFMTA's inability to process such claims.

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 investigative services have been/are provided under contract with a vendor selected from an RFP process. The most recent personal services contract approval number is PSC 4044-10/11, Modification 1.

D. Will the contract(s) be renewed?

Yes, services will be re-bid following the contract term expiration.

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 investigative services program requires the vendor to embed into the Agency with an on-site investigator as well as travel to all work sights and work with all levels of employees. This process takes up to three years to gain proficiency at all levels and a shorter term would impair the efficiency and results of the program.

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.

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:

Services are required on an intermittent basis determined by the identification of potential compensability issues with newly filed workers' compensation claims, including newly discovered information relating to said claims. § California Insurance Code 1877.3 (b)(1) & (d) require that when an insurer knows or reasonably believes it knows the identity of a person who has committed fraud they must report it to the California Department of Insurance & District Attorney within a reasonable time not to exceed 60 days.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor's staff must include California-licensed, bonded and insured private investigators with a minimum of one year of experience maintaining or reviewing occupational safety and health records and overseeing investigations regarding occupational injuries or illnesses. The contractor must also have professional access to all industry standard databases to facilitate services and investigations. Staff must possess skills and knowledge of surveillance techniques and equipment, electronic databases, spreadsheets, video streaming and other software as required.

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

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

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

Workers' Compensation Investigative Services have historically been provided by contractors working within this specialty. For consideration of this new term of service, City Agencies and Departments were reviewed and considered for the scope of this service. The Project Manager confirms the lack of appropriate services 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.

No existing civil service class combines the required working knowledge and expertise of California's workers' compensation laws as well as the California licensure, including bonding and insured private investigator status with the appropriate experience levels necessary to perform this State mandated 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. It would not be practical to adopt a new civil service class that could perform the required specialized services that are of limited use outside the scope of the administration of the Workers' Compensation Program, as well as the intermittent need for these services.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No, This services is specialized and intermittent and best done by an independent 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 05/22/2018, 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# 46367 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/16/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Tuesday, May 22, 2018 5:50 PM
To: Nuque, Amy (MTA); 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@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy (MTA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46367 - 17/18

RECEIPT for Union Notification for PSC 46367 - 17/18 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 46367 - 17/18 for \$5,250,000 for Initial Request services for the period 11/15/2018 – 11/16/2025. 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/11080> 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)



State of California

INSURANCE CODE

Section 1877.3

1877.3. (a) Upon written request to an insurer or a licensed rating organization by an authorized governmental agency, an insurer, an agent authorized by that insurer, or a licensed rating organization to act on behalf of the insurer, shall release to the requesting authorized governmental agency any or all relevant information deemed important to the authorized governmental agency that the insurer or licensed rating organization may possess relating to any specific workers' compensation insurance fraud investigation.

(b) (1) When an insurer or licensed rating organization knows or reasonably believes it knows the identity of a person or entity whom it has reason to believe committed a fraudulent act relating to a workers' compensation insurance claim or a workers' compensation insurance policy, including any policy application, or has knowledge of such a fraudulent act that is reasonably believed not to have been reported to an authorized governmental agency, then, for the purpose of notification and investigation, the insurer, or agent authorized by an insurer to act on its behalf, or licensed rating organization shall notify the local district attorney's office and the Fraud Division of the Department of Insurance, and may notify any other authorized governmental agency of that suspected fraud and provide any additional information in accordance with subdivision (a). The insurer or licensed rating organization shall state in its notice the basis of the suspected fraud.

(2) Insurers shall use a form prescribed by the department for the purposes of reporting suspected fraudulent workers' compensation acts pursuant to this subdivision.

(3) Nothing in this subdivision shall abrogate or impair the rights or powers created under subdivision (a).

(c) The authorized governmental agency provided with information pursuant to subdivision (a), (b), or (e) may release or provide that information in a confidential manner to any other authorized governmental agency for purposes of investigation, prosecution, or prevention of insurance fraud or workers' compensation fraud.

(d) An insurer or licensed rating organization providing information to an authorized governmental agency pursuant to this section shall provide the information within a reasonable time, but not exceeding 60 days from the day on which the duty arose.

(e) Upon written request by an authorized governmental agency, as specified in subdivision (o) of Section 1095 of the Unemployment Insurance Code, the Employment Development Department shall release to the requesting agency any or all relevant information that the Employment Development Department may possess relating to any specific workers' compensation insurance fraud investigation. Relevant information may include, but is not limited to, all of the following:

(1) Copies of unemployment and disability insurance application and claim forms and copies of any supporting medical records, documentation, and records pertaining thereto.

(2) Copies of returns filed by an employer pursuant to Section 1088 of the Unemployment Insurance Code and copies of supporting documentation.

(3) Copies of benefit payment checks issued to claimants.

(4) Copies of any documentation that specifically identifies the claimant by social security number, residence address, or telephone number.

(Amended by Stats. 2005, Ch. 717, Sec. 16. Effective January 1, 2006.)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4044 - 10/11)

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

Type of Service: Workers' Compensation Investigative Services

Funding Source: SFMTA Operating Funds
PSC Original Approved Amount: \$2,500,000 PSC Original Approved Duration: 11/15/10 - 11/14/15 (5 years)
PSC Mod#1 Amount: \$1,000,000 PSC Mod#1 Duration: 06/01/15-11/30/18 (3 years 2 weeks)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$3,500,000 PSC Cumulative Duration Proposed: 8 years 2 weeks

1. Description of Work

A. Scope of Work:

The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigators' court appearances; and the acquisition, storage and accessibility of video documentation. All services must make use of current technologies to the extent possible.

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

State law requires that counties use the services of a Special Investigation Unit (SIU), to increase fraud detection and reporting. These services are essential to either verify valid workers' compensation claims or deny fraudulent ones made against the self insured SFMTA. Denial would result in a violation of state law and the SFMTA's inability to process such claims.

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

Yes. Via PSC 4044-10/11.

D. Will the contract(s) be renewed? Yes, the services will be re-bid following the contract term expiration.

2. Union Notification: On 04/08/15, the Department notified the following employee organizations of this PSC/RFP request: SFPOA - Q2-Q50; Professional & Tech Engrs, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4044 - 10/11

DHR Analysis/Recommendation:

06/01/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 06/01/2015

-65 06/01/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor's staff must include California-licensed, bonded and insured private investigators with a minimum of one year of experience maintaining or reviewing occupational safety and health records and overseeing investigations regarding occupational injuries or illnesses. Staff must possess skills and knowledge of surveillance techniques and equipment, electronic databases, spreadsheets, video streaming and other software as required.

B. Which, if any, civil service class(es) normally perform(s) this work?
Q035,

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:

There is no single civil service classification that performs all required duties. Q35 - Assistant Inspector class is used for criminal investigations, not workers' compensation investigations that include video surveillance. Additionally, these services are required only on an intermittent, as needed basis.

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 that could perform the required services that are restricted to the specialized nature of these services and the intermittent need for them.

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? This service is specialized and intermittent and best done by an independent	<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? Probe Information Services, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/08/15 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

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: Planning, coordination, and implementation of CCSF Point in Time Homeless Count

Funding Source: General Fund and Federal Grant Funds

PSC Amount: \$200,000 PSC Est. Start Date: 09/17/2018 PSC Est. End Date 08/31/2021

1. Description of Work

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

The City and County of San Francisco's Point-in-Time Homeless Count (Census), which is managed by the Department of Homelessness and Supportive Housing (HSH) and is held in 2019 and 2021, requires planning, coordination, and implementation assistance.

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

The Point in Time (PIT) Count is the only source of nationwide data on sheltered and unsheltered homelessness, and is required by the U.S. Department of Housing and Urban Development (HUD) of all jurisdictions receiving federal Continuum of Care (CoC) grant funding to provide housing and services for individuals and families experiencing homelessness. Currently, the San Francisco CoC receives more than \$32 million in federal funding, a key source of funding for the county's homeless services. San Francisco CoC reports the PIT count findings in their annual funding application to HUD, which helps the federal government better understand the nature and extent of homelessness nationwide. Count data also helps CCSF with strategic planning, capacity building, and advocacy campaigns to prevent and end homelessness. Failure to perform the count would disqualify CCSF's application for federal CoC funding. Failure to receive federal CoC funding would significantly impair the county's ability to achieve its goal to prevent homelessness when possible and to make it rare, brief and one-time.

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#2006-08/09. 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 RFP process.

D. Will the contract(s) be renewed?

TBD based on proposals and selected contractor's 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):

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 service requires unique and highly specialized expertise conducting PIT counts in large urban areas. It also requires expert knowledge of HUD and USICH requirements. The services are short in duration and only required every other year.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Successful completion of at least three PIT counts in large urban areas, in compliance with all HUD and United States Interagency Council on Homelessness (USICH) requirements, within the past five years. Three years of experience with volunteer outreach and coordination. Three years of experience with data analysis review and report writing.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 3374, Volunteer/Outreach Coord;

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

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

None, as there are a limited number of City departments that have expertise in HUD and USICH requirements, and the City staff who have experience with HUD and USICH are not able to perform the specialized statistical work required under the scope of work.

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 unique and highly specialized expertise conducting PIT counts in large urban areas. It also requires expert knowledge of HUD and USICH requirements. The services are short in duration and only required every other 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, as the services are highly specialized, short in duration, and only required every other year.

6. Additional Information

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

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

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. It is possible that the incumbent contractor will be selected through the RFP process.

7. **Union Notification:** On 05/18/2018, 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: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 1360 Mission St San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45935 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/16/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of monique.colon@sfgov.org
Sent: Friday, May 18, 2018 9:03 AM
To: Colon, Monique (HOM); tekpro49@comcast.net; WendyWong26@yahoo.com; wendywong26@yahoo.com; mathews.timothy@gmail.com; kschumacher@ifpte21.org; phkim13@yahoo.com; L21PSCReview@ifpte21.org; Colon, Monique (HOM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45935 - 17/18

RECEIPT for Union Notification for PSC 45935 - 17/18 more than \$100k

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a request for a Personal Services Contract (PSC) 45935 - 17/18 for \$200,000 for Initial Request services for the period 09/17/2018 – 08/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11062> 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 PROPOSALS
Point-in-Time Homeless Count
RFP#HSH2018-112
CONTACT: Monique.Colon@sfgov.org**

Overview

The City and County of San Francisco (City) Department of Homelessness and Supportive Housing (HSH) invites proposals from qualified Proposers* to provide planning, coordination, and implementation of the City and County of San Francisco’s Point-in-Time Homeless Counts (Census) held in 2019 and 2021.

