



London Breed  
Mayor

Micki Callahan  
Human Resources Director

Date: October 18, 2019

To: The Honorable Civil Service Commission

Through: Micki Callahan *[Signature]*  
Human Resources Director

From: Cynthia Avakian, AIR  
Jacquie Hale, DPH  
Bill Irwin / Daniel Kwon, PUC  
Marissa Bloom, ECN

Subject: **Personal Services Contracts Approval Request**

This report contains seven (7) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

Total of this Report	YTD Expedited Approvals FY2019-2020	Total for FY2019-2020
\$10,560,000	\$61,600,741	\$720,107,504

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## POSTING FOR

November 04, 2019

### PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2019-11-04

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
44356 - 19/20	AIRPORT COMMISSION	\$2,000,000.00	Complete integrated parking access revenue control system (PARCS) support and maintenance for both hardware and software at the San Francisco International Airport (Airport) public and employee parking facilities. Contractor shall provide all labor, materials, spare parts, software, testing equipment, tools, etc. necessary to perform technical maintenance services for all PARCS equipment and software.	December 1, 2019	November 30, 2023	REGULAR
45625 - 19/20	PUBLIC HEALTH	\$1,500,000.00	Contractor will evaluate the Fuerte ("Strong") program, a school-based mental and physical health prevention program developed to support acculturation and provide access to behavioral health services for newcomer Latinx youth in San Francisco. The program's curriculum was developed by a collaboration among University of California at San Francisco (UCSF) pediatricians and psychologists from UCSF Child and Adolescent Services (CAS) at Zuckerberg San Francisco General (ZSFG) Hospital and Trauma Center, the San Francisco Unified School District (SFUSD), and Department of Public Health Behavioral Health Services over the past three years, during which time UCSF provided its services at no cost. Under this PSC, the contractor, UCSF, will conduct a 5-year, rigorous research evaluation, including a randomized control trial of Fuerte to establish the efficacy of the program; a mixed-method qualitative and quantitative evaluation to adapt the Fuerte curriculum to other immigrant populations; and a dissemination plan to train other providers across California and to disseminate the curriculum free of cost, so more immigrant groups across the state may benefit from the program. The Fuerte program is the intellectual property of the residents, postdocs, and faculty of the UCSF who developed it, and copyrighted through the University of California Regents. Delivery, reproduction, and performance of these programs can only be done under the coordination of UCSF and UCSF certified trainers. Copies of the program's manual are only available through UCSF faculty or affiliated staff.	November 1, 2019	October 31, 2024	REGULAR
47154 - 19/20	PUBLIC UTILITIES COMMISSION	\$2,200,000.00	Contractor will provide all personal gas detection/monitoring equipment, repairs/replacement parts and consumable supplies for a period of 48 Months. This will include continuous monitoring, reports for regulatory & OSHA compliance, initial training, and equipment upgrades. This service will assure SFPUC Wastewater Enterprise personal gas safety procedures and protocol meet industry standards for monitoring gas hazards, maintaining gas detection equipment, and managing the gas conditions that all SFPUC Wastewater personnel are exposed in all working conditions. Services include: <ul style="list-style-type: none"> <li>• Continuous monitoring of personal gas instrument fleet via the Internet</li> <li>• Customer user interface for direct access into the gas monitoring program</li> <li>• Web-enabled reports</li> <li>• Automatic notification of instrument malfunctions</li> <li>• Automatic, remote management of instrument calibrations and bump tests</li> <li>• Automatic, remote management of repairs and replacement parts</li> </ul>	October 1, 2019	September 30, 2023	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<ul style="list-style-type: none"> <li>• Instrument standardization</li> <li>• Low total cost of ownership of gas detection program equipment and supplies</li> <li>• Predictable year-over-year expenses for gas detection program</li> <li>• Asset tracking by serial number</li> <li>• Secure off-site storage of gas hazard and instrumentation data</li> <li>• Live technical support from customer-oriented, knowledgeable professionals</li> <li>• Installation and setup of all Docking Stations™ and instruments</li> <li>• On-Site User Training</li> </ul>			
47493 - 19/20	PUBLIC UTILITIES COMMISSION	\$400,000.00	An independent analysis and review of revenue, costs of service, and rates for the electric utilities under the jurisdiction of the San Francisco Public Utilities Commission (SFPUC). Contract work consists of development of annual revenue requirement for electric service, allocation of the annual revenue requirement to retail classes of service based on their respective service requirements, and development of schedules of electric rates to recover allocated costs from each retail customer class.	December 1, 2019	December 31, 2021	REGULAR
47899 - 19/20	PUBLIC UTILITIES COMMISSION	\$2,400,000.00	Electric testing and wiring of new electric medium voltage metal-clad switchgear to serve new public/private housing redevelopments at Potrero and Sunnyside Housing Projects, as well as new projects at Candlestick Point and other locations around San Francisco. This contract is for the acquisition of six medium voltage metal-clad switchgears with estimated testing and wiring costs of \$10,000 per switchgear or \$60,000 for the entire contract.	January 1, 2020	December 31, 2022	REGULAR

**TOTAL AMOUNT \$8,500,000**



## Posting For November 04, 2019

### Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2019-11-04

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
49279 - 17/18 - MODIFICATIONS	November 4, 2019	PUBLIC HEALTH -- DPH	\$1,960,000	\$27,550,000	<p>The work performed under this PSC will include programs for peers, who are behavioral health clients with lived experience of mental illness and the mental health treatment system who perform specific peer-based activities for other clients in the behavioral health system, including: (1) Peer Health and Advocacy services, which works to support peers/consumers of mental health services and their families by offering a wide array of services such as peer education and support programs, community awareness presentations, and trainings for service providers and clients; these programs seek to improve health outcomes, reduce the stigma associated with behavioral or mental health conditions, and advocate on behalf of these populations; (2) Community Drop-In Services, which provide drop-in and resource support service centers throughout the City in order to offer multiple entry points and allow easy access to services; peer and clinical staff connect with clients and link them to behavioral/mental health services; services include case management, support groups, socialization events, employment services, and access to the arts; activities are offered to build social connection with other participants and natural support systems; (3) Fiscal Intermediary Services for Peer Employment, which will provide subcontractor, bookkeeping and limited personnel management services for several Peer-to-Peer projects in the Peer-to-Peer Services System, which is comprised of several peer programs managed by Department Civil Service staff, with a small portion of the programs staffed by peer counselors.</p> <p><b>Scope Change:</b> Modification #1 will add the Wellness In The Streets (WITS) program, funded by State Mental Health Services Act funds, which was recently solicited under a Requests For Proposals. WITS will create peer-based mental health teams who will work directly on the streets to increase unhoused individuals' successful recovery. It will target adults and older adult residents who are homeless and do</p>	07/01/2019	06/30/2024	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
33850 - 18/19 - MODIFICATIONS	November 4, 2019	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$100,000	\$200,000	<p>not typically access behavioral health services. despite experiencing behavioral health needs.</p> <p>The Office of Economic and Workforce Development (OEWD) is seeking authorization to select consultants to provide legal advice to small businesses and individuals, regarding the laws and regulations generally applicable to participation in San Francisco's Equity Program (San Francisco Police Code section 1604). Providers must demonstrate familiarity with the local, state, and federal laws and regulations and the knowledge and experience to provide one-on-one consultation, and to develop educational materials to cover, but not be limited to, the following general categories: license and permitting, banking, compliance audits, zoning, and tax and compliance.</p>	11/04/2019	01/13/2023	REGULAR

**TOTAL AMOUNT \$2,060,000**

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



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Airport Parking Access Revenue Control System (PARCS) Support & Maintenance

Funding Source: Airport Operating Funds

PSC Amount: \$2,000,000

PSC Est. Start Date: 12/01/2019

PSC Est. End Date 11/30/2023

**1. Description of Work**

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

Complete integrated parking access revenue control system (PARCS) support and maintenance for both hardware and software at the San Francisco International Airport (Airport) public and employee parking facilities. Contractor shall provide all labor, materials, spare parts, software, testing equipment, tools, etc. necessary to perform technical maintenance services for all PARCS equipment and software.

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

The existing PARCS has reached the end of its useful life and requires consistent maintenance support to remain functional while the Airport seeks a replacement solution. When the initial PARCS was installed in 1986, Airport had a total capacity of approximately 9,000 parking spaces. Currently that capacity has now grown to over 23,000 parking spaces. If comprehensive maintenance service does not continue, the PARCS will become unstable, jeopardizing revenue flow and the ability for Airport to provide safe and secure parking operations.

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

This service has been provided in the past through PSC #41758-14/15.

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

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

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

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:**

Airport does not have access to the proprietary software to maintain this system.

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

**A. Specify required skills and/or expertise:** Expertise providing software and hardware maintenance for the proprietary PARCS system at the Airport's parking facilities, including skills and experience installing new equipment for the PARCS system.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1054, IS Business Analyst-Principal; 0932, Manager IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide access to specialized PARCS components (both software and hardware components), as well as specialized testing equipment used to verify the functionality of the PARCS.

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

None

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

- A. Explain why civil service classes are not applicable.  
There are no Civil Service classes for the specialty of maintaining this or other proprietary parking control systems.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this is a highly specialized field of expertise, and the Airport's PARCS system requires it to be maintained by authorized technicians.

**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 since City staff do not have access to the proprietary software to maintain the system.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. Scheidt & Bachmann holds the current contract for PARCS maintenance.

**7. Union Notification: On 09/09/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Prof & Tech Eng, Local 21**

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

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

Address: PO Box 8097 San Francisco, CA 94128

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44356 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/04/2019

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flvsfo.com](mailto:cynthia.avakian@flvsfo.com)  
**To:** [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [camaguey@sfmea.com \(contact\)](mailto:camaguey@sfmea.com); [Christina@sfmea.com](mailto:Christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); [Sung Kim \(AIR\)](mailto:Sung Kim (AIR)); [DHR-PSCCoordinator](mailto:DHR-PSCCoordinator), [DHR \(HRD\)](mailto:DHR-HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44356 - 19/20  
**Date:** Monday, September 09, 2019 4:53:38 PM

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RECEIPT for Union Notification for PSC 44356 - 19/20 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 44356 - 19/20 for \$2,000,000 for Initial Request services for the period 12/01/2019 – 11/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13932> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Airport Parking Access Revenue Control System (PARCS)

Funding Source: Airport Operating Funds PSC Duration: 5 years 30 weeks
PSC Amount: \$3,750,000 PSC Est. Start Date: 12/01/2014 PSC Est. End Date: 06/30/2020

1. Description of Work

A. Scope of Work:

Scope of work consists of two components; contractor will 1) provide ongoing technical maintenance services for the Parking Access and Revenue Control System (PARCS) at the Airport's parking facilities and 2) provide design, planning and migration services to support an upgrade of the PARCS, which includes new hardware and proprietary software developed by the contractor.

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

This service is critical in ensuring the PARCS software and hardware is maintained properly by qualified technicians and continues to provide for efficient and effective access and revenue control at all of the Airport's public and employee parking facilities. Denial of this service would result in loss of parking revenue due to equipment malfunction, loss of access control, and customer service issues.

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

This proprietary software service has been provided by a sole source vendor, Scheidt and Bachmann. Prior approval for this services was granted by the Civil Service Commission under PSC #4098-04/05.

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

2. Union Notification: On 09/08/2014, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21, Municipal Executive Association,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41758 - 14/15

DHR Analysis/Recommendation:

11/17/2014

Commission Approval Required

Approved by Civil Service Commission with cond

DHR Approved for 11/17/2014

-7- 11/17/2014

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

A. Specify required skills and/or expertise:

Specific required skills include extensive knowledge and experience to provide technical maintenance of the contractor's PARCS proprietary software operating system to account for all revenue generated by the Airport's parking facilities.

B. Which, if any, civil service class(es) normally perform(s) this work?  
0932,1054,1043,1042,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
Yes, the contractor will provide specialized parking access revenue control system components, proprietary software and hardware.

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

A. Explain why civil service classes are not applicable:

City classifications do not perform these specialized services. In addition to the specialized experience that is required, there are also proprietary components of the system that the City does not have access to.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No, as the work requires access to proprietary software systems.

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

**YES NO**

- |                                                                                                                                              |                                     |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>8hrs of on-site user training will be provided for up to 4 Airport employees.      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?                                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Scheidt and Bachmann, USA, Inc. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 10/28/2014 BY:

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

Address: PO Box 8097 San Francisco, CA 94128



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Research evaluation of Fuerte Program for Newcomer Latinx Youth

Funding Source: State MHSA Innovation Grant and Gen'l Fund PSC Duration: 5 years 1 day

PSC Amount: \$1,500,000

**1. Description of Work**

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

Contractor will evaluate the Fuerte ("Strong") program, a school-based mental and physical health prevention program developed to support acculturation and provide access to behavioral health services for newcomer Latinx youth in San Francisco. The program's curriculum was developed by a collaboration among University of California at San Francisco (UCSF) pediatricians and psychologists from UCSF Child and Adolescent Services (CAS) at Zuckerberg San Francisco General (ZSFG) Hospital and Trauma Center, the San Francisco Unified School District (SFUSD), and Department of Public Health Behavioral Health Services over the past three years, during which time UCSF provided its services at no cost.

Under this PSC, the contractor, UCSF, will conduct a 5-year, rigorous research evaluation, including a randomized control trial of Fuerte to establish the efficacy of the program; a mixed-method qualitative and quantitative evaluation to adapt the Fuerte curriculum to other immigrant populations; and a dissemination plan to train other providers across California and to disseminate the curriculum free of cost, so more immigrant groups across the state may benefit from the program.

The Fuerte program is the intellectual property of the residents, postdocs, and faculty of the UCSF who developed it, and copyrighted through the University of California Regents. Delivery, reproduction, and performance of these programs can only be done under the coordination of UCSF and UCSF certified trainers. Copies of the program's manual are only available through UCSF faculty or affiliated staff.

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

As a sanctuary city, San Francisco continues to attract and support increasing numbers of newly immigrated youth. Latinx newcomer adolescents (ages 12–18 years, with 5 or less years post-migration to the US) are one of the largest immigrant demographics in California urban centers such as San Francisco. These youth are at high risk of health disparities as compared to youth born here, particularly European-American youth, in part due to a range of health care access barriers, including poverty, limited English proficiency, and documentation status. They are also at disproportionately higher risk for behavioral health problems compared to their US-born counterparts, as they often have pervasive histories of exposure to traumatic events, including events that occur pre-, during, and post-migration to the United States. Latinx newcomer adolescents comprise a population that is difficult to access. They and their caregivers may face numerous obstacles to attending appointments, including cost, transportation, and competing responsibilities such as work or childcare. They may have fears relating to their documentation status, distrust of institutions, or attach stigma to mental health services. They often lack resources to navigate the US medical and behavioral health systems, and low literacy regarding mental health symptoms and appropriate care. The consequences of denial are likely to be the discontinuation of the program (since UCSF participation and

evaluation is key to its continuation), resulting in untreated medical and behavioral health issues, the latter including anxiety, depression, and further trauma, exacerbation of current symptoms and illnesses and denial of effective prevention and intervention, leading to future illness, trauma, and their outcomes.

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

These are new services.

D. Will the contract(s) be renewed?

If funding is available and 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.

The study will take 5 years to complete. Funding is based on completion of the study.

## 2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The Fuerte program is the intellectual property of its authors, who are residents, postdocs, and faculty at UCSF, and UCSF is the primary copyright holder of all intellectual property produced by faculty and students at UCSF.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must have the required expertise and ability to conduct evaluation of the program in a rigorous manner that will enable replication, adaptation and dissemination, as well as the legal right to the curriculum and treatment model.

B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2575, Research Psychologist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor's employees who developed the Fuerte program have intellectual property rights and contractor has copyrighted the program.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

While the classifications listed have position specifications which may include elements of the services needed, employees in these classifications do not typically conduct the type of research needed, and are at capacity with current workloads. The contractor has proprietary rights to the curriculum which it developed, which would prevent civil service staff from being able to provide these services.

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

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. There will be no direct training of civil service staff under this PSC, as the services are for research evaluation, rather than training.

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

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

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

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

**7. Union Notification:** On 08/09/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Physicians and Dentists - 8CC; SEIU 1021 Miscellaneous

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

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

Address: 1380 Howard Street, Room 421B San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45625 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/04/2019

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

## Hale, Jacquie (DPH)

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**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Friday, August 09, 2019 1:14 PM  
**To:** Hale, Jacquie (DPH); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; tjenkins@uapd.com; jduritz@uapd.com; Hale, Jacquie (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45625 - 19/20

RECEIPT for Union Notification for PSC 45625 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 45625 - 19/20 for \$1,500,000 for Initial Request services for the period 11/01/2019 – 10/31/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13826> 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)**



February 27, 2019

Dear Dr. Farahnaz Farahmand:

This letter confirms that the Fuerte program was co-authored by residents, postdocs, and faculty at the University of California, San Francisco (UCSF), and thus this is the intellectual property of the co-authors, as well as copyrighted through the University of California Regents. Delivery, reproduction, and performance of these programs can only be done under the coordination of UCSF and UCSF certified trainers. Additionally, copies of the Fuerte manual are only available through UCSF faculty or affiliated staff.

The University of California Regents are the primary copyright holder of all intellectual property produced by faculty and students at UCSF. In addition, the coauthors of Fuerte also own the copyright as part of their intellectual property rights under the University of California Regents copyright agreements that protect the intellectual property of staff and students. The University of California Regents has exclusive rights to:

- Deliver and certify trainers of any Fuerte programming
- Produce copies or reproductions of the Fuerte manual or any materials associated with delivering the Fuerte treatment produced by the Fuerte co-authors.
- Create works that adapt the original work
- Perform or display the work publicly
- Sell or assign rights to others

The Fuerte program is a 6-8 week school-based, group curriculum targeting the mental health needs of Latinx immigrant youth ages 12-18 in San Francisco County. The goal of Fuerte is to decrease the mental health disparities that are afflicting this population through the innovative delivery of a curriculum focused on increasing youth's knowledge of mental health symptoms and services, increase their coping skills, and also build social connections. The Fuerte program was co-authored by faculty and trainees in the Departments of Pediatrics and Psychiatry at the University of California, San Francisco/Zuckerberg San Francisco General Hospital.

Let me know if you have any further questions or need more information. We appreciate the opportunity to work with you and your staff.



Sincerely,

A handwritten signature in cursive script that reads "William Martinez".

---

William Martinez, Ph.D.  
Assistant Professor  
Department of Psychiatry  
Division of Infant, Child, and Adolescent Psychiatry  
University of California, San Francisco  
[william.martinez@ucsf.edu](mailto:william.martinez@ucsf.edu)  
(415) 206-2306



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Personal Gas Monitoring Equip Maintenance (125992)

Funding Source: Wastewater Enterprise Operating Budget PSC Duration: 4 years

PSC Amount: \$2,200,000

**1. Description of Work**

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

Contractor will provide all personal gas detection/monitoring equipment, repairs/replacement parts and consumable supplies for a period of 48 Months. This will include continuous monitoring, reports for regulatory & OSHA compliance, initial training, and equipment upgrades. This service will assure SFPUC Wastewater Enterprise personal gas safety procedures and protocol meet industry standards for monitoring gas hazards, maintaining gas detection equipment, and managing the gas conditions that all SFPUC Wastewater personnel are exposed in all working conditions.

Services include:

- Continuous monitoring of personal gas instrument fleet via the Internet
- Customer user interface for direct access into the gas monitoring program
- Web-enabled reports
- Automatic notification of instrument malfunctions
- Automatic, remote management of instrument calibrations and bump tests
- Automatic, remote management of repairs and replacement parts
- Instrument standardization
- Low total cost of ownership of gas detection program equipment and supplies
- Predictable year-over-year expenses for gas detection program
- Asset tracking by serial number
- Secure off-site storage of gas hazard and instrumentation data
- Live technical support from customer-oriented, knowledgeable professionals
- Installation and setup of all Docking Stations™ and instruments

- On-Site User Training

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

SFPUC Wastewater Enterprise is required to use Gas Detectors for the protection of our employees to meet OSHA and Cal OSHA compliance for our personnel working in hazardous areas. Currently these gas detectors are being maintained by employees. This maintenance is taking time, training and resources that could be used delivering on the core services offered rather than on maintaining equipment. Contracting this service out will all: • reduce costs overall by providing gas detection as a service backed by dedicated trained professionals • provide the newest and best lifesaving personal gas detection/monitoring devices • provide transparency and consistency to regulators and rate payers in how the SFPUC Wastewater Enterprise meets and mitigates the hazards faced by our personnel • will facilitate the creation and maintenance of safe work practices required by our standards for our employees and regulatory bodies. • will provide reports and alerts that can be used to insure behavioral compliance with SFPUC Safety and all regulatory agency requirements. Consequences of denial: The SFPUC Wastewater Enterprise will continue to have our employees stock, calibrate, and maintain lifesaving safety equipment for themselves and fellow employees with limited time, training and resources. All liability will remain with the City and Rate Payers. We have some of the best employees in the world for running and maintaining our facilities supporting the people in the great City and County of San Francisco. However, as attrition exceeds the hiring process and available talent pool, as the demands on our employees grows, as the safety equipment becomes more sophisticated and specialized, we are increasing running the risk of accidently compromising the life safety our employees and fiscal liability to the City and rate payers.

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.

Equipment Lease City and County of San Francisco ("City") and Industrial Safety Supply Corporation ("Lessor"), is dated July 01, 2016. Term of the Agreement. Subject to Section 1, July 01, 2016 to June 30, 2020. San Francisco Public Utilities Commission 1. Power Enterprise 2. Water Supply and Treatment Division — Distribution and Maintenance (WSTD-DM) 3. Water Supply and Treatment Division — System Operations (WSTD-SYSOPS) 4. City Distribution Division (CDD) Bid Number. 1TSF160002.54/CD Requisition Number RQUHI6000076

D. Will the contract(s) be renewed?

Yes.

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

Term will be set for 48 Months.

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

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

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

SFPUC Wastewater Enterprise is required to use Gas Detectors for the protection of our employees to meet OSHA and Cal OSHA compliance for our personnel working in hazardous areas. This service will require resources that the City does not possess at this time. This service will assure SFPUC Wastewater Enterprise personal gas safety procedures and protocol meet industry standards for monitoring gas hazards, maintaining gas detection equipment, and managing the gas conditions that all SFPUC Wastewater personnel are exposed in all working conditions.

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

- A. Specify required skills and/or expertise: Knowledge of Sensor Theory and operation Knowledge of regulatory requirements and record keeping for OSHA and Cal OSHA. • General and specific knowledge of sensor operation for combustible gas, oxygen, and toxic gas sensors. • Knowledge of sensor date codes and recommendations for sensor replacement. • Advanced and basic instrument operation • Calibration • Instrument programming and setup • Sensor scrubber replacement • Pump replacement and sample system maintenance • Battery maintenance and replacement • PCB replacement • Setup of critical voltages and settings • Advanced and basic system troubleshooting
- B. Which, if any, civil service class(es) normally perform(s) this work? 7329, Electr Maint Tech Asst Sprv; 7336, Electr Instrmntn Tech Wtr Poll;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, Installation and setup of Docking Stations and instruments and all equipment is provided for a period of 48 Months. The required program is a total-cost-of-ownership program that eliminates the most cost-intensive and time-consuming tasks involved with managing a gas monitor fleet. With continuous upgrade of the instrument fleet as new updates and software revisions are released cloud based, two-way communication technology of its Docking Stations with the capabilities of the Internet.

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

We have reviewed all compliant City vendors and after consulting within the San Francisco Public Utilities Commission we have not found a suitable alternate resource.

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

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

The SFPUC Wastewater Enterprise has a limited number of qualified personnel who can perform this work in addition to their regularly assigned duties, but this comes at a cost to operations support and possibly regulatory compliance due to unaddressed repairs, missed preventative maintenance and possibly an unnecessary accident. Normally the 7336 Electronic Instrument Technician or the 7329 Electrical Maintenance Technical Assistant Supervisor (Field Supervisors) are dispatched to the field to perform repairs and maintenance required to meet regulatory requirements and help maintain a minimum level of service. When we pull one of these highly trained and specialized personnel from our limited talent pool out of the field to perform other duties not primary to their scope of civil service responsibilities, we are not utilizing them in the best interest of the Rate Payers. These life safety instruments have grown beyond an occasional duty as well as complexity and in a pervasive number necessary to meet OSHA and Cal OSHA safety requirement. Again, all liability will remain with the City and Rate Payers when this function is performed in-house as a side duty for a civil service classification.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical and/or feasible to adopt a new civil service class to perform this work. These instruments are becoming more complex, more expensive, requiring expensive maintenance and diligent record keeping for regulatory and safety compliance. Even if the staffing or classification were addressed, it will not nullify the expense and logistics' required to maintain a fleet sizable personal gas monitoring fleet of devices.

**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 will include the following components: Instrument Setup & Operation Overview (estimated at 4 hours per Site): Targeted to Safety or Industrial Hygiene personnel, this curriculum includes an overview of power up, power down, display screens, alarm interpretation, sampling, docking, iNet overview, and instrument failure processes for users. DS Training (estimated at 4 hour per day for 5 days): Targeted to Gas Monitor Fleet Administrators, this curriculum includes an overview of Docking Station connections, iGas readers, Docking Stations, iNet™ Control and Troubleshooting. iNet™ Reporting and Logistics: Targeted to Gas Monitor Fleet Administrators, this curriculum includes an overview of exception reports, weekly reports, and instrument failure processes. On-line training is available for all portable monitors and Docking Stations used on iNet at [www.indsci.com](http://www.indsci.com) for no additional charge. On-line Training Courses and video tutorials allow instrument operators to learn in a self-paced, Professional environment. On-line Courses combine flash presentations with voice-overs as well as embedded video clips. Initial classifications planned hands-on training may include but are not limited to: CLASS\_CODE CLASS\_TITLE COUNT 5130\_Sewage Treatment Plant Supt\_20 7252\_Chf Stationary Eng, Sew Plant\_25 7373\_Sr. Stationary Eng, Sew Plant\_20 7213\_Plumber Supervisor\_11 7215\_General Laborer Supervisor\_15 7238\_Electrician Supervisor\_14 7329\_Electr Maint Tech Asst Sprv\_9 7337\_Main Machinist Asst Sprv\_1 7344\_Carpenter\_2 7345\_Electrician\_14 Approximate total of one hundred and one Wastewater Enterprise personnel.

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 08/30/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47154 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/04/2019

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

**Irwin, William**

---

**From:** dhr-psccoordinator@sfgov.org on behalf of wirwin@sfwater.org  
**Sent:** Friday, August 30, 2019 4:44 PM  
**To:** Irwin, William; amakayan@ifpte21.org; oashworth@ibew6.org; khughes@ibew6.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47154 - 19/20

RECEIPT for Union Notification for PSC 47154 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47154 - 19/20 for \$2,200,000 for Initial Request services for the period 10/01/2019 – 09/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/13904> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Power Utility Rate Consultant (PRO.0154)

Funding Source: Power Enterprise Operating Budget

PSC Duration: 2 years 4 weeks

PSC Amount: \$400,000

**1. Description of Work**

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

An independent analysis and review of revenue, costs of service, and rates for the electric utilities under the jurisdiction of the San Francisco Public Utilities Commission (SFPUC). Contract work consists of development of annual revenue requirement for electric service, allocation of the annual revenue requirement to retail classes of service based on their respective service requirements, and development of schedules of electric rates to recover allocated costs from each retail customer class.

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

The San Francisco City Charter Section 8B.125 requires an independent review be done at least every five years. The last review was completed in 2016. It is necessary that a contract will be issued to an independent consultant to comply with the requirement of the City Charter Section 8B.125. If a contract will not be approved, SFPUC will not be in compliance with the City Charter.

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.

Two power rate studies have previously been performed. They are: 2010 - PSC No. 4024 - 10/11 (CS-159) 2015 - PSC No. 45542 - 14/15 (PUC.PRO.0006)

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.

N/A

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

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

Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

B. Explain the qualifying circumstances:

The San Francisco City Charter Section 8B.125 requires an independent review be done at least every five years. The last review was completed in 2016. It is necessary that a contract will be issued to an independent consultant to comply with the requirement of the City Charter Section 8B.125.



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

- A. Specify required skills and/or expertise: Knowledge of electric utility design and operation, knowledge to assign annual revenues to categories of costs based on utility function, knowledge to develop units of service based on energy use and demand by service level, and knowledge of rates structures and design principles. Ability to communicate methodology and results to Commission, Rate Fairness Board, and SFPUC management and other stakeholders.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

None. The City Charter Section 8B.125 requires that in setting retail rates, fees and charges, the SFPUC shall retain an independent rate consultant to conduct rate and cost of service studies for each utility at least every five years. As such, the SFPUC cannot obtain these services through available City resources.

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

- A. Explain why civil service classes are not applicable.  
None. The City Charter Section 8B.125 requires that in setting retail rates, fees and charges the SFPUC shall retain an independent rate consultant to conduct rate and cost of service studies for each utility at least every five years. As such, the SFPUC cannot obtain these services through available City resources.
- 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 Charter Section 8B.125 is very specific about hiring an independent consultant, so the work cannot be performed by any City civil service class.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Staff will take the opportunity to learn from the consultant's work to inform other utility rate work that is performed during the "off years" between the Charter-required rate studies by independent consultants.
- C. Are there legal mandates requiring the use of contractual services?  
Yes. Yes. San Francisco Charter Section 8B.125.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

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

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

7. **Union Notification:** On 09/30/2019, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47493 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/04/2019

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

**Irwin, William**

**From:** dhr-psscordinator@sfgov.org on behalf of winwin@sfgwater.org  
**Sent:** Monday, September 30, 2019 1:36 PM  
**To:** Irwin, William; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitcheil@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LIUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Kwon, Daniel; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47493 - 19/20

**RECEIPT for Union Notification for PSC 47493 - 19/20 more than \$100k**

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47493 - 19/20 for \$400,000 for Initial Request services for the period 12/01/2019 – 12/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14023> 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)**

SF City Charter Section 8B.125

**SEC. 8B.125. RATES.**

Notwithstanding Charter sections 2.109, 3.100 and 4.102 or any ordinance (including, without limitation, Administrative Code Appendix 39), the Public Utilities Commission shall set rates, fees and other charges in connection with providing the utility services under its jurisdiction, subject to rejection - within 30 days of submission - by resolution of the Board of Supervisors. If the Board of Supervisors fails to act within 30 days the rates shall become effective without further action.

In setting retail rates, fees and charges the Commission shall:

1. Establish rates, fees and charges at levels sufficient to improve or maintain financial condition and bond ratings at or above levels equivalent to highly rated utilities of each enterprise under its jurisdiction, meet requirements and covenants under all bond resolutions and indentures, (including, without limitation, increases necessary to pay for the retail water customers' share of the debt service on bonds and operating expenses of any state financing authority such as the Regional Water System Financing Authority), and provide sufficient resources for the continued financial health (including appropriate reserves), operation, maintenance and repair of each enterprise, consistent with good utility practice;
2. Retain an independent rate consultant to conduct rate and cost of service studies for each utility at least every five years;
3. Set retail rates, fees and charges based on the cost of service;
4. Conduct all studies mandated by applicable state and federal law to consider implementing connection fees for water and clean water facilities servicing new development;
5. Conduct studies of rate-based conservation incentives and/or lifeline rates and similar rate structures to provide assistance to low income users, and take the results of such studies into account when establishing rates, fees and charges, in accordance with applicable state and federal laws;
6. Adopt annually a rolling 5-year forecast of rates, fees and other charges; and
7. Establish a Rate Fairness Board consisting of seven members: the City Administrator or his or her designee; the Controller or his or her designee; the Director of the Mayor's Office of Public Finance or his or her designee; two residential City retail customers, consisting of one appointed by the Mayor and one by the Board of Supervisors; and two City retail business customers, consisting of a large business customer appointed by the Mayor and a small business customer appointed by the Board of Supervisors.

The Rate Fairness Board may:

- i. Review the five-year rate forecast;
- ii. Hold one or more public hearings on annual rate recommendations before the Public Utilities Commission adopts rates;
- iii. Provide a report and recommendations to the Public Utilities Commission on the rate proposal; and
- iv. In connection with periodic rate studies, submit to the Public Utilities Commission rate policy recommendations for the Commission's consideration, including recommendations to reallocate costs among various retail utility customer classifications, subject to any outstanding bond requirements.

These provisions shall be effective January 3, 2003 for the setting of retail rates, fees and charges related to the clean water system. If the voters approve bonds for the Public Utilities Commission's Capital Improvement Program at the November 5, 2002 election then the provisions of this section shall take effect on July 2, 2006 for the setting of retail rates, fees and charges related to the water system. If the voters do not approve such bonds then this section will take effect on January 3, 2003.

(Added November 2002)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Utility Rate Consulting (PRO 0006 14)

Funding Source: SFPUC General Fund

PSC Duration: 1 year 30 weeks

PSC Amount: \$200,000

**1. Description of Work**

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

An independent analysis and review of revenue, costs of service, and rates for the electric utilities under the jurisdiction of the San Francisco Public Utilities Commission (SFPUC). Contract work consists of development of annual revenue requirement for electric service, allocation of the annual revenue requirement to retail classes of service based on their respective service requirements and development of schedules of electric rates to recover allocated costs from each retail customer class.

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

The San Francisco City Charter Section 8B.125 requires an independent review be done at least every five years. The last review was in 2010. It is necessary that a contract will be issued to an independent consultant to comply with the requirement of the City Charter Section 8B.125. If a contract will not be approved, