



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: September 14, 2018

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *Micki Callahan*

From: Cynthia Avakian, AIR
Amy Nuque, MTA
Shamica Jackson/Bill Irwin, PUC
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains six (6) 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
\$48,550,000	\$144,303,306	\$602,733,778

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POSTING FOR**October 01, 2018****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2018-10-01

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
44514 - 18/19	AIRPORT COMMISSION	\$1,000,000.00	The Contractor will be supporting the San Francisco International Airport (the "Airport" or "SFO") in the creation of a Zero Net Energy Master Plan by performing the following services: 1) Aligning all relevant Airport stakeholders with the overall approach of reaching a zero net energy campus; 2) Reviewing Airport policies and procedures to determine whether existing documents reflect the organization's zero net energy campus goal; 3) Creating a baseline of the Airport's current energy consumption by building and using industry standard benchmarking methods to create a campus-wide benchmark report; and 4) Integrating information from the Benchmarking Study with existing plans, projects, reports and studies to create a comprehensive campus approach for reaching zero net energy.	October 1, 2018	June 30, 2020	REGULAR
44323 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$21,000,000.00	A selection of 6 Peter Witt "Milan" streetcars are being rehabilitated with improvements to the propulsion, controller, and door systems to be able to be run in regular revenue service. The rehabilitation and select system enhancements will provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 25-year minimum service life. The Contractor will prepare all required detailed drawings, design calculations, stress analysis, and other specified technical documentation. The work shall be performed at the Contractor's facility, except for the acceptance testing requiring the SFMTA infrastructure. Subcontractors may perform specialty work, such as seats, woodwork, etc., at their facilities, but the Contractor shall strictly monitor the quality of the work. The Contractor shall be responsible for transporting the streetcars from the SFMTA facility to the site of the rehabilitation work, including any transportation to subcontractors' facilities, as well as transporting the completed streetcars back to SFMTA's facility.	November 1, 2018	November 1, 2025	REGULAR
49614 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$24,000,000.00	A selection of 7 historic streetcars are being rehabilitated with improvements to the propulsion, controller, and door systems to be able to be run in regular revenue service. The rehabilitation and select system enhancements will provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 25-year minimum service life. The Contractor will prepare all required detailed drawings, design calculations, stress analysis, and other specified technical documentation. The work shall be performed at the Contractor's facility, except for the acceptance testing requiring the SFMTA infrastructure. Subcontractors may perform specialty work, such as seats, wood work, etc., at their facilities, but the Contractor shall strictly monitor the quality of the work. The Contractor shall be responsible for transporting the streetcars from the SFMTA facility to the site of the rehabilitation work, including	October 1, 2018	October 1, 2025	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			any transportation to subcontractors' facilities, as well as transporting the completed streetcars back to SFMTA's facility.			
43626 - 18/19	PUBLIC UTILITIES COMMISSION	\$500,000.00	The San Francisco Public Utilities Commission (SFPUC) is seeking the services of a consultant to provide technical development services to train, support, and advise Local Business Enterprises (LBE) certified under Administrative Code Chapter 14B (LBEs) so that they can effectively compete for work on City contracts. In particular, the work will involve the creation of a curriculum for a certification program to address essential construction industry business practices. In addition, the proposer shall provide advising and mentoring services to LBEs in the program to advance contractor business operations, develop sound business practices, and increase capacity to improve effectively compete for SFPUC Job Order Contract(JOC) and other projects. The SFPUC plans to recommend graduates of the program to prime contractors who hold SFPUC JOC's and other SFPUC construction contracts related to the Sewer System Improvement Program (SSIP).	January 2, 2019	January 1, 2021	REGULAR

TOTAL AMOUNT \$46,500,000



Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For October 01, 2018**

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2018-10-01

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
42224 - 13/14 - MODIFICATIONS	October 1, 2018	AIRPORT COMMISSION -- AIR	\$2,000,000	\$2,800,000	The Security Operations Center (SOC) at San Francisco International Airport (SFO or Airport) uses a Physical Security Information Manager (PSIM) event management system. The PSIM system is a single platform software tool that integrates all of the Airport's security systems and manages the activities of all including the video management system, access control, computer aided dispatch (CAD) and ID badging software. Also included in the PSIM system is a sophisticated geographic information systems (GIS) mapping element which depicts all of the security sensors and end devices on the Airport's property and an advance management reporting system.	12/01/2018	06/30/2021	REGULAR
35131 - 15/16 - MODIFICATIONS	October 1, 2018	PUBLIC HEALTH -- DPH	\$50,000	\$430,000	The Contractor will augment the Department's search and recruitment of qualified candidates for executive level and senior management positions at the Department of Public Health, due to anticipated retirements, organizational changes, and vacancies.	08/01/2018	10/31/2019	REGULAR

TOTAL AMOUNT \$2,050,000

**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: Energy Benchmarking Support Services

Funding Source: Airport Capital Funds

PSC Amount: \$1,000,000

PSC Est. Start Date: 10/01/2018

PSC Est. End Date 06/30/2020

1. Description of Work

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

The Contractor will be supporting the San Francisco International Airport (the "Airport" or "SFO") in the creation of a Zero Net Energy Master Plan by performing the following services: 1) Aligning all relevant Airport stakeholders with the overall approach of reaching a zero net energy campus; 2) Reviewing Airport policies and procedures to determine whether existing documents reflect the organization's zero net energy campus goal; 3) Creating a baseline of the Airport's current energy consumption by building and using industry standard benchmarking methods to create a campus-wide benchmark report; and 4) Integrating information from the Benchmarking Study with existing plans, projects, reports and studies to create a comprehensive campus approach for reaching zero net energy.

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

This service is necessary to develop a comprehensive strategy for the campus to get to zero net energy. If denied, the project will be delayed, resulting in the decreased ability to meet the Airport's strategic initiative for Zero Net Energy by 2021.

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 has not been provided in the past.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Services are directly related to the completion of a Zero Net Energy Master Plan, a short-term project that requires specialized skills and expertise in stakeholder engagement, facility infrastructure, building systems, energy audits, energy modeling, renewable energy systems, energy building benchmarking, and writing public policy.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized skills and expertise in stakeholder engagement, facility infrastructure, building systems, energy audits, energy modeling, renewable energy systems, energy building benchmarking, and writing public policy.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

A Notice of Intent (NOI) was sent out on July 13, 2018 to different SF City Departments (Public Utilities Commission, Department of Public Works, Port of San Francisco and the San Francisco Municipal Transportation Agency) with no interest shown from them to provide these services.

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

- A. Explain why civil service classes are not applicable.
The existing classes do not have the required specialized skills and/or do not currently have the capacity necessary to complete the scope of this contract. The Airport does not have the necessary technical background to assess if our current zero net energy processes are standard.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, there is no work that will need to be repeated.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided given the specialized and short term nature of the 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 08/03/2018, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44514 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/01/2018

Receipt of Union Notification(s)

Additional Attachment(s)

NOTICE OF INTENT

DATE: July 13, 2018

TO: Public Utilities Commission, Department of Public Works, Port of San Francisco,
San Francisco Municipal Transportation Agency

SUBJECT: **NOTICE OF INTENT FOR: Request for Proposals (RFP) for Support
Services on Energy Benchmarking at the San Francisco International
Airport**

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: July 27, 2018

The San Francisco International Airport Planning, Design & Construction Division is seeking **Support Services** for the completion of an **Energy Benchmarking** project at the San Francisco International Airport as listed below. If your Department is interested, fill out one of the boxes below, sign, date and send back this form via email. If the Airport has not received a response from your organization by **July 27, 2018** it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

SUMMARY OF SCOPE OF WORK:

The Contractor shall complete an Energy Benchmarking project. The anticipated services under this Agreement are initially organized into the following tasks.

Task 1 – Programming and Stakeholder Alignment: The Contractor shall perform a Zero Net Energy Charrette and compile the findings of the Charrette into a Zero Net Energy Master Plan Stakeholder Engagement Report.

Task 2 – Policy and Contracting Review and Recommendations: The Contractor shall review current capital project design-build process, tenant lease agreements and review process to identify barriers and gaps that could prevent projects from achieving zero net energy. Contractor shall compile the findings of the analysis with recommendations to overcome the barriers and gaps.

Task 3 – Campus-Wide Building Benchmarking Report: The Contractor shall collect energy data and establish baseline of all campus buildings. Create a building portfolio with benchmarked energy metrics including but not limited to: EUI, a target ZNE EUI, EnergyStar score and Building Energy Asset Score. Estimate the projected energy use reduction from energy retrofit projects and commissioning of these buildings.

Task 4 – Comprehensive Zero Net Energy Campus Report: The Contractor shall review and compile all relevant data from existing Airport data sources including but not limited to: MUIS, HRCP Study, ADP, Distributed Energy Resources Generation Study, ZEV Readiness Plan, Distributed Services White Paper, EMCS Basis of Design and the Airport Five-year CIP. The Contractor shall utilize the information gathered from existing sources, along with the information

gathered all reports generated in Task 1, 2 & 3 to generate a comprehensive Zero Net Energy Campus report.

SUMMARY OF SERVICES REQUESTED:

The Contractor will provide all tasks described in the Summary of Scope of Work above. The estimated duration of the support services contract is **November 2018 through October 2019**.

Please check one of the applicable boxes below, sign, date, and email back by the due date. If the Airport has not received a response from your organization by **July 27, 2018**, it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

Our Department is interested.

If your department is interested in providing these services, the Contract Manager for this RFP will contact you for further discussions.

Our Department is not interested or available to perform these services.

NAME: _____

DEPARTMENT: _____

SIGNATURE: _____

DATE: _____

Questions regarding this request should be emailed to Joshua Heth at Josh.Heth@flysfso.com.

Thank you in advance for your consideration.

Sincerely,

Joshua Heth
Contract Manager
Planning, Design and Construction Division
San Francisco International Airport

cc: John Chinn
Joseph Birrer

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: Complete Rehabilitation of 6 Milan Streetcars

Funding Source: Fund: Federal/Local; Grants: Federal/Local

PSC Amount: \$21,000,000

PSC Est. Start Date: 11/01/2018

PSC Est. End Date: 11/01/2025

1. Description of Work

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

A selection of 6 Peter Witt "Milan" streetcars are being rehabilitated with improvements to the propulsion, controller, and door systems to be able to be run in regular revenue service. The rehabilitation and select system enhancements will provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 25-year minimum service life. The Contractor will prepare all required detailed drawings, design calculations, stress analysis, and other specified technical documentation.

The work shall be performed at the Contractor's facility, except for the acceptance testing requiring the SFMTA infrastructure. Subcontractors may perform specialty work, such as seats, woodwork, etc., at their facilities, but the Contractor shall strictly monitor the quality of the work.

The Contractor shall be responsible for transporting the streetcars from the SFMTA facility to the site of the rehabilitation work, including any transportation to subcontractors' facilities, as well as transporting the completed streetcars back to SFMTA's facility.

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

Many of the streetcars have reached the end of their service life and require rehabilitation to maintain a high level of performance, reliability, and safe operation. Furthermore, it will reduce unscheduled maintenance and repair costs required to keep the vehicles in service. Denial of this request will impact the 5-year plan to offer increased service to the E-Line. This will consequently negatively impact SFMTA's operating budget due to increase overtime work.

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

Similar services have been provided in the past through Personal Services Contract No. 48151-12/13 for the rehabilitation of other vehicles in SFMTA's fleet of Presidents' Conference Committee (PCC) cars.

D. Will the contract(s) be renewed?

No

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
The initial engineering and delivery of the equipment is expected to be within 18 – 24 months and will have a 5 year warranty.

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:

This is a design, furnish, and install contract implemented on a one-time basis only and requires the contractor to provide a 5-year warranty on the equipment and installation. While the classifications exist for this type of work, SFMTA does not have the facilities or system processes in-house to implement the work in the grand scale demand that is required by the project.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The skills and expertise required for these contracts include, but are not limited to: knowledge and experience of rail design standards and best practices; knowledge and experience in design, integration, and installation of propulsion, braking, and door systems of historical equipment. In the execution of the aforementioned skills and expertise, knowledge of welding, painting, woodworking, machining, and finishing are needed.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5241, Engineer; 7306, Automotive Body & Fender Wrk; 7319, Electric Motor Repairer; 7332, Maintenance Machinist; 7344, Carpenter; 7346, Painter; 7390, Welder; 9196, Sr Light Rail Veh Equip Eng;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will use their facility for all project work. They will also have all major system rehabilitation work done by certified Original Equipment Manufacturer (OEM) repair shops with original equipment manufacturer parts, tools, and certified mechanics that enable the Contractor to support the warranty requirements of the SFMTA contract.

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

SFMTA has considered bringing this work in-house but will need to assign facilities and personnel dedicated to a separate unit to perform this work. The timeframe to have vehicles available for use within the next 24 months would be delayed in the creation and implementation of this work. This would negatively impact SFMTA's ability to provide increased service as defined in Transit's 5-year plan.

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 design, furnish, and install contract implemented on a one-time basis only and requires the contractor to provide a 5-year warranty on the equipment and installation.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The classifications exist, but SFMTA does not have the facilities or system processes in-house to implement the work in the grand scale demand that is required by the project. And also these rehabilitation projects are only as-needed programs.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. Training is to be offered to 35 trainers (5 for Maintenance Staff, 30 for Operators), 5 supervisors, 30 Mechanics, and who are expected to receive no less than 80 hours of classroom and hands-on training in the proper maintenance of the various systems in the streetcars (i.e. propulsion, braking, door operators, etc.)
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Yes. FTA requires the service life of rehabilitated vehicles to be 25 years.
- 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. The work may be bid by Brookville Equipment Corporation and Carlos Guzman Incorporated, who have both performed work for SFMTA on the streetcar fleet.

7. **Union Notification:** On 08/01/2018, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Automotive Machinists, Local 1414; Carpenters, Local 22; Electrical Workers, Local 6; Management & Superv Local 21; Municipal Executive Association; Painters, Local 4; Prof & Tech Eng, Local 21

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

Name: 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# 44323 - 18/19
 DHR Analysis/Recommendation: _____ Civil Service Commission Action:
 Commission Approval Required
 DHR Approved for 10/01/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Nuque, Amy; amakayan@ifpte21.org; cityworker@sfcwu.org; camaguey@sfmea.com; staff@sfmea.com; oashworth@ibew6.org; khughes@ibew6.org; smcgarry@nccrc.org; agonzalez@iam1414.org; speedy4864@aol.com; Wanless, Annie (HRD); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44323 - 18/19
Date: Wednesday, August 01, 2018 4:24:45 PM

RECEIPT for Union Notification for PSC 44323 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 44323 - 18/19 for \$21,000,000 for Initial Request services for the period 11/01/2018 – 11/01/2025. 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/11796> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 16, 2013 (Revised February 5, 2013)

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

TYPE OF APPROVAL: () EXPEDITED (X) REGULAR (OMIT POSTING____)
() CONTINUING () ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST () MODIFICATION (PSC#_____)

TYPE OF SERVICE: Rehabilitation of Sixteen (16) PCC Historic Streetcars

FUNDING SOURCE: Federal Formula Funds, RM2 Funds and Prop K Funds

PSC AMOUNT: \$32,000,000.00 PSC DURATION: June 1, 2013 - June 1, 2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation.

The work shall be performed at the contractor's facility, except for the running acceptance testing. Subcontractors may perform specialty work, i.e., motor building, seats, etcetera, at their facilities and contractor will strictly monitor the quality of work. The contractor shall transport streetcars from the San Francisco Municipal Transportation Agency (SFMTA) to the site of the rehabilitation work, including any transportation to subcontractors, as well as transporting the completed streetcars to SFMTA's facility at 601 25th Street.

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

These vehicles have reached the end of their service life and require rehabilitation to maintain a high level of performance, reliability, and safe operation. Rehabilitation of these vehicles increases vehicle reliability and improves service levels. Furthermore, it will reduce unscheduled maintenance and greater repair costs to maintain these vehicles. Denial of this request will have a negative impact on the condition and service reliability of the vehicles and also on SFMTA's operating budget due to increase overtime work and unbudgeted parts purchases.

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):

Similar services have been provided in the past through PSC #4011-08/09 for the rehabilitation of other vehicles in SFMTA's fleet of PCC cars.

D. Will the contract(s) be renewed:

No

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

3. Electricians Local 6 Auto Machinists Local 1414 Union Name Signature of person mailing / faxing form Date 1/16/13
IFPTE, Local 21 TWU Local 250A (7410) Union Name Signature of person mailing / faxing form Date 1/16/13

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48151-12/13

SFMTA approved 1-16-13

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 08-094

WHEREAS, The San Francisco Municipal Transportation Agency (SFMTA), which operates the Municipal Railway (Muni), has 24 historic streetcars in revenue service; and,

WHEREAS, The F-line ridership has grown from 10,000 to 20,000 per weekday from the year 2000 to the present day; and,

WHEREAS, This growth in ridership and planned future expansion service requires Muni to add vehicles to its historic streetcar fleet; and,

WHEREAS, There are several procurements and rehabilitation projects moving forward to expand the size of the fleet; and,

WHEREAS, SFMTA requires that 16 SFMTA Presidents Conference Committee historic streetcars be rehabilitated and returned to their original conditions so that they may be used to supplement and expand the existing historic streetcar fleet and extend their useful life for at least 20 years; and,

WHEREAS, When completed, these cars will be available to operate on the F-Line and future E-Line; and,

WHEREAS, MTA has capital funding for this project from federal and local sources; and,

WHEREAS, The Contract Compliance Office has established a five percent SBE participation goal for this contract; and,

WHEREAS, Municipal Transportation Agency staff will seek the approval of this Board prior to the award of the Contract; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors authorizes the Executive Director/CEO to issue a Request for Proposals for Contract No. 583-03, Complete Rehabilitation of 16 SFMTA Historic Streetcars, evaluate proposals, select the highest ranking proposer, and negotiate a contract with the most qualified proposer.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of JUN 17 2008

R. Boomer
Secretary, Municipal Transportation Agency Board

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Complete Rehabilitation of 7 Assorted Vintage StreetcarsFunding Source: Fund: Federal/Local; Grants: Federal/LocalPSC Amount: \$24,000,000PSC Est. Start Date: 10/01/2018PSC Est. End Date 10/01/2025**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

A selection of 7 historic streetcars are being rehabilitated with improvements to the propulsion, controller, and door systems to be able to be run in regular revenue service. The rehabilitation and select system enhancements will provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 25-year minimum service life. The Contractor will prepare all required detailed drawings, design calculations, stress analysis, and other specified technical documentation.

The work shall be performed at the Contractor's facility, except for the acceptance testing requiring the SFMTA infrastructure. Subcontractors may perform specialty work, such as seats, wood work, etc., at their facilities, but the Contractor shall strictly monitor the quality of the work.

The Contractor shall be responsible for transporting the streetcars from the SFMTA facility to the site of the rehabilitation work, including any transportation to subcontractors' facilities, as well as transporting the completed streetcars back to SFMTA's facility.

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

Many of the streetcars are not able to run in their current condition, and those that are able to run have only been used for select charter service. Rehabilitating these streetcars with select system enhancements will improve reliability and allow the streetcars to be used in regular revenue service. Furthermore, it will reduce unscheduled maintenance and repair costs required to keep the vehicles in service. Denial of this request will impact the 5-year plan to offer increased service to the E-Line. This will consequently negatively impact SFMTA's operating budget due to increase overtime work.

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

Similar services have been provided in the past through Personal Services Contract No. 48151-12/13 for the rehabilitation of other vehicles in SFMTA's fleet of Presidents' Conference Committee (PCC) cars.

D. Will the contract(s) be renewed?

No

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
The initial engineering and delivery of the equipment is expected to be within 18 – 24 months and will have a 5 year warranty

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:

This is a design, furnish, and install contract implemented on a one-time basis only and requires the contractor to provide a 5-year warranty on the equipment and installation. While the classifications exist for this type of work, SFMTA does not have the facilities or system processes in-house to implement the work in the grand scale demand that is required by the project.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The skills and expertise required for these contracts include, but are not limited to knowledge and experience of rail design standards and best practices; knowledge and experience in design, integration, and installation of propulsion, braking, and door systems of historical equipment. In the execution of the aforementioned skills and expertise, knowledge of welding, painting, woodworking, machining, and finishing are needed.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5241, Engineer; 7306, Automotive Body & Fender Wrk; 7319, Electric Motor Repairer; 7332, Maintenance Machinist; 7344, Carpenter; 7346, Painter; 7390, Welder; 9196, Sr Light Rail Veh Equip Eng;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will use their facility for all project work. They will also have all major system rehabilitation work done by certified ORIGINAL EQUIPMENT MANUFACTURER (OEM) repair shops with original equipment manufacturer parts, tools, and certified mechanics that enable the Contractor to support the warranty requirements of the SFMTA contract.

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

SFMTA has considered bringing this work in-house but will need to assign facilities and personnel dedicated to a separate unit to perform this work. The timeframe to have vehicles available for use within the next 24 months would be delayed in the creation and implementation of this work. This would negatively impact SFMTA's ability to provide increased service as defined in Transit's 5-year plan.

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 design, furnish, and install contract implemented on a one-time basis only and requires the contractor to provide a 5-year warranty on the equipment and installation.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The classifications exist, but SFMTA does not have the facilities or system processes in-house to implement the work in the grand scale demand that is required by the project. And also these rehabilitation projects are only as-needed programs.

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. Explanation of training has not been provided by the department
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Yes. FTA requires the service life of rehabilitated vehicles to be 25 years.
- 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. The work may be bid by Brookville Equipment Corporation and Carlos Guzman Incorporated, who have both performed work for SFMTA on the streetcar fleet.

7. **Union Notification:** On 08/01/2018, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Automotive Machinists, Local 1414; Carpenters, Local 22; Electrical Workers, Local 6; Management & Superv Local 21; Municipal Executive Association; Painters, Local 4; 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: 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# 49614 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/01/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Nuque, Amy; cityworker@sfcwu.org; camaguey@sfmea.com; staff@sfmea.com; oashworth@ibew6.org; khughes@ibew6.org; smcgarry@nccrc.org; agonzalez@iam1414.org; speedy4864@aol.com; Wanless, Annie (HRD); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49614 - 18/19
Date: Wednesday, August 01, 2018 4:43:55 PM

RECEIPT for Union Notification for PSC 49614 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 49614 - 18/19 for \$24,000,000 for Initial Request services for the period 10/01/2018 – 10/01/2025. 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/11799> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 16, 2013 (Revised February 5, 2013)

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

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

TYPE OF REQUEST: (X) INITIAL REQUEST () MODIFICATION (PSC#)

TYPE OF SERVICE: Rehabilitation of Sixteen (16) PCC Historic Streetcars

FUNDING SOURCE: Federal Formula Funds, RM2 Funds and Prop K Funds

PSC AMOUNT: \$32,000,000.00 PSC DURATION: June 1, 2013 - June 1, 2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation.

The work shall be performed at the contractor's facility, except for the running acceptance testing. Subcontractors may perform specialty work, i.e., motor building, seats, etcetera, at their facilities and contractor will strictly monitor the quality of work. The contractor shall transport streetcars from the San Francisco Municipal Transportation Agency (SFMTA) to the site of the rehabilitation work, including any transportation to subcontractors, as well as transporting the completed streetcars to SFMTA's facility at 601 25th Street.

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

These vehicles have reached the end of their service life and require rehabilitation to maintain a high level of performance, reliability, and safe operation. Rehabilitation of these vehicles increases vehicle reliability and improves service levels. Furthermore, it will reduce unscheduled maintenance and greater repair costs to maintain these vehicles. Denial of this request will have a negative impact on the condition and service reliability of the vehicles and also on SFMTA's operating budget due to increase overtime work and unbudgeted parts purchases.

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):

Similar services have been provided in the past through PSC #4011-08/09 for the rehabilitation of other vehicles in SFMTA's fleet of PCC cars.

D. Will the contract(s) be renewed:

No

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

3. Electricians Local 6 Auto Machinists Local 1414 Union Name Signature of person mailing / faxing form Date 1/16/13
IFPTE, Local 21 TWU Local 250A (7410) Union Name Signature of person mailing / faxing form Date 1/16/13

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA approved 1-16-13

PSC# 48151-12/13

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and experience in designing, integrating, and installing propulsion and braking systems; rehabilitation of vehicle body; welding; painting; and installation of electrical systems.

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

7319 Electric Motor Repairer, 7332 Maintenance Machinist, 7371 Electrical Transit System Mechanic, 7306 Automotive Body and Fender Worker, and 7309 Car and Auto Painter. The monitoring and coordination of the rehabilitation project is very specialized and the City will be unable to provide the design and integration of the entire system for the (16) Ex-SEPTA PCC Historic Streetcars.

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

Yes. The contractor will use their facility for all project work. They will also have all major system rehabilitation work done by certified OEM repair shops with OEM parts, tools and certified mechanics that enable the contractor to support the warranty requirements of the SFMTA contract.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is a design, furnish, install contract implemented on a one-time basis only and requires the contractor to provide a 2-year warranty on the equipment and installation.

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

No. The classifications exist, but SFMTA does not have the facilities or system processes in-house to implement the work in the grand scale demand that is required by the project.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees? <i>(20) Electrical Transit Mechanics (7371) and (3) Electrical Transit Mechanic Assistant Supervisors (7380) will receive 80 hrs. of classroom and on-hands training in the proper maintenance of the various systems in the vehicles such as the propulsion system, trucks, sanding, auxiliary power supply, etc.</i>	(X)	()
C. Are there legal mandates requiring the use of contractual services?	()	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service?	()	(X)

The project will be presented to the MTA Board for approval.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(X)
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

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

MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 08-094

WHEREAS, The San Francisco Municipal Transportation Agency (SFMTA), which operates the Municipal Railway (Muni), has 24 historic streetcars in revenue service; and,

WHEREAS, The F-line ridership has grown from 10,000 to 20,000 per weekday from the year 2000 to the present day; and,

WHEREAS, This growth in ridership and planned future expansion service requires Muni to add vehicles to its historic streetcar fleet; and,

WHEREAS, There are several procurements and rehabilitation projects moving forward to expand the size of the fleet; and,

WHEREAS, SFMTA requires that 16 SFMTA Presidents Conference Committee historic streetcars be rehabilitated and returned to their original conditions so that they may be used to supplement and expand the existing historic streetcar fleet and extend their useful life for at least 20 years; and,

WHEREAS, When completed, these cars will be available to operate on the F-Line and future E-Line; and,

WHEREAS, MTA has capital funding for this project from federal and local sources; and,

WHEREAS, The Contract Compliance Office has established a five percent SBE participation goal for this contract; and,

WHEREAS, Municipal Transportation Agency staff will seek the approval of this Board prior to the award of the Contract; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors authorizes the Executive Director/CEO to issue a Request for Proposals for Contract No. 583-03, Complete Rehabilitation of 16 SFMTA Historic Streetcars, evaluate proposals, select the highest ranking proposer, and negotiate a contract with the most qualified proposer.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of JUN 17 2008

R. Boomer
Secretary, Municipal Transportation Agency Board

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC Dept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Contractor Capacity Building Program (PRO.0127)Funding Source: SSIP Project FundsPSC Duration: 2 yearsPSC Amount: \$500,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) is seeking the services of a consultant to provide technical development services to train, support, and advise Local Business Enterprises (LBE) certified under Administrative Code Chapter 14B (LBEs) so that they can effectively compete for work on City contracts. In particular, the work will involve the creation of a curriculum for a certification program to address essential construction industry business practices. In addition, the proposer shall provide advising and mentoring services to LBEs in the program to advance contractor business operations, develop sound business practices, and increase capacity to improve effectively compete for SFPUC Job Order Contract (JOC) and other projects.

The SFPUC plans to recommend graduates of the program to prime contractors who hold SFPUC JOC's and other SFPUC construction contracts related to the Sewer System Improvement Program (SSIP).

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

A denial would interrupt the continued need to develop LBE construction firms that have expressed interest in participating on SFPUC projects. This could lead to decreased LBE participation on SFPUC projects. In addition, the LBE Ordinance requires City Departments to provide technical assistance to LBEs to increase their ability to compete effectively for City contracts. A denial would compromise SFPUC's ability to comply with the 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.

This service hasn't been provided in the past.

D. Will the contract(s) be renewed?

No.

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

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

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:

The work requires specialized expertise and experience developing and implementing business practices curriculum and providing training for small businesses within the construction industry to support business growth and expansion. City staff lack the required expertise to provide business skills development training pertaining to the specialized trade work that is needed for SFPUC's diverse range of construction projects.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Minimum of five (5) years of experience and expertise in training, providing comprehensive business management consultation services to small businesses in the construction industry, as well as five (5) years of experience and expertise managing the initiation, growth, and expansion of small businesses in the construction industry.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not applicable.

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

- A. Explain why civil service classes are not applicable.
Civil service staff lack the required experience and expertise in providing business management consultation and training to small construction businesses to support business growth and expansion.
- 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 feasible to adopt a new civil service class to perform this work due to the highly specialized and diverse nature of construction contracting activities for SFPUC construction projects.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The scope shall include ten hours of training for the Contractors' Assistance Center staff of three Administrative Analysts over the course of two years.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

7. Union Notification: On 08/03/2018, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43626 - 18/19

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 10/01/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Jackson, Shamica; amakayan@ifpte21.org; Wanless, Annie (HRD); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43626 - 18/19
Date: Friday, August 03, 2018 2:50:02 PM

RECEIPT for Union Notification for PSC 43626 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43626 - 18/19 for \$500,000 for Initial Request services for the period 01/02/2019 – 01/01/2021. 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/11802> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 42224 - 13/14)

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

Type of Service: Aviation Safety & Security Physical Security Information Manager (PSIM) Program

Funding Source: AIR-Operating Funds

PSC Original Approved Amount: \$550,000

PSC Original Approved Duration: 09/01/14 - 12/01/18 (4 years 13 weeks)

PSC Mod#1 Amount: \$250,000

PSC Mod#1 Duration: no duration added

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

PSC Mod#2 Duration: 12/01/18-06/30/21 (2 years 30 weeks)

PSC Cumulative Amount Proposed: \$2,800,000

PSC Cumulative Duration Proposed: 6 years 43 weeks

1. Description of Work

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

The Security Operations Center (SOC) at San Francisco International Airport (SFO or Airport) uses a Physical Security Information Manager (PSIM) event management system. The PSIM system is a single platform software tool that integrates all of the Airport's security systems and manages the activities of all including the video management system, access control, computer aided dispatch (CAD) and ID badging software. Also included in the PSIM system is a sophisticated geographic information systems (GIS) mapping element which depicts all of the security sensors and end devices on the Airport's property and an advance management reporting system.

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

Having one integrated single user interface system maximizes performance and efficiency in the Airport's ability to respond, analyze and even prevent security related incidents. The Airport needs the ability to ensure the system's head end semi-custom software is maintained and supported by the vendor as well as the ability to add additional system integrations and expansions. The system will lose its full functionality without proper maintenance and support services.

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

Yes, PSC 42224-13/14

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for 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:

Need to increase time and compensation to issue a Master Integrator RFP to consolidate security services.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Maintenance and support services for this system is needed only on an intermittent basis.

B. Reason for the request for modification:

Need to increase time and compensation to issue a Master Integrator RFP to consolidate security services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise and specialized skills in aviation safety and security.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Existing civil service classifications do not have the required subject matter expertise and specialized skills to conduct 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.

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 anticipated due to the intermittent nature of 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.
Yes, Verint Security Intelligence

7. Union Notification: On 08/17/18, 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: PO Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42224 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/01/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Friday, August 17, 2018 9:26 AM
To: Cynthia Avakian (AIR); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 42224 - 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 \$2,000,000 for services for the period December 1, 2018 – June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6385>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # 42224 - 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Aviation Safety & Security Physical Security Information Manager (PSIM) ProgramFunding Source: AIR-Operating FundsPSC Original Approved Amount: \$550,000PSC Original Approved Duration: 09/01/14 - 12/01/18 (4 years 13 weeks)PSC Mod#1 Amount: \$250,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$800,000PSC Cumulative Duration Proposed: 4 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Security Operations Center (SOC) at San Francisco International Airport (SFO or Airport) uses a Physical Security Information Manager (PSIM) event management system. The PSIM system is a single platform software tool that integrates all of the Airport's security systems and manages the activities of all including the video management system, access control, computer aided dispatch (CAD) and ID badging software. Also included in the PSIM system is a sophisticated geographic information systems (GIS) mapping element which depicts all of the security sensors and end devices on the Airport's property and an advance management reporting system.

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

Having one integrated single user interface system maximizes performance and efficiency in the Airport's ability to respond, analyze and even prevent security related incidents. The Airport needs the ability to ensure the system's head end semi-custom software is maintained and supported by the vendor as well as the ability to add additional system integrations and expansions. The system will lose its full functionality without proper maintenance and support services.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 42224-13/14**D. Will the contract(s) be renewed?**

Yes, if there continues to be a need for 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:**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:

Maintenance and support services for this system is needed only on an intermittent basis.

B. Reason for the request for modification:

Increase funding

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise and specialized skills in aviation safety and security.

B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior;

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

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

These services are not available through City resources.

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

A. Explain why civil service classes are not applicable.

Existing civil service classifications do not have the required subject matter expertise and specialized skills to conduct 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.

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 anticipated due to the intermittent nature of 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.

Unknown at this time.

7. **Union Notification:** On 01/29/16, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, 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: 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# 42224 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 02/10/2016



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

September 11, 2014

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

**ACTION OF SPECIAL MEETING OF THE CIVIL SERVICE
COMMISSION**

SUBJECT: **REVIEW OF REQUESTS FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS
42224-13/14; 45945-13/14; AND 4108-10/11.**

At its meeting of **August 22, 2014**, the Civil Service Commission had for its consideration the above matter.

The Commission approved the request for all PSCs. Adopted the report; notify the Office of the Controller and the Office of Contract Administration.

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

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Cynthia Ayakian, SF International Airport
Ben Rosenfield, Controller's Office
Jaci Fong, Contract Administration
Commission File
Chron

**Posting for Next Civil Service Commission Meeting
Regular Proposed Personal Services Contract**

PSC NO.	DEPARTMENT	TYPE OF APPROVAL	AMOUNT	DESCRIPTION OF WORK	DATE
42224-13/14	Airport	Regular	\$550,000	The Security Operations Center (SOC) at San Francisco International Airport (SFO or Airport) uses a Physical Security Information Manager (PSIM) event management system. The PSIM system is a single platform software tool that integrates all of the Airport's security systems and manages the activities of all including the video management system, access control, computer aided dispatch (CAD) and ID badging software. Also included in the PSIM system is a sophisticated geographic information systems (GIS) mapping element which depicts all of the security sensors and end devices on the Airport's property and an advance management reporting system.	9/1/14-12/1/18
45945-13/14	Airport	Regular	\$17,000,000	Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.	9/1/14-8/31/17

TOTAL AMOUNT: \$17,550,000

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: Aviation Safety & Security Physical Security Information Manager (PSIM) Program

Funding Source: AIR-Operating Funds PSC Duration: 4 years 13 weeks
PSC Amount: \$550,000 PSC Est. Start Date: 09/01/2014 PSC Est. End Date: 12/01/2018

1. Description of Work

A. Scope of Work:

The Security Operations Center (SOC) at San Francisco International Airport (SFO or Airport) uses a Physical Security Information Manager (PSIM) event management system. The PSIM system is a single platform software tool that integrates all of the Airport's security systems and manages the activities of all including the video management system, access control, computer aided dispatch (CAD) and ID badging software. Also included in the PSIM system is a sophisticated geographic information systems (GIS) mapping element which depicts all of the security sensors and end devices on the Airport's property and an advance management reporting system.

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

Having one integrated single user interface system maximizes performance and efficiency in the Airport's ability to respond, analyze and even prevent security related incidents. The Airport needs the ability to ensure the system's head end semi-custom software is maintained and supported by the vendor as well as the ability to add additional system integrations and expansions. The system will lose its full functionality without proper maintenance and support services.

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

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

2. Union Notification: On 06/23/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42224 - 13/14

DHR Analysis/Recommendation:

08/22/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 08/22/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
Expertise and specialized skills in aviation safety and security.

B. Which, if any, civil service class(es) normally perform(s) this work?
1062,1063,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Existing civil service classifications do not have the required subject matter expertise and specialized skills to conduct this work.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No.

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

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
 No training is anticipated due to the intermittent nature of work.
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/25/2014 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: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 35131 - 15/16)

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

Type of Service: Recruitment for Executive and Senior Management

Funding Source: General Fund

PSC Original Approved Amount: \$95,000

PSC Original Approved Duration: 11/12/15 - 11/11/16 (1 year)

PSC Mod#1 Amount: \$105,000

PSC Mod#1 Duration: 11/12/15-11/11/17 (1 year)

PSC Mod#2 Amount: \$80,000

PSC Mod#2 Duration: 07/01/17-10/31/18 (50 weeks 3 days)

PSC Mod#3 Amount: \$100,000

PSC Mod#3 Duration: 11/11/17-10/01/18 (0 sec)

PSC Mod#4 Amount: \$50,000

PSC Mod#4 Duration: 08/01/18-10/31/19 (1 year 4 weeks)

PSC Cumulative Amount Proposed: \$430,000

PSC Cumulative Duration Proposed: 3 years 50 weeks

1. Description of Work

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

The Contractor will augment the Department's search and recruitment of qualified candidates for executive level and senior management positions at the Department of Public Health, due to anticipated retirements, organizational changes, and vacancies.

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

The services are necessary in order to augment the Department's internal efforts to fill executive level and senior management positions at the Department of Public Health as expeditiously as possible. The Department is under significant time constraints to fill these positions due to upcoming openings of the new San Francisco General Hospital, continued adjustment of operations related to the Affordable Care Act, and overall Departmental integration efforts in development of the San Francisco Health Network as the Network's provider of acute care hospital services. These organizational efforts require these permanent positions in order to make these organizational changes successful. Denial will negatively impact both the long-term and day-to-day operations of the Department and the quality of care it is capable of providing.

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 35131 - 15/16

D. Will the contract(s) be renewed?

If there is a continued 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:

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.

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

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

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

Explain the qualifying circumstances:

The positions must be filled as soon as possible in order to maintain continuity and avoid disruption in critical services. Services are as-needed and short-term, as they will be necessary only until an acceptable candidate is found. An executive search firm with particular experience in the healthcare field and public and/or governmental employers is needed to help Department Human Resources staff find the best candidate for these unique positions.

B. Reason for the request for modification:

To add additional funds and to extend the term of the approval. The Department has an additional high level and specialty position to fill that are mission critical to support the Department. Denial will negatively impact both the long-term and day-to-day operations of the Department and the quality of care it is capable of providing.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The ability to perform the needed services at the highest professional level within a very limited time frame; expertise in the placement of executive level and senior management positions in healthcare professions at major public and/or governmental and academic medical centers; access to quality resources/contact and related databases in the healthcare field.

B. Which, if any, civil service class(es) normally perform(s) this work? 1246, Principal Personnel Analyst; 1250, Recruiter;

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

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The wide range of resources and access to qualified candidates that an executive search firm has are not readily available to Department Human Resource staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, these services are used on an as-needed and intermittent basis and will augment current Civil Service efforts.

6. Additional Information

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

7. Union Notification: On 07/25/18, the Department notified the following employee organizations of this PSC/RFP request:

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

Address: 101 Grove St., Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35131 - 15/16

DHR Analysis/Recommendation:
Commission Approval Required

Civil Service Commission Action:

DHR Approved for 10/01/2018

Receipt of Union Notification(s)

Longhitano, Robert (DPH)

From: DHR-PSCCoordinator, DHR (HRD) on behalf of Hale, Jacquie (DPH)
Sent: Wednesday, July 25, 2018 9:24 AM
To: Hale, Jacquie (DPH); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Kyaun, Florence (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 35131 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$50,000 for services for the period August 1, 2018

– October 31, 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:

<http://apps.sfgov.org/dhrdrupal/node/6173>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 35131 - 15/16)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Recruitment for Executive and Senior ManagementFunding Source: General FundPSC Original Approved Amount: \$95,000PSC Original Approved Duration: 11/12/15 - 11/11/16 (1 year)PSC Mod#1 Amount: \$105,000PSC Mod#1 Duration: 11/12/15-11/11/17 (1 year)PSC Mod#2 Amount: \$80,000PSC Mod#2 Duration: 07/01/17-10/31/18 (50 weeks 3 days)PSC Mod#3 Amount: \$100,000PSC Mod#3 Duration: 11/11/17-10/01/18 (0 sec)PSC Cumulative Amount Proposed: \$380,000PSC Cumulative Duration Proposed: 2 years 46 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Contractor will augment the Department's search and recruitment of qualified candidates for executive level and senior management positions at the Department of Public Health, due to anticipated retirements, organizational changes, and vacancies.

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

The services are necessary in order to augment the Department's internal efforts to fill executive level and senior management positions at the Department of Public Health as expeditiously as possible. The Department is under significant time constraints to fill these positions due to upcoming openings of the new San Francisco General Hospital, continued adjustment of operations related to the Affordable Care Act, and overall Departmental integration efforts in development of the San Francisco Health Network as the Network's provider of acute care hospital services. These organizational efforts require these permanent positions in order to make these organizational changes successful. Denial will negatively impact both the long-term and day-to-day operations of the Department and the quality of care it is capable of providing.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 3077-08/09, PSC 38398 15/16**D. Will the contract(s) be renewed?**
If there is a continued 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:**

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.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The positions must be filled as soon as possible in order to maintain continuity and avoid disruption in critical services. Services are as-needed and short-term, as they will be necessary only until an acceptable candidate is found. An executive search firm with particular experience in the healthcare field and public and/or governmental employers is needed to help Department Human Resources staff find the best candidate for these unique positions.

B. Reason for the request for modification:

To add additional funds. The Department has an additional high level and specialty position to fill that are mission critical to support the Department and the Zuckerberg San Francisco General. Denial will negatively impact both the long-term and day-to-day operations of the Department and the quality of care it is capable of providing.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The ability to perform the needed services at the highest professional level within a very limited time frame; expertise in the placement of executive level and senior management positions in healthcare professions at major public and/or governmental and academic medical centers; access to quality resources/contact and related databases in the healthcare field.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1246, Principal Personnel Analyst; 1250, Recruiter;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The wide range of resources and access to qualified candidates that an executive search firm has are not readily available to Department Human Resource staff.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, these services are used on an as-needed and intermittent basis and will augment current Civil Service efforts.

6. Additional Information

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

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

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

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

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

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

7. Union Notification: On 09/22/17, the Department notified the following employee organizations of this PSC/RFP request:
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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St., Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35131 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/30/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 35131 - 15/16)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Recruitment for Executive and Senior ManagementFunding Source: General FundPSC Original Approved Amount: \$95,000PSC Original Approved Duration: 11/12/15 - 11/11/16 (1 year)PSC Mod#1 Amount: \$105,000PSC Mod#1 Duration: 11/12/15-11/11/17 (1 year)PSC Mod#2 Amount: \$80,000PSC Mod#2 Duration: 07/01/17-10/31/18 (50 weeks 3 days)PSC Cumulative Amount Proposed: \$280,000PSC Cumulative Duration Proposed: 2 years 50 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Contractor will augment the Department's search and recruitment of qualified candidates for executive level and senior management positions at the Department of Public Health, due to anticipated retirements, organizational changes, and vacancies.

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

The services are necessary in order to augment the Department's internal efforts to fill executive level and senior management positions at the Department of Public Health as expeditiously as possible. The Department is under significant time constraints to fill these positions due to upcoming openings of the new San Francisco General Hospital, continued adjustment of operations related to the Affordable Care Act, and overall Departmental integration efforts in development of the San Francisco Health Network as the Network's provider of acute care hospital services. These organizational efforts require these permanent positions in order to make these organizational changes successful. Denial will negatively impact both the long-term and day-to-day operations of the Department and the quality of care it is capable of providing.

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

PSC 3077-08/09, PSC 38398 15/16

D. Will the contract(s) be renewed?

If there is a continued 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:

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.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The positions must be filled as soon as possible in order to maintain continuity and avoid disruption in critical services. Services are as-needed and short-term, as they will be necessary only until an acceptable candidate is found. An executive search firm with particular experience in the healthcare field and public and/or governmental employers is needed to help Department Human Resources staff find the best candidate for these unique positions.

B. Reason for the request for modification:

To extend the term and add additional funds. The Department has additional high level and specialty positions to fill that are mission-critical to support the Department and the Zuckerberg San Francisco General Hospital. Denial will negatively impact both the long-term and day-to-day operations of the Department and the quality of care it is capable of providing.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The ability to perform the needed services at the highest professional level within a very limited time frame; expertise in the placement of executive level and senior management positions in healthcare professions at major public and/or governmental and academic medical centers; access to quality resources/contact and related databases in the healthcare field.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1246, Principal Personnel Analyst; 1250, Recruiter;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The wide range of resources and access to qualified candidates that an executive search firm has are not readily available to Department Human Resource staff.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, these services are used on an as-needed and intermittent basis and will augment current Civil Service efforts.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
This is to augment current City efforts on an as-needed and intermittent basis, not a permanent replacement of Civil Service functions. DPH Human Resource staff will have the opportunity for knowledge transfer and will be exposed to current best practices of recruitment efforts.

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.
Management Recruiters of Berkeley

7. Union Notification: On 04/21/17, the Department notified the following employee organizations of this PSC/RFP request:
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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35131 - 15/16

DHR Analysis/Recommendation:

06/05/2017

Commission Approval Required

Approved by Civil Service Commission

06/05/2017 DHR Approved for 06/05/2017