HSH launched on July 1, 2016. The department combines key homeless serving programs and grant agreements/contracts from the Department of Public Health (DPH), the Human Services Agency (HSA), the Mayor’s Office of Housing and Community Development (MOHCD), and the Department of Children Youth and Their Families (DCYF). This consolidated department has a singular focus on preventing and ending homelessness for people in San Francisco.

Through the provision of coordinated, compassionate, and high-quality services, HSH strives to make homelessness in San Francisco rare, brief, and one-time.

*Each Proposer **must** demonstrate that it meets the Minimum Qualifications described in Appendix 1, Section 1.2 of this RFP to be considered for evaluation.

Estimated Budget for Point in Time Homeless Count services: \$100,000 for each Point-in-Time count.

HSH may increase contract amounts in accordance with City rules and regulations. The actual contract terms and amounts are subject to funding availability, proposals and contract agreement negotiations, as well as future needs.

Desired Start Date:
September 17, 2018

Estimated Contract Terms:
Three-year initial term with one additional three-year term extension option subject to City approval, for a total of three Point-in-Time counts. Actual contract periods may vary, depending upon service needs and Contractor performance.

Schedule*

RFP issued	6/21/2018
RFP Questions Deadline, (5 pm)	7/6/2018
RFP Answers and Clarifications Published	7/12/2018
Proposals Deadline (12 pm Noon)	7/20/2018
Intent to Award Contract Notification	8/15/2018
Contract Agreements Commence	9/17/2018

*Each date subject to change. Check [Office of Contract Administration website](#) for latest schedule.

RFP Questions and Communications

Interested parties are directed NOT to contact any employees, agents or officials of the City other than those specifically designated in this RFP. No questions will be accepted after the RFP Questions Deadline with the exception of Proposer-specific City vendor compliance form questions.

All questions must be submitted via e-mail to Monique.Colon@sfgov.org by the RFP Questions Deadline.

*Department of Homelessness and Supportive Housing • P.O. Box 427400 • San Francisco, CA 94142-7400
hsh.sfgov.org*

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1. Background

1.1. Terms and Acronyms Used in this RFP

Term	Definition
Continuum of Care	Federal Continuum of Care grant program stressing permanent solutions to homelessness
Contract Agreement	The binding legal document resulting from the RFP process. Also known as the agreement
Contractor	The proposer awarded to provide services through this RFP
Hotspots	Areas where high concentrations of people experiencing homelessness tend to congregate
HUD	U.S. Department of Housing and Urban Development
HDX	Federal Homeless Data Exchange, allows CoCs nationwide to submit Housing Inventory Chart and Point-in-Time Count data
HSH	San Francisco Department of Homelessness and Supportive Housing
PIT	Point-in-Time Count (of Homeless Population)
Prime Proposer	Any entity submitting a proposal to this RFP and upon award, the entity taking responsibility for all contractual obligations, including those of subcontractors
RFP	Request for Proposal
SFPD	San Francisco Police Department
USICH	United States Interagency Council on Homelessness

1.2 Overview and Statement of Need

On a bi-annual basis, HSH works in conjunction with the San Francisco Local Homeless Coordinating Board to conduct a comprehensive homeless street and shelter count known as the Point-in-Time (PIT) Homeless Count. This count is required by the U.S. Department of Housing and Urban Development (HUD). Each count must be conducted during the last week of January, and in a manner prescribed by HUD. All count methods should be demonstrative of the best practices recommended by HUD to maximize the San Francisco score in the Continuum of Care (CoC) Competition, and other competitive federal processes. Each count will include a Unique Youth Count. Services and tasks outlined in this RFP shall be provided for the implementation of both the general Point-in-Time Count and the Unique Youth Count. Throughout the Scope of Work, the word "Count" is used to refer to both the general Point-in-Time Count and the Unique Youth Count. HSH welcomes proposals from single entities and from collaborative proposers.

1.3 Funding Sources

The source of funding for these services will be City and County of San Francisco General Funds (GF) and federal CoC grant funds. Payment for all services provided in accordance with provisions under this RFP shall be contingent upon the availability of funds for providing these services. The City shall not be required to provide any definite units of services nor does the City guarantee any minimum amount of funding for the services described in this RFP.

2. Scope of Work

2.1 General Information

This Scope of Work is a general guide to the work the City expects to be performed, and is not a complete listing of all services that may be required or desired. Proposers should use this description when designing their proposed programs. However, proposers may suggest modifications and/or additions that will, in their estimation, make the project more feasible and the count more accurate. The description below outlines the key project elements and services the selected proposer(s) will provide.

All data collected, all materials created, and all reports generated through this process will be the property of the Department of Homelessness and Supportive Housing.

2.2 Target Population

The target population for the Count includes the entire homeless population currently residing in San Francisco.

For more information, see previous PIT Count Reports on the HSH website at <http://hsh.sfgov.org/research-reports/san-francisco-homeless-point-in-time-count-reports/>.

2.3 Program Components and Required Activities

The awarded contractor will complete the following work tasks assumed necessary to complete all aspects of the annual homeless count:

1. Solicit and obtain community feedback on components of the Count through a community meeting in advance of each count. The 2019 community meeting is projected to occur during the fall 2018.
2. In consultation with HSH staff, research, recommend and implement a best-practice methodology for the general and youth counts, including, but not limited to:
 - a. Review of 2017 methodology (found on the HSH website: <http://hsh.sfgov.org/research-reports/san-francisco-homeless-point-in-time-count-reports/>)
 - b. Research methodologies from other communities
 - c. Provide guidance and technical assistance to improve the methodology of the count over time, including, but not limited to best use of administrative data, developing a survey based count, and paperless strategies
 - d. Develop a methodology for a quarterly count
 - e. Offer guidance on how best to count tents and encampments
 - f. Ensure compliance with all HUD and United States Interagency Council on Homelessness (USICH) requirements
3. Survey and data collection shall include, but not be limited to, the following:
 - a. Creation of a survey for street and sheltered homeless persons to capture demographic information and information on their homeless situation
 - b. Creation of an additional survey for the Unique Youth Count
 - c. Translation the survey and training materials into Spanish
 - d. Creation of a short survey to be conducted during the visual Count to confirm homelessness
 - e. Meeting with community members, as requested by HSH staff, to refine the survey
 - f. Assistance in coordination of survey distribution and data collection
 - g. Management of data analysis of survey results
4. Manage volunteers, including:
 - a. Development and maintenance of a database of potential and actual volunteers
 - b. Management of online volunteer registration and contact list
 - c. Assignment of volunteers in partnership with HSH staff
 - d. Confirmation of volunteer assignments, in writing, with each volunteer in a timely manner
5. Provide volunteer training and develop informational materials for volunteers, including but not limited to:
 - a. Creation of volunteer instructions and training curriculum
 - b. Creation of at least one training in Spanish
 - c. Organization and supervision for locations that volunteers dispatch out of on the night of the Count
 - d. Production and duplication of training materials, route maps, and tally sheets

- e. Plan and schedule update meetings with relevant HSH staff on a bi-weekly basis
 - f. Night of PIT Count supervision at five count sites, including youth count site(s)
6. Coordinate with various City departments, public agencies, and community providers, including the San Francisco Police Department (SFPD), Recreation and Parks Department, Department of Public Works (DPW), California Highway Patrol (CHP), the Municipal Transportation Agency (MTA), the San Francisco Public Utilities Commission (PUC), the Port of San Francisco, National Parks Service, as well as people with lived experience of homelessness.
- Coordination shall include:
- a. Meeting with representatives to discuss the role of each department in coordinating the Count and staff needed on the night of the Count
 - b. Solicitation of hotspot information from each department and adjust count methods for safety and accuracy
 - c. Outlining safety coverage needed and work collaboratively to define San Francisco public areas and parks that are considered too dangerous and unsafe for volunteers
 - d. Integration of hotspot and safety input from providers, city department staff, and people with lived experience of homelessness
7. Map creation shall include, but not be limited to, the following:
- a. Work with HSH staff and partners to identify areas that should be counted by our Homeless Outreach Team, SFPD, or other entity
 - b. Work with youth services providers and partners to identify areas to be targeted for the Unique Youth Count
 - c. Creation of counting routes and corresponding maps to cover all of San Francisco, including routes to distinguish between:
 - Walking and driving routes
 - Observational and survey-based count routes
 - d. Provision of hard copy maps for volunteers for the night of the Count
8. Provide staffing support to the Unique Youth Count process, including but not limited to, the following:
- a. Meet with advisory group of homeless youth providers
 - b. Work with youth providers and youth with lived experience to identify hotspots to be counted
 - c. Train youth peer counters and survey team to conduct all data collection for the Unique Youth Count
 - d. Train youth to conduct count and survey
 - e. Pay and manage payment of youth counters and survey administrators for their participation
 - f. Gather Youth Count data and survey data for analysis, process all Youth Count and survey documents into a usable electronic format for analysis
9. Data format and access
- a. The proposers must provide a template of the data format that will be delivered, including an index of questions and codes that will be used when compiling survey responses prior to survey finalization. The template should be provided to HSH in a machine readable, nonproprietary format (see Appendix 3 for the sample data template).
10. Data access
- a. The City must be given access to the raw survey and tally data. Data must be provided in bulk and as scheduled by the City.
 - b. The contractor must provide the data in a mutually agreed upon machine readable format, preferably csv, upon a mutually agreed upon schedule.
11. Reporting

- a. Prepare a detailed report that includes a summary of findings based upon each previous Count, description of the methodology used for the Count, and analysis of survey results. Prepare an executive summary of both reports, as well as a Unique Youth Count report.
 - Submit a complete draft of the Count report and Unique Youth Count report by a date mutually agreed upon by HSH and contractor for HSH review and comment.
 - Integrate all comments and edits from HSH staff, and complete a final report for public release for the 2019 counts by May 6, 2019 respectively. HSH staff will have final discretion regarding the report content and edits.
- b. For the 2019 Count, complete the HUD HDX data submission, by April 1, 2019, including:
 - Completion of PIT charts
 - Completion PIT Methodology Section
 - Manage final submission to HUD at the direction and discretion of HSH staff

2.4 As-Needed Services

Subject to the City's approval, the contract awarded under this RFP may be amended in accordance with City requirements to include additional services by the contractor as-needed by the City and for services related to the scope of work described in this RFP. The scope and cost of as-needed services will be negotiated.

3. Pre-Proposal Information

3.1 RFP Questions Deadline

Questions or requests for interpretation will only be accepted via e-mail to Monique.Colon@sfgov.org until the RFP Questions Deadline.

Proposer-specific questions about compliance with the City's vendor requirements, are not subject to the above deadline and may still be asked and answered by the contacts designated in this RFP.

3.2 RFP Answers and Clarifications

A summary of the clarifications, questions and answers pertaining to this RFP will be posted on the Office of Contract Administration's Bid and Contracts website: <http://mission.sfgov.org/OCABidPublication>

It is the responsibility of each Proposer to check for any RFP Addenda, Q&A postings, and other updates posted regarding this RFP.

4. Proposal Submission Requirements

4.1. Data Ownership

In submitting an RFP, each proposer agrees that:

- a. The City must retain ownership and rights to the data collected, including derivative works made from the data and the licensing applied to the data.
- b. All rights, including all intellectual property rights, in and to the data and any derivative works of the data shall remain the exclusive property of the City.
- c. The contractor must not have ownership and usage rights to the data except to provide the service.
- d. The contractor is provided a limited non-exclusive license to use the data solely for performing its obligations under the Agreement and not for the contractor's own purposes or later use. Nothing herein shall be construed to confer any license or right to the data by implication, estoppel or otherwise, under copyright or other intellectual property rights, to any third party. Unauthorized use of the data by the contractor is prohibited. For purpose of this requirement, the phrase "unauthorized use" means the data mining or processing of data, stored or transmitted by the service, for unrelated commercial purposes,

advertising or advertising-related purposes, or for any other purpose other than security or service delivery analysis that is not explicitly authorized by the City.

4.2 Time and Place for Submission of Proposals

Proposals and all related materials (completed Appendices 1 and 2 comprising the Proposal Package) must be received by **12:00 pm PT on July 20, 2018**.

Proposers shall submit one (1) electronic PDF file of the Proposal Package to Monique.Colon@sfgov.org. The electronic file title should include the RFP number, the Proposer name, and the number of files submitted, i.e. 1 of 4.

Three hard copies of the Proposal Package should be delivered or mailed to:

*Monique Colón
Homelessness and Supportive Housing
1360 Mission St., Ste. 200
San Francisco, CA 94103*

Postmarks will not be considered in judging the timeliness of submissions. Proposals submitted solely by e-mail or by fax will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Supplemental documents or revisions after the deadline will not be accepted.

4.3 Proposal Submission Format

Proposers must submit a Proposal Package using RFP Appendices 1 and 2 (Proposal Template and Proposal Budget Forms), in the order and format specified. This is necessary so that all proposals can receive fair and consistent 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 Evaluation Panel. All Proposers must ensure that the proposal addresses the Selection Criteria.

Print double-sided to the maximum extent possible and bind the Proposal Package copies with a binder clip, rubber band, single staple, or in a three-ring binder. Do not bind your Proposal Package with spiral binding, glued binding, or anything similar.

For word processing documents, it is preferred that text is 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).

5. Contractor Selection

This section describes the guidelines used for analyzing and evaluating the proposals. It is the City's intent to select the Proposer for contract agreement negotiations that will provide the best overall service package to the City. Proposers selected for contract agreement negotiations are not guaranteed a contract. This RFP does not in any way limit the City's right to solicit contract agreements or contracts for similar or identical services.

5.1 Minimum Qualifications (pass/fail)

The Proposer's responses to the Minimum Qualifications section in Appendix 1 of this RFP will be reviewed on a pass/fail basis to determine eligibility for proposal evaluation only. Each Proposer should clearly demonstrate that it meets the Minimum Qualifications as stated. The Minimum Qualifications determination will be solely based on the information submitted by the Proposer in Appendix 1, Section 1.2. Insufficient or incomplete information will result in a Proposal being considered non-responsive. Any Proposal that does not demonstrate it meets the Minimum Qualifications will be issued a notice of non-responsiveness and will not be evaluated or eligible for contract award under this RFP.

The City reserves the right to request clarifications from Proposers prior to rejecting a proposal for failure to meet the Minimum Qualifications. Clarifications are limited exchanges between the City and Proposer and will not provide a Proposer the opportunity to revise or modify its proposal.

5.2 Proposal Evaluation (100 total possible points)

Proposals will be evaluated by a selection committee comprised of parties with expertise in the service areas identified in this RFP. The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

Introduction and Executive Summary (10 points)

- a. The degree to which the Prime Proposer, in partnership with any subcontractors, exceeds minimum qualifications
- b. Demonstrated capacity and ability to provide the services specified in this RFP
- c. Proposer clearly describes their organization and, if a partner is proposed, the specific role of each partner

Organizational Capacity (45 points)

- a. Proposer's understanding of and ability to complete the project
- b. Proposer's approach to delivering services specified in this RFP
- c. Similarity of projects and experience with challenges, outcomes, ability to adhere to deadlines, provide timely communication, and problem solve
- d. Depth and breadth of experience with similar projects
- e. Ability to effectively manage and train a large number of volunteers
- f. Ability and approach to performing outreach to the homeless population
- g. History of demonstrating cultural humility and respect, and experience serving and advocating for people experiencing homelessness
- h. Experience conducting Unique Youth Counts in collaboration with youth providers
- i. Experience with Geographic Information System (GIS) mapping or other map-making programs to create maps of count routes

Team Qualifications (30 points)

Organizational history and stability

- a. Experience working with governmental agencies
- b. Project management capacity and expertise

Fiscal Capacity (15 points)

- a. The budget provided is clear and easy to understand
- b. They budget reflects sound, adequate allocation of resources, matching the project components including staffing costs, operating costs and capital costs (as appropriate)
- c. The budget supports the services proposed and is competitive with other proposals
- d. Costs are reasonable, justified and competitive

Negotiations will begin upon identification of the most qualified proposer. If a satisfactory contract cannot be negotiated in a reasonable time, HSH, in its sole discretion, may terminate negotiations with the proposer and begin contract negotiations with the next most qualified proposer.

6. Terms and Conditions for Receipt of Proposals

6.1 Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five (5) working days prior to the Proposals Deadline.

6.2 Inquiries Regarding RFP

Proposers shall submit all questions concerning this RFP, scope of services or requirements in writing by email only before the RFP Questions Deadline and directed to: Monique.Colon@sfgov.org. All Proposer questions concerning the RFP process shall be submitted no later than 72 hours prior to the Proposals Deadline. Proposers who fail to do so will waive all further rights to protest, based on these specifications and conditions.

6.3 Objections to RFP Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this RFP, the Proposer must, not less than ten calendar days prior to the Proposals Deadline, provide written notice to the RFP contact setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

6.4 Change Notices

The Department may modify the RFP, prior to the Proposals Deadline, by issuing Addenda to the RFP, which will be posted at <http://mission.sfgov.org/OCABidPublication>. The Proposer shall be responsible for ensuring that its Proposal reflects any and all Addenda issued by the Department prior to the Proposals Deadline regardless of when the proposal is submitted. Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposals Deadline, to determine if the Proposer has downloaded all RFP Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers, and updates, which will be posted on the City's Bid and Contracts website: <http://mission.sfgov.org/OCABidPublication>.

6.5 Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 180 calendar days from the Proposals Deadline and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the proposal may remain valid beyond the 180 day period in the circumstance of extended negotiations.

6.6 Revision of Proposal

A Proposer may revise a proposal on the Proposer's own initiative at any time before the Proposals Deadline. The Proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before, but no later than the Proposals Deadline.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the Proposals Deadline for any Proposer. At any time during the proposal evaluation process, the Department may require a Proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

6.7 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 RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

6.8 Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

6.9 Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts 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 contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a Proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the Proposer 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 contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, 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:

- **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.
- **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.
- **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, Proposers should contact the San Francisco Ethics Commission at 415.252.3100.

6.10 Sunshine Ordinance

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

6.11 Public Access to Meetings and Records

If a Proposer 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 Proposer must comply with Chapter 12L. The Proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Proposer's meetings and records, and (2) a summary of all complaints concerning the Proposer'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 Proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Proposer'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.

6.12 Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract 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 Proposals;
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 RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

6.13 No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a Proposer to observe any provision of this RFP.

6.14 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 RFP.

6.15 Compliance with Previous Grant and Contract Requirements

Agencies submitting proposals that have previously been granted by the City and County of San Francisco and/or Federal agencies to provide goods and/or services must successfully demonstrate compliance with performance/monitoring requirements specified in previous grants/contracts (corrective actions) in order to be considered responsive to this RFP. Documented failure to correct performance/monitoring deficiencies identified in past City and County grants/grants may result in Agency disqualification to participate in this RFP.

6.16 Other Terms and Conditions

The selection of any Proposer for contract agreement negotiations shall not imply acceptance by the City of all terms of any proposal or response to this RFP, which may be subject to further negotiation and approvals by the City.

If a satisfactory contract agreement cannot be negotiated in a reasonable time with the selected Proposer, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with the next highest scoring Proposer or may continue competition among remaining Proposers without reinitiating the RFP process.

The City reserves the right at any time to approve, disapprove, or modify proposed staffing, plans, timelines and deliverables, provided that all modifications are within the scope of services sought by this RFP.

This RFP does not in any way limit the City's right to solicit contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the proposals submitted in response to this RFP are inadequate to satisfy its needs.

7. City Agreement Requirements

7.1 Standard Agreement Provisions

The successful Proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services. Failure to timely execute the agreement, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the agreement, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm.

7.2 Nondiscrimination in Contracts and Benefits

The successful Proposer 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 <http://sfgov.org/cmd/>.

7.3 Minimum Compensation Ordinance (MCO)

The successful Proposer 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. 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.

7.4 Health Care Accountability Ordinance (HCAO)

The successful Proposer 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.

7.5 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://oewd.org/first-source> and from the First Source Hiring Administrator, (415) 701-4848.

7.6 Conflicts of Interest

The successful Proposer 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 Proposer 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 Proposer might be deemed contractors 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 Proposer that the City has selected the Proposer.

7.7 Insurance Requirements

Upon award, Contractor shall provide a copy of current insurance certificate naming the City as Additional Insured in a separate endorsement page, or submit evidence that it can obtain the following coverage and name the City as Additional Insured: (1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury or illness; (2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; (3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable; and (4) Professional Liability Insurance for negligent acts, errors or omission with respect to professional or technical services with limits not less than \$1,000,000 for each claim.

7.8 Compliance with Municipal Codes

Contractors that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into an agreement with the City. Some of the laws are included in this RFP.

7.9 Companies Headquartered in Certain States

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

8. Protest Procedures

The City reserves the right to proceed with its Contractor selection and/or negotiation process during any protest period. The City will cease its Contractor selection process only if and when it receives a notification of decision that is in favor of the protester.

8.1 Protest of Non-Responsiveness Determination

Within five (5) business days of the City's issuance of a notice of non-responsiveness, any Proposer that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest by e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) business day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

8.2 Protest of Contract Award

Within five (5) business days of the City's issuance of a notice of intent to award a contract under this RFP, any Proposer that has submitted a responsive proposal, and believes that the City has incorrectly selected another Proposer for award, may submit a written notice of protest by e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) business day after the City's issuance of the notice of intent to award a contract.

The notice of protest must include a written statement specifying, in detail, each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

8.3 Delivery of Protests

All protests must be received by the due date. Protests MUST be submitted by e-mail addressed to Gigi Whitley, Deputy Director for Administration and Finance for the Department of Homelessness and Supportive Housing at Gigi.Whitley@sfgov.org. Protests or notice of protests made by mail, orally (e.g., by telephone) or by FAX will not be considered.

9. Standard City Vendor Forms

9.1 How to Become Eligible to Do Business with the City

Before the City can award any award to a Contractor, all vendors must meet the minimum requirements described below. There may be additional requirements placed upon a vendor depending on the type of good or service to be purchased.

9.2 Mandatory Forms

At a minimum, in order to become eligible to do business with the City, a vendor must submit the following documents to the Vendor Support Division via the City's supplier portal located at <https://sfcitypartner.sfgov.org/>:

1. Vendor Application Packet (includes **New Vendor Number Request Form** and **IRS Form W-9**)
2. CCSF Vendor - Business Registration (Electronic Submission - you must have a vendor number to complete)
3. CMD 12B-101 Declaration of Nondiscrimination in Contracts and Benefits

9.3 Vendor Eligibility and Invoice Payment



Vendors must have a City-issued vendor number, have all compliance paperwork submitted and approved by the City, and have an executed agreement or purchase order before payments can be made. Once a vendor number has been assigned, an email notification will be provided by the City's Vendor File Support Division. This notification will include instructions on how to sign up to receive payments through the City's supplier portal located at <https://sfcitypartner.sfgov.org/>.

9.4 Vendor Eligibility Forms

Form	Purpose/Info	Routing
<u>CCSF Vendor - Business Registration (Electronic Submission - you must have a vendor number to complete)</u>	This declaration is required for city vendors to determine if you are required to obtain a Business Registration Certificate.	https://sfcitypartner.sfgov.org/
<u>Declaration of Nondiscrimination in Contracts and Benefits with supporting documentation</u> (Form CMD-12B-101)	This Declaration is used by the City's Contract Monitoring Division to determine if a vendor offers benefits to employees. When a vendor offers benefits, it must be verified that all benefits, including insurance plans and leaves, are offered equally to employees with spouses and employees with domestic partners. For more information and assistance, please visit the City Administrator's Contract Monitoring	https://sfcitypartner.sfgov.org/

	Division Equal Benefits web page.	
<u>Vendor Profile Application</u>	Includes New Vendor Number Request Form and IRS Form W-9.	https://sfcitypartner.sfgov.org/

9.5 Supplemental Forms

Form:	Required If:
Minimum Compensation Ordinance (MCO) Declaration ( pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.
Health Care Accountability Ordinance (HCAO) Declaration ( pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for nonprofit organizations), including employees of any parent, subsidiaries or subcontractors.
Insurance Requirements (pdf)	The solicitation requires the successful Proposer to demonstrate proof of insurance.
Payment (Labor and Material) Bond (pdf)	The solicitation requires the awarded vendor to post a Payment (Labor and Material) bond.
Performance Bond (pdf)	The solicitation requires the awarded vendor to post a Performance bond.
Local Business Enterprise Program Application (<u>Contract Monitoring Division</u>)	You desire to participate in the City's Local Business Enterprise Program which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts

For further guidance, refer to the City's supplier training videos that are located online at:
<https://sfcitypartner.sfgov.org/>

**Appendix A – Scope of Services
Applied Survey Research
SF Homeless Count Consulting Services
September 1, 2014 - June 30, 2017**

I. Purpose of Grant

To provide consulting services relating to the planning and implementation of the 2015 and 2017 San Francisco Homeless Count (Census) and post-census survey count to access emergency shelter services, as well as conducting data analysis and writing the final report.

II. Definitions

Grantee	Applied Survey Research (ASR)
HSA	Human Services Agency of the City and County of San Francisco
HUD	U.S. Department of Housing and Urban Development
LHCB	San Francisco Local Homeless Coordinating Board, City and County
PIT	Point-In-Time

III. Target Population

Grantee will aim to survey the entire homeless population currently residing within San Francisco.

IV. Description of Services

Grantee shall provide the following services during the term of this contract:

Grantee will provide up to 1,027 hours of consulting services per census year for the County's Bi-Annual Homeless Count. The number of hours may increase with prior, written approval from HSA.

Once per year, during the years of the Point-In-Time Counts (2015 and 2017), the Grantee will meet the following Service Objectives:

- A. Grantee will review and provide feedback on Homeless Count methodologies.

1. Review complete coverage methodology used in the 2009, 2011, 2013, 2015, and 2017 counts.
 2. Review national models for counting unsheltered and sheltered homeless populations, including youth.
 3. Review maps created and methodology used to create routes.
 4. Recommend a methodology to create supplement routes for counting homeless youth and other special populations identified in collaboration with H.S.A.
 5. Review volunteer assignment and outreach process.
 6. Create a youth count job description for youth counters and youth count lead organizations.
 7. Review appropriate feedback provided by the community at a LHCB meeting before December 8, 2014 and December 8, 2016.
 8. Provide feedback on changes that should be made to the methodology based on best practice guidelines and/or requirement changes made by HUD.
 9. Provide summary and recommendations to HSA no later than January 14, 2015 and January 2017.
- B. Under the supervision of designated HSA staff, Grantee will staff and coordinate a volunteer database of approximately 500 persons per census year, including follow up and updating of the volunteer base, and coordination of volunteer assignments.
1. Follow up with all volunteers who leave phone messages and/or send emails regarding their interest and participation as a volunteer.
 2. Develop and update database of volunteers, including necessary contact information as well as preferences (walking vs. driving, neighborhood preference).
 3. Assign volunteers appropriately to designated dispatch centers (minimum of four centers) and counting areas on the night of the street count.
 4. Participate in meetings relating to the planning of volunteer recruitment and development of procedures and protocols relating to volunteer recruitment, registration and follow-up.
 5. Assistance in recruitment and training of volunteers and/or service providers to administer surveys for the post-survey count.
 6. Participate and provide staff support in conjunction with HSA and other City agencies' staff at dispatch centers on the night of the Count.
 7. Provide weekly updates to HSA staff, via email, on status of volunteer numbers.
- C. In conjunction with HSA staff, review and update volunteer training materials and conduct volunteer trainings on the night of the homeless count and post census survey.

1. Review current training materials and update if necessary to include current best practices and adjustments made to methodology changes.
 2. Review training protocol that HSA created for other city department staff that will be counting in designated areas. Other city and public agencies include the Police Department, California Highway Patrol, Department of Public Works, and Recreation and Parks Department.
 3. Create training materials for volunteers and program staff who will be participating in the post-census survey, including how to collect information and interact with clients. Materials should be made available to HSA for review by January 21, 2015.
 4. Train volunteers on the night of the homeless count and designate dispatch areas.
 - i. Pay youth workers based on hours worked. Total number of youth workers not to exceed 45 individuals per census year. Payment not to exceed the San Francisco living wage amount by more than \$1 per hour for a maximum of 5 hours per census year.
 5. Train volunteers administering the post census survey.
 - i. Pay individual homeless trained surveyors based on surveys collected. Payment not to exceed \$5 per survey for a maximum of 1000 completed general homeless surveys per census year.
- D. Grantee will assist HSA to develop a post-census survey tool and survey quota protocol.
- 1 In conjunction with HSA, develop a survey tool that will be used by volunteers and program staff the day after the Homeless Census. Tool will capture demographic data, residency, and prior residency information.
 - 2 Meet with appropriate HSA staff to discuss additional information to be collected from survey including questions suitable for shelter respondents.
 - 3 Present a draft tool to HSA for review by December 15, 2014.
 - 4 Develop a statistically appropriate sampling plan for sheltered and unsheltered homeless persons.
 - 5 Develop a post-census survey protocol that will result in a statistically significant amount of survey responses, and collection of information that is representative.
 - 6 Work with HSA to determine appropriate locations to distribute surveys and collect information using the agreed upon shelter and unsheltered quota plan. Distribution of surveys by geographic area will be identified as well.
 - 7 Assistance in recruitment and training of volunteers and/or service providers to administer surveys.
- E. ASR will produce a final report with results and analyses of the 2015 and 2017 San Francisco Homeless Count. The report will include but not be limited to:
- 1 Summary of methodology used for the census and post-census survey.
 - 2 Review of the survey quota and survey sampling plan.

VII. Service Objectives

Grantee will perform the following services during the contract term:

1. Review appropriate feedback provided by the community at a LHCB meeting before December 8, 2014 and December 8, 2016, then provide a summary and list of recommendations to HSA no later than January 14, 2015 and January 14, 2017.
2. Have drafts of the training materials for volunteers/program staff available for HSA review by January 21, 2015.
3. Staff and coordinate volunteer database of approximately 500 persons per census year.
4. Recruit up to 45 youth workers each census year.
5. Collect up to 1,000 completed general homeless surveys each census year.

VIII. Outcome Objectives

Grantee will deliver completed reports, including drafts, according to the following timeline:

1. Draft report circulated to appropriate HSA staff by April 27, 2015 and April 27, 2017.
2. Second draft that incorporates HSA feedback circulated by May 13, 2015 and May 13, 2017.
3. Final report ready by June 1, 2015 and June 1, 2017.

IX. Reporting Requirements

- A. Grantee will provide a **monthly** report of activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - Number of volunteers recruited per month during the ramp-up to each PIT Count.
- B. Grantee will provide a **quarterly** report of activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
 - Number of trainings provided to City/County staff or volunteers.
 - Number of draft reports generated.
- C. Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section VII & VIII- Service and

Outcome Objectives. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.

- Number of final reports submitted.

D. Grantee will provide Ad Hoc reports as required by the Department.

E. For assistance with reporting requirements or submission of reports, contact:

Justin.chan@sfgov.org

Contract Manager, Office of Contract Management, San Francisco Human Services Agency

or

Megan.Owens@sfgov.org

LHCB Policy Analyst, Housing and Homeless, San Francisco Human Services Agency

X. Monitoring Activities

A. Program Monitoring: Program monitoring will include review back-up documentation for reporting progress towards meeting service and outcome objectives.

B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICESDept. Code: DSSType of Request: Initial Modification of an existing PSC (PSC # 2006-08/09)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Services that support all of the programs under the Human Services AgencyFunding Source: County, State and FederalPSC Original Approved Amount: \$25,415,000PSC Original Approved Duration: 07/01/2009 - continuousPSC Mod#1 Amount: \$1,016,600PSC Mod#1 Duration: 07/13/15 - continuousPSC Cumulative Amount Proposed: \$26,431,600PSC Cumulative Duration Proposed: 07/01/2009 - continuous**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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

Scope Change

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

transition to paperless system technology solutions for agency operations, off hours transportation services and specialized transportation including health and safety transportation and shuttle service.

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

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

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
2000 05/06

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:
PSC'S dates as continuous until further revoked by the Civil Service Commission.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Work is performed 24 hours a day, seven days a week. These services are often crisis driven, do not involve predictable tasks and serve fluctuating and transient populations

B. Reason for the request for modification:

This PSC covers a range of ancillary services required by the department but not provided by Civil Service positions. In addition to the services specified in the original PSC, this modification includes media and communications services including outreach to targeted populations served by the Human Service Agency, mediation and dispute resolutions services, substance abuse compliance monitoring testing and paternity testing, criminal background checks, security services, population surveys, management information services, time study information system, business process mapping, one-time document imaging conversion projects for archiving and transition to paperless system technology solutions for agency operations, off-hours transportation services and specialized transportation including health and safety transportation and shuttle service. To align the PSC with contracted services we request this modification for an additional amount of \$1,016,600 to PSC 2006-08/09.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: legal services including process service, mediation, arbitration, Fair Hearing Officer services, and other specialized legal services not provided by the

City Attorney, courier service, fiscal intermediary, credit checks, equipment maintenance and repairs, property management services including pre-move inspections and survey of conditions, records management (i.e. recycling, shredding, destruction, removal, document imaging), translation, media and communications services including outreach to targeted populations served by the Agency, grant writing, program planning and evaluation, technical writing, environmental and industrial assessment services including ergonomics, mediation and counseling services, security services, substance abuse monitoring and paternity testing, criminal background checks, population surveys, transportation services, management information services, time study services, business process mapping, technology solutions for agency operations.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 6139, Senior Industrial Hygienist; 8106, Legal Process Clerk;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provided facilities and equipment to perform the services

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

Not Applicable

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

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

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Fraud detection, contract development and management, child welfare training, , employee development, civil rights training, sexual harassment training, program specific and operational trainings, staff development Hours vary based upon course curriculum, 2-4 hours per session. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Occupations vary depending upon course curriculum 20-30 participants per training
- C. Are there legal mandates requiring the use of contractual services?
Court mandated substance abuse monitoring and paternity testing
- 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.

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: On-Site Physical Media Destruction and Disposal

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$250,000

1. Description of Work

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

To comply with the Federal Bureau of Investigations (FBI) requirement of physical media disposal to minimize risk of sensitive information compromise by unauthorized individuals, the San Francisco Police Department (SFPD) is seeking a contractor to provide service to all SFPD locations (10 district stations, headquarters, academy, crime lab, and other divisions). The contractor will use a mobile shredding truck to provide on-site shredding and disposal approximately twice a month and destruction and disposal of other physical media on an as-needed basis. Other physical media may include, but not be limited to, body worn cameras, smartphones, computer disks, film, magnetic disks, magnetic tapes, transparencies, and video cassettes. An assigned SFPD employee (sworn officer, facilities coordinator, Public Service Aide or Police Cadet) at each location must physically witness shredding process of contents of confidential bins and destruction of other physical media by contractor employees.

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

This service is necessary to comply with FBI requirements. Denial of service could result in an FBI audit finding.

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

The service was provided by PSC 4037-08/09 for confidential document destruction.

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:

Service required is needed on a periodic basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in confidential document and other physical media destruction and disposal.
- 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. The contractor will provide a shredding truck and other equipment to perform work onsite.

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

None. This service requires very limited hours of work per month at each location.

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 very limited hours of work per month at each location.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This service requires very limited hours of work per month at each location.

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 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 04/09/2018, 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: 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# 32252 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/16/2018

Receipt of Union Notification(s)

From: [Wong, Genie \(POL\)](mailto:Wong, Genie (POL))
To: ["Marty@sfpoa.org"](mailto:Marty@sfpoa.org)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 32252 - 17/18
Date: Monday, April 9, 2018 9:55:00 AM
Attachments: [PSC1.pdf](#)

Hi Marty,

DHR/Civil Service Commission requires that SFPD notify unions when outsourcing work that can be performed by union members. Since the SFPOA is not registered on this database, I am contacting you directly.

This contract will be for on-site destruction and disposal of documents and other physical media (body worn cameras, smart phones, and other electronic items) required by the FBI. A summary is attached for your review. Please contact me if you have questions.

Best Regards,

Genie Wong
Contracts Analyst
Fiscal Division
San Francisco Police Department
1245-3rd Street, 6th Floor
San Francisco, CA 94158
(415) 837-7208
Genie.Wong@sfgov.org

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

From: dhr-psccordinator@sfgov.org [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of Genie.Wong@sfgov.org
Sent: Monday, April 9, 2018 9:41 AM
To: Wong, Genie (POL) <Genie.Wong@sfgov.org>; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfgwater.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; 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; jtanmer940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact <camaguey@sfmea.com>); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Wong, Genie (POL) <Genie.Wong@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 32252 - 17/18

RECEIPT for Union Notification for PSC 32252 - 17/18 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 32252 - 17/18 for \$250,000 for Initial Request services for the period 09/01/2018 – 08/31/2022. 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/10236> 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)



EDWIN M. LEE
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO
THOMAS J. CAHILL HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103-4603



GREGORY P. SUHR
CHIEF OF POLICE

MEMORANDUM

DATE: July 7, 2011
TO: Maria Ryan, PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Officer Shawn Wallace #1104, PSC Coordinator
Police Department (Dept. #38)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4037- 08/09 Approval Date: October 6, 2008
Description of Service(s): Recycling and Shredding of the Police Departments Confidential Documents.
Original Approved Amount: \$110,000 Original Approved Duration: 2-1-09 – 1-31-14
Modification Amount: \$ 54,000 Modification of Duration: none
Total Amount as Modified: \$164,000 Total Duration as Modified: 2-1-09 – 1-31-14

Reason for the modification:

Money is being added to the contract to cover the cost of more than anticipated shredding of confidential documents due to the turnover of employees and the re locating of several Investigative units.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 7/18/11

By: *Micki Callahan*
FOR Micki Callahan, Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8-22-08

DEPARTMENT NAME: Police DEPARTMENT NUMBER: 38

TYPE OF APPROVAL: EXPEDITED X REGULAR (OMIT POSTING)

CONTINUING ANNUAL

TYPE OF REQUEST:

X INITIAL REQUEST MODIFICATION (PSC#) Confidential Document Destruction

TYPE OF SERVICE:

General Fund

FUNDING SOURCE:

\$ 110,000.00

2-1-09 - 1-31-2014

PSC AMOUNT:

PSC DURATION:

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Recycling and Shredding of Confidential Documents.

B. Explain why this service is necessary and the consequences of denial: This service is necessary because if it were not performed through a PSC, then two full time Police Officers would have to perform the functions, thus taking them away from their patrol duties.

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 was provided through PSC # 3104-06/07

D. Will the contract(s) be renewed: No, the service is currently being put out to bid.

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

Local 790, 1021 Union Name Signature of person mailing / faxing form Date 8-25-08

Local 21 Union Name Signature of person mailing / faxing form Date 8-25-08

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise. Expertise in confidential document shredding.
- B. Which, if any, civil service class normally performs this work? .None
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, the contractor will use his own facilities and equipment to perform these services.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: This is a specialized service, and there is no civil service classification that performs this service.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain: No it would not be practical because of the immediate need.

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"/> | X |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours:
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | X |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | X |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | 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 personal services contract with your department? Service is currently out to bid. | | X |

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

Shawn Wallace

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace
Print or Type Name

553-1096
Telephone Number

Hall of Justice, Room 575
850 Bryant Street
San Francisco, Calif. 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Professional Services: As-Needed Real Estate Economics

Funding Source: Port Operating Budget

PSC Duration: 4 years

PSC Amount: \$3,000,000

1. Description of Work

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

The Port seeks to contract with four firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases.

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

The Port of San Francisco relies primarily on revenue derived as developer conduit/landlord for the San Francisco waterfront. As such, it is necessary to procure highly skilled expertise in waterfront real estate and maritime related regulatory planning to manage its revenue generating resources. This expertise is not readily available through city civil service resources and continuity is required to maintain the momentum in the time sensitive development process. Denial of this request would delay existing initiatives and impede revenue generation for the Port.

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 PSC 41779-15/16, CSC Action 3/07/2016.

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).

B. Explain the qualifying circumstances:

The services requested through this solicitation are as-needed to assist with real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases. Port staff has previously received Civil Service Commission to contract for this work in PSC #41779-15/16.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Please see attached 'Additional Information.'

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 5283, Planner 5; 5288, Transportation Planner II; 5620, Regulatory Specialist; 9377, Feasibility Analyst, Port; 9386, Senior Property Manager, Port; 9395, Property Manager, Port;

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?

Because the expertise in specific disciplines sought through the as-needed contracts are highly specialized and required occasionally for specific tasks, that expertise generally is not within the scope of existing civil service classifications and is not available from existing City staff. Many of the services sought through the as-needed contracts involve resources are not available within the City, such as lease negotiation support. In the past, Port staff notify other City departments who have staff with related skills before we issued each task order to see if existing City staff could perform any or all of the services needed.

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

A. Explain why civil service classes are not applicable.
Please see attached 'Additional Information.'

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.

6. Additional Information

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

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

No. The work associated with this contract is performed as one time and associated with specific development projects on Port property. There are no training opportunities related to this work.

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

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

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 05/16/2018, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40396 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/16/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sfort.com
To: [Holmes, Lavena \(PRT\)](mailto:Holmes.Lavena@PRT); WendyWong26@yahoo.com; wendywong26@yahoo.com; mathews.timothy@gmail.com; kschumacher@ifpte21.org; phkim13@yahoo.com; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Braganza, Lorceli \(PRT\)](mailto:Braganza.Lorceli@PRT); DHR-PSCCoordinator, [DHR \(HRD\)](mailto:DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40396 - 17/18
Date: Wednesday, May 16, 2018 2:27:18 PM

RECEIPT for Union Notification for PSC 40396 - 17/18 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 40396 - 17/18 for \$3,000,000 for Initial Request services for the period 09/01/2018 – 08/31/2022. 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/10996> 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)

PSC #40396 – 17/18

REGULAR – INITIAL REQUEST

Type of Service: Professional Services: As-Needed Real Estate Economics

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Training, knowledge, license (as applicable), skill and ability in performing real estate negotiations, site investigation and analysis, financial feasibility analysis, development cost forecasting, market and site feasibility analysis, entitlement feasibility analysis, marketing and leasing strategic planning, pre-development architectural designs, lease management analysis, highest and best use analysis, development and land use planning, public/private partnership development transaction structure, public/private partnership development planning and negotiation, supply-demand analysis, economic impact analysis, commercial/industrial/residential/maritime use analysis, commercial market analysis, maritime market analysis, local, regional and national development trends for maritime development, asset management, public financing mechanisms, historic preservation, site and master planning, urban design, architecture, maritime and surface transportation planning and analysis, and community relations.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work will be scheduled as-needed, based on requirements of each of individual project. The amount and timing of work required to be performed by the various classes cannot be predicted at this time, but it is anticipated that the work demands will be sporadic and will not require long-term, full-time service. Work will be for short and often intense durations, often in response to direction from the Port Commission and/or Board of Supervisors. Much of the work is of a very specialized nature and requires highly specialized set of skills and expertise that will vary by project. Current Port staff who are qualified to provide some of these services are generally already at maximum capacity, but may be assigned to undertake a portion of the work themselves and/or will direct the work to the consultant.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT Dept. Code: PRT

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Professional Services - Real Estate Economics and Related Services

Funding Source: Port Operating Budget PSC Duration: 4 years
PSC Amount: \$3,000,000 PSC Est. Start Date: 04/01/2016 PSC Est. End Date: 03/31/2020

1. Description of Work

A. Scope of Work:

The Port seeks to create a pre-qualified pool of four (4) firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases.

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

The Port of San Francisco relies on revenue derived as developer conduit/landlord for the San Francisco waterfront. It is necessary to procure highly skilled expertise in waterfront real estate and maritime related regulatory planning to manage revenue generating resources. The Port needs outside technical assistance on an intermittent basis to supplement in-house staff capacity and expertise and/or for negotiation support of Public-Private Development Projects. Use of classified civil service staff would not be practical nor cost effective even if the specialized expertise was readily available. The Port is seeking consultant expertise in specialized core service areas. Denial would delay existing initiatives and impede revenue generation for the Port.

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.
Previous PSC 4015 - 11/12, CSC Action 8/01/2011

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

2. Union Notification: On 10/07/2015, 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 Engr

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41779 - 15/16

DHR Analysis/Recommendation:

03/07/2016

Commission Approval Required

DHR Approved for 03/07/2016

Approved by Civil Service Commission

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
Please see attached 'Additional Information.'

B. Which, if any, civil service class(es) normally perform(s) this work?
1820,1822,5262,5268,5272,5274,5277,5278,5283,5291,5293,5620,9377,9386,9395,

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 work will be scheduled as-needed, based on requirements of each of individual project. The amount and timing of work required to be performed by the various classes cannot be predicted at this time, but it is anticipated that the work demands will be sporadic and will not require long-term, full-time service. Work will be for short and often intense durations, often in response to direction from the Port Commission and/or Board of Supervisors. Please see attached 'Additional Information.'

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Civil Service Classes already exist.

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. The contractor will provide specialized expertise on an intermittent basi	<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 01/08/2016 BY:

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

REGULAR – INITIAL REQUEST

Additional Information:

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

A. **Specify required skills and/or expertise:**

Training, knowledge, license (as applicable), skill and ability in performing real estate negotiations, site investigation and analysis, financial feasibility analysis, development cost forecasting, market and site feasibility analysis, entitlement feasibility analysis, marketing and leasing strategic planning, pre-development architectural designs, lease management analysis, highest and best use analysis, development and land use planning, public/private partnership development transaction structure, public/private partnership development, planning and negotiation, supply-demand analysis, economic impact analysis, commercial/industrial/residential/maritime use analysis, commercial market analysis, maritime market analysis, local, regional and national development trends for maritime development, asset management, public financing mechanisms, historic preservation, site and master planning, urban design, architecture, maritime and surface transportation planning and analysis, and community relations.

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

A. **Explain why civil service classes are not applicable:**

The work will be scheduled as-needed, based on requirements of each of individual project. The amount and timing of work required to be performed by the various classes cannot be predicted at this time, but it is anticipated that the work demands will be sporadic and will not require long-term, full-time service. Work will be for short and often intense durations, often in response to direction from the Port Commission and/or Board of Supervisors. Much of the work is of a very specialized nature and requires highly specialized set of skills and expertise that will vary by project. Current Port staff who are qualified to provide some of these services are generally already at maximum capacity, but may be assigned to undertake a portion of the work themselves and/or will direct the work to the consultant.

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 # 41779 - 13/14)

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

Type of Service: Designated Aviation Channeling (DAC) Services

Funding Source: Airport Operating Funds

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

PSC Original Approved Duration: 02/05/14 - 06/30/19 (5 years 20 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$700,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$2,200,000

PSC Cumulative Duration Proposed: 5 years 20 weeks

1. Description of Work

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

Transportation Security Regulations Part 1542.209 requires the Airport and airline operators to check the background of those persons operating in and around the secured areas of the Airport by processing fingerprint-based criminal history records checks and security threat assessments. The Transportation Security Administration (TSA) has established Designated Aviation Channeling (DAC) service providers to support this federal regulatory requirement. Only firms that are TSA certified and authorized to operate (ATO) may provide this service.

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

The processing of fingerprint-based criminal history records checks and security threat assessments is a federally mandated requirement for anyone working in and around the secured areas of an Airport regulated by the TSA. Failure to meet this requirement would prevent the Airport from meeting this critical TSA requirement and would cease commercial air carrier operations at the Airport.

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

Yes, under this PSC 41779-13/14

D. Will the contract(s) be renewed?

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

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

The duration is to align with the resulting contract, which is an original term of three years with one two-year option to extend.

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.

Explain the qualifying circumstances:

This service needs to be done by a TSA-approved provider.

B. Reason for the request for modification:

The increase in the amount is because of higher-than-expected activity from strong passenger growth, construction, and the Airport's enrollment in the new FBI Rap Back program, which provides continuous vetting of badge holders' criminal activity and immediate notification to the Airport of any changes in badge holders' criminal activity.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: TSA requires certified firms to provide this service and currently there are only three certified firms.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Only TSA certified service providers are eligible to perform this work.

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

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 provided as the service has to be performed by TSA-approved agency.

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, Transportation Security Clearinghouse

7. Union Notification: On 05/31/18, the Department notified the following employee organizations of this PSC/RFP request:
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# 41779 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/16/2018

Receipt of Union Notification(s)

Andrew Kukis (AIR)

From: Cynthia Avakian (AIR)
Sent: Thursday, May 31, 2018 2:26 PM
To: Andrew Kukis (AIR)
Subject: FW: Receipt of Modification Request to PSC # 41779 - 13/14 - MODIFICATIONS

Thanks,

Cynthia
Tel 650-821-2014

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.avakian@flysfo.com
Sent: Thursday, May 31, 2018 9:26 AM
To: Cynthia Avakian (AIR); camaguey@sfmea.com (contact); staff@sfmea.com; 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; Lisa Randall (AIR); DHR-PSCCoordinator; DHR (HRD)
Subject: Receipt of Modification Request to PSC # 41779 - 13/14 - 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 \$700,000 for services for the period May 31, 2018 – June 30, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F8652&data=02%7C01%7Ccynthia.avakian%40flysfo.com%7Cca1b857393004aa7283108d5c7137463%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C636633808736132150&sdata=zpLYLjDoNllht0jd7zaMlzZzLb63UEgjlryz%2F2pFkzE%3D&reserved=0>

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 staff@sfmea.com camaguey@sfmea.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # 41779 - 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Designated Aviation Channeling (DAC) ServicesFunding Source: Airport Operating FundsPSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 02/05/14 - 06/30/19 (5 years 20 weeks)PSC Mod#1 Amount: \$500,000 PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$1,500,000 PSC Cumulative Duration Proposed: 5 years 20 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Transportation Security Regulations Part 1542.209 requires the Airport and airline operators to check the background of those persons operating in and around the secured areas of the Airport by processing fingerprint-based criminal history records checks and security threat assessments. The Transportation Security Administration (TSA) has established Designated Aviation Channeling (DAC) service providers to support this federal regulatory requirement. Only firms that are TSA certified and authorized to operate (ATO) may provide this service.

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

The processing of fingerprint-based criminal history records checks and security threat assessments is a federally mandated requirement for anyone working in and around the secured areas of an Airport regulated by the TSA. Failure to meet this requirement would prevent the Airport from meeting this critical TSA requirement and would cease commercial air carrier operations at the Airport.

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

Yes, under this PSC 41779-13/14

D. Will the contract(s) be renewed?

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

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

The duration exceeds 5 years as it coincides with the contract term, which is a 3 year original term with a 2 year option to extend.

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.

Explain the qualifying circumstances:

This service needs to be done by a TSA-approved provider.

B. Reason for the request for modification:

The contract is exercising a 2-year option to extend the term and add funding to continue providing the same services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: TSA requires certified firms to provide this service and currently there are only three certified firms.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Only TSA certified service providers are eligible to perform this work.

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

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 provided as the service has to be performed by TSA-approved agency.

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.

Please see attached document.

- 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.
Please see attached document.
- 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 03/15/17, the Department notified the following employee organizations of this PSC/RFP request:

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# 41779 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/24/2017

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: Designated Aviation Channeling (DAC) Services

Funding Source: Airport Operating Funds PSC Duration: 5 years 20 weeks

PSC Amount: \$1,000,000 PSC Est. Start Date: 02/05/2014 PSC Est. End Date: 06/30/2019

1. Description of Work

A. Scope of Work:

Transportation Security Regulations Part 1542.209 requires the Airport and airline operators to check the background of those persons operating in and around the secured areas of the Airport by processing fingerprint-based criminal history records checks and security threat assessments. The Transportation Security Administration (TSA) has established Designated Aviation Channeling (DAC) service providers to support this federal regulatory requirement. Only firms that are TSA certified and authorized to operate (ATO) may provide this service.

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

The processing of fingerprint-based criminal history records checks and security threat assessments is a federally mandated requirement for anyone working in and around the secured areas of an Airport regulated by the TSA. Failure to meet this requirement would prevent the Airport from meeting this critical TSA requirement and would cease commercial air carrier operations at the Airport.

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

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

2. Union Notification: On 12/09/2013, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association, Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41779 - 13/14

DHR Analysis/Recommendation:

02/03/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 02/03/2014

-128 02/03/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

TSA requires certified firms to provide this service and currently there are only three certified firms.

B. Which, if any, civil service class(es) normally perform(s) this work?
0923,105X,

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:

Only TSA certified service providers are eligible to perform this work.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, given that TSA certification is not granted to individuals.

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? Please see attached document.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? Please see attached document.	<input checked="" type="checkbox"/>	<input 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 01/07/2014 BY:

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

Address: PO Box 8097 San Francisco, CA, 94128

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 48987 - 14/15)

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

Type of Service: Environmental Planning Professional Services

Funding Source: Airport Operating/Capital Funds

PSC Original Approved Amount: \$3,500,000 PSC Original Approved Duration: 01/01/15 - 12/31/20 (6 years 1 day)

PSC Mod#1 Amount: \$8,000,000 PSC Mod#1 Duration: 01/01/21-12/31/23 (3 years)

PSC Cumulative Amount Proposed: \$11,500,000 PSC Cumulative Duration Proposed: 9 years 1 day

1. Description of Work

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

Complex environmental analyses, compliance monitoring and reporting tasks requiring specialized expertise and extensive knowledge of federal, state, and local regulations, especially those pertaining to airports. These tasks may include, but are not limited to: obtaining regulatory permits; assisting with consultation with agencies and public outreach; producing environmental studies; performing specialized resource investigations; performing technical modeling; and monitoring of construction sites and project mitigation sites in accordance with appropriate federal, state, and local environmental regulations. Services will be provided on an as-needed basis.

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

San Francisco International Airport (SFO) is required to meet regulatory requirements of federal and state agencies. These agencies require mitigation of any impacts to wetlands, threatened and endangered species, and shoreline development. If the Airport fails to comply with these permit conditions, the Airport is subject to fines and other legal 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 were previously provided under PSC 4152-08/09.

D. Will the contract(s) be renewed?

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:

Not applicable.

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:

Services are only required on an intermittent nature, when requested by the Airport and related to work with the Capital Plan.

B. Reason for the request for modification:

To account for new projects and delayed projects, within the same scope of work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Ability to develop environmental review/disclosure documents, obtain regulatory permits and approvals for development with wetland fill, perform specialized natural resource investigations and prepare related reports based on those studies. Monitor construction and maintenance of airport facilities, public access and environmental mitigation projects within an airport environment. Familiarity with permitting process and consultation to ensure compliance with federal, state, regional, and local agency mandates.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2483, Biologist; 2484, Biologist III; 2485, Supv Biologist; 5278, Planner 2; 5283, Planner 5; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

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 classifications do not have the specialized knowledge and expertise required to conduct this work in an airport environment. The various areas of technical expertise required to support Airport staff does not overlap. For example, a wetlands biologist will often not have the expertise in airport wildlife biology experience that requires Federal Aviation Administration (FAA) certification. However, these disparate biological resources are required for the Airport wetland permit authorization under the federal Clean Water Act and Endangered Species Act.
- 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 knowledge and expertise related to these services are intermittent in nature, and to be provided for on an as-needed basis, and thus do not support the development of a new classification.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

Not applicable. There will not be training 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 06/11/18, 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# 48987 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/16/2018

Receipt of Union Notification(s)

Parada, Lucina (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, June 11, 2018 4:44 PM
To: Cynthia Avakian (AIR); tekpro49@comcast.net; WendyWong26@yahoo.com; wendywong26@yahoo.com; mathews.timothy@gmail.com; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Parada, Lucina (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 48987 - 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 \$8,000,000 for services for the period January 1, 2021 – December 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/11203>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org mathews.timothy@gmail.com wendywong26@yahoo.com WendyWong26@yahoo.com tekpro49@comcast.net

Additional Attachment(s)

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: Environmental Planning Professional ServicesFunding Source: Airport Operating/Capital FundsPSC Amount: \$3,500,000PSC Est. Start Date: 01/01/2015PSC Est. End Date: 12/31/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Complex environmental analyses, compliance monitoring and reporting tasks requiring specialized expertise and extensive knowledge of federal, state, and local regulations, especially those pertaining to airports. These tasks may include, but are not limited to: obtaining regulatory permits; assisting with consultation with agencies and public outreach; producing environmental studies; performing specialized resource investigations; performing technical modeling; and monitoring of construction sites and project mitigation sites in accordance with appropriate federal, state, and local environmental regulations. Services will be provided on an as-needed basis.

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

San Francisco International Airport (SFO) is required to meet regulatory requirements of federal and state agencies. These agencies require mitigation of any impacts to wetlands, threatened and endangered species, and shoreline development. If the Airport fails to comply with these permit conditions, the Airport is subject to fines and other legal 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 were previously provided under PSC # 4152-08/09.

D. Will the contract(s) be renewed?

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 term of the PSC is five years as the Airport will be establishing a pool list, from which it will be selecting contractors for services. The pool list will be valid for a two-year period.

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

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

B. Explain the qualifying circumstances:

Services are only required on an intermittent nature, when requested by the Airport and related to work with the Capital Plan.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to develop environmental review/disclosure documents, obtain regulatory permits and approvals for development with wetland fill, perform specialized natural

resource investigations and prepare related reports based on those studies. Monitor construction and maintenance of airport facilities, public access and environmental mitigation projects within an airport environment. Familiarity with permitting process and consultation to ensure compliance with federal, state, regional, and local agency mandates.

B. Which, if any, civil service class(es) normally perform(s) this work? 2483, Biologist; 2484, Biologist III; 2485, Supv Biologist; 5278, Planner 2; 5283, Planner 5; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;

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

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

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 classifications do not have the specialized knowledge and expertise required to conduct this work in an airport environment. The various areas of technical expertise required to support Airport staff does not overlap. For example, a wetlands biologist will often not have the expertise in airport wildlife biology experience that requires Federal Aviation Administration (FAA) certification. However, these disparate biological resources are required for the Airport wetland permit authorization under the federal Clean Water Act and Endangered Species Act.

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 knowledge and expertise related to these services are intermittent in nature, and to be provided for on an as-needed basis, and thus do not support the development of a new classification.

6. Additional Information

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

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

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

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

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

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

7. Union Notification: On 09/22/2014, 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# 48987 - 14/15

DHR Analysis/Recommendation:

action date: 11/17/2014

Commission Approval Required

Approved by Civil Service Commission with conditions

11/17/2014 DHR Approved for 11/17/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION

Dept. Code: ART

Type of Request: Initial Modification of an existing PSC (PSC # 4010 13/14)

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

Type of Service: Design, Fabricate, Transport and Install artworks associated with Capital Improvement projects

Funding Source: Art Enrichment

PSC Original Approved Amount: \$3,000,000

PSC Original Approved Duration: 07/01/2013 - continuous

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/14 - continuous

PSC Mod#2 Amount: \$10,000,000

PSC Mod#2 Duration: 07/01/16 - continuous

PSC Mod#3 Amount: \$20,000,000

PSC Mod#3 Duration: 07/16/18 - continuous

PSC Cumulative Amount Proposed: \$33,000,000

PSC Cumulative Duration Proposed: 07/01/2013 - continuous

1. Description of Work

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

Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.

Scope Change

The scope is to contract for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for multi-year Capital Improvement Projects including SFO Terminal 1, Public Utilities Commission Southeast Treatment Plant, Treasure Island and various other projects as they arise. The PSC amount is an estimate based on anticipated project budgets and an average amount generated yearly by Art Funds associated with Capital Improvement Projects.

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

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.

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

Yes

D. Will the contract(s) be renewed?

No

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

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. This work is ongoing and denial would prohibit the City client agencies from complying with this ordinance.

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:

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.

B. Reason for the request for modification:

Adding more money for additional projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts for design, fabrication, transportation and installation of artworks for each of the Capital Improvement Projects. These artists must have their designs approved by the Arts Commission as required by City Charter.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

There is not a civil service classification for fine artists. Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission as being appropriate for the unique requirements of this project.

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. Each project is unique and requires different skills as determined by an independent panel. It is in the City's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

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 06/11/18, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Kevin R. Quan Phone: 415-252-2230 Email: Kevin.r.quan@sfgov.org

Address: 25 Van Ness Avenue Suite 345, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4010 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/16/2018

Receipt of Union Notification(s)

Corpora, Craig (ART)

From: Taleporos, Zoe (ART)
Sent: Monday, June 11, 2018 1:18 PM
To: Corpora, Craig (ART)
Subject: FW: Receipt of Modification Request to PSC # 4010 13/14 - MODIFICATIONS

Zoë Taleporos
Project Manager, Public Art Program

San Francisco Arts Commission
401 Van Ness Avenue, Suite 325
San Francisco, CA 94102
T: 415-252-2243 F: 415-934-1022
sfartscommission.org

e-Newsletter | Twitter | Facebook | YouTube | Flickr

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

From: dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org> On Behalf Of Kevin.r.quan@sfgov.org
Sent: Monday, June 11, 2018 1:06 PM
To: Quan, Kevin (ART) <kevin.r.quan@sfgov.org>; 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) <kbasconcillo@sflower.org>;
Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org;
pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net;
leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com;
djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us;
stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; 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) <camaguey@sfmea.com>;
ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Taleporos, Zoe (ART) <zoe.taleporos@sfgov.org>; DHR-
PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 4010 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ARTS COMMISSION -- ART has submitted a modification request for a Personal Services Contract (PSC) for \$20,000,000 for services for the period June 11, 2018 -- no date entered, contact dept coordinator. 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/2179>

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

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSIONDept. Code: ARTType of Request: Initial Modification of an existing PSC (PSC # 4010 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Design, Fabricate, Transport and Install artworks associated with Capital Improvement projectsFunding Source: Art EnrichmentPSC Original Approved Amount: \$3,000,000PSC Original Approved Duration: 07/01/2013 - continuousPSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/14 - continuousPSC Mod#2 Amount: \$10,000,000PSC Mod#2 Duration: 07/01/16 - continuousPSC Cumulative Amount Proposed: \$13,000,000PSC Cumulative Duration Proposed: 07/01/2013 - continuous**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.

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

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.

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 4010 13/14

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:

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. This work is ongoing and denial would prohibit the City client agencies from complying with this ordinance.

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:

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.

B. Reason for the request for modification:

The Arts Commission is modifying both the amount and the duration of the PSC because new capital improvement projects are generating additional funds for art enrichment.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts for design, fabrication, transportation and installation of artworks for each of the Capital Improvement Projects. These artists must have their designs approved by the Arts Commission as required by City Charter.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

There is not a civil service classification for fine artists. Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission as being appropriate for the unique requirements of this project.

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. Each project is unique and requires different skills as determined by an independent panel. It is in the City's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

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, because Artist is not a civic service classification and every project is unique.

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.

Various Contractors

7. **Union Notification:** On 04/07/16, 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: Kevin R. Quan Phone: 415-252-2230 Email: Kevin.r.quan@sfgov.org

Address: 25 Van Ness Avenue Suite 345, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4010 13/14

DHR Analysis/Recommendation:

05/02/2016

Commission Approval Required conditions

Approved by Civil Service Commission with

05/02/2016 DHR Approved for 05/02/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 45752 - 13/14)

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

Type of Service: Emergency Training Services (CS-366)

Funding Source: SFPUC Emergency Planning Funds

PSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 06/02/14 - 06/30/18 (4 years 4 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 07/01/18-01/25/21 (2 years 30 weeks)

PSC Cumulative Amount Proposed: \$2,000,000 PSC Cumulative Duration Proposed: 6 years 34 weeks

1. Description of Work

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

The following will be provided to various San Francisco Public Utilities Commission (SFPUC) divisions/entities: General and position specific Incident Command System (ICS) training under National Incident Management System (NIMS), Table Top Training Exercises semi-annually, Full Functional Training Exercises bi-annually, Preparation of Summary of Training and Comments (After Action Reports), Revise/Update Emergency Operating Procedures and Field Operations Guides as necessary, assistance with the development of an alternative emergency drinking water plan, and general project management.

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

SFPUC divisions need to be trained in ICS procedures under NIMS per Federal Emergency Management Agency (FEMA) regulations; failure to do so could impede SFPUC's ability to receive proper reimbursement from FEMA in the event of a significant emergency/catastrophic event. Training will prepare SFPUC to act swiftly and efficiently and will solidify proper lines of communication. Revising and updating Emergency Operating Procedures is imperative, and failure to do so may result in out of date procedures that could adversely affect emergency response efforts. An alternate emergency drinking water plan is necessary to solidify processes in the event of interruption in water delivery.

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

This service is currently being provided by PSC No. 45752-13/14.

D. Will the contract(s) be renewed?

Not sure at this point.

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

This contract extends beyond five years because the emergency planning team is still refining the process of working with division managers to identify SFPUC staff who would have critical emergency responder roles. Consultants will to help design and deliver training. Additionally, consultants are helping with emergency plan updates, which we need more time to execute.

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:

SFPUC divisions need to be trained in ICS procedures under NIMS per Federal Emergency Management Agency (FEMA) regulations; failure to do so could impede SFPUC's ability to receive proper reimbursement from FEMA in the event of a significant emergency/catastrophic event. Training will prepare SFPUC to act swiftly and efficiently and will solidify proper lines of communication. Revising and updating Emergency Operating Procedures is imperative, and failure to do so may result in out of date procedures that could adversely affect emergency response efforts. An alternate emergency drinking water plan is necessary to solidify processes in the event of interruption in water delivery.

B. Reason for the request for modification:

To align the PSC duration with the amended contract duration because there are still projects to completed that require consultant assistance.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Proven expertise and extensive experience in emergency management systems as based on NIMS and Standardized Emergency Management System (SEMS), training and exercises as based on Homeland Security Exercise and Evaluation Program (HSEEP), providing ICS training, working with large utilities, developing and updating Department Emergency Operating Procedures (DEOP's), and coordinating with multiple city agencies and members of the community to develop new emergency plans.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Lack expertise in coordinating and spearheading complex plans and projects involving such a wide range of entities. Vast experience in providing ICS training is also essential to executing this

project, as is collaboration with community members and organizations. The need to contract out was based on the special skills and expertise required to perform these services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No classes currently 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.

Safety Training for various classes, 200-400 employees, approximately 3 hours per employee. Employees will not be trained to be safety trainers.

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.

AECOM Technical Services Inc

7. Union Notification: On 06/13/18, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

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

Name: 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# 45752 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/16/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Jackson, Shamica; 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, Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcarray@nccrc.org; ritchell@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; camaquey@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 45752 - 13/14 - MODIFICATIONS
Date: Wednesday, June 13, 2018 3:33:26 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2018 – January 25, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/11310>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Emergency Training Services (CS-366)

Funding Source: SFPUC Emergency Planning Funds

PSC Amount: \$2,000,000

PSC Est. Start Date: 06/02/2014

PSC Est. End Date 06/30/2018

1. Description of Work

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

The following will be provided to various San Francisco Public Utilities Commission (SFPUC) divisions/entities: General and position specific Incident Command System (ICS) training under National Incident Management System (NIMS), Table Top Training Exercises semi-annually, Full Functional Training Exercises bi-annually, Preparation of Summary of Training and Comments (After Action Reports), Revise/Update Emergency Operating Procedures and Field Operations Guides as necessary, assistance with the development of an alternative emergency drinking water plan, and general project management.

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

SFPUC divisions need to be trained in ICS procedures under NIMS per Federal Emergency Management Agency (FEMA) regulations; failure to do so could impede SFPUC's ability to receive proper reimbursement from FEMA in the event of a significant emergency/catastrophic event. Training will prepare SFPUC to act swiftly and efficiently and will solidify proper lines of communication. Revising and updating Emergency Operating Procedures is imperative, and failure to do so may result in out of date procedures that could adversely affect emergency response efforts. An alternate emergency drinking water plan is necessary to solidify processes in the event of interruption in water delivery.

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

Services have been partially provided by outside vendors in the past under CS-945 under PSC #4093-08/09.

D. Will the contract(s) be renewed?

Not sure at this point.

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:

Not Applicable

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Proven expertise and extensive experience in emergency management systems as based on NIMS and Standardized Emergency Management System (SEMS), training and exercises as based on Homeland Security Exercise and Evaluation Program (HSEEP), providing ICS training, working with large utilities, developing and updating Department Emergency Operating Procedures (DEOP's), and coordinating with multiple city agencies and members of the community to develop new emergency plans.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The Emergency Planning and Security Team at the PUC does not have sufficient staff to dedicate to completing all of this work. A strong effort has not been made to procure these services through current city resources as the specificity, expertise and experience needed to successfully carry out this work doesn't fall under any current classifications held by city employees.

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

- A. Explain why civil service classes are not applicable.
Lack expertise in coordinating and spearheading complex plans and projects involving such a wide range of entities. Vast experience in providing ICS training is also essential to executing this project, as is collaboration with community members and organizations. The need to contract out was based on the special skills and expertise required to perform these services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No classes currently 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.
Yes. Various classes, 200-400 employees, approx. 3 hours per employee
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 04/03/2014, 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: Stacey Lo Phone: 415-554-6732 Email: SLo@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45752 - 13/14

DHR Analysis/Recommendation:

action date: 05/05/2014

Commission Approval Required

Approved by Civil Service Commission with conditions

05/05/2014 DHR Approved for 05/05/2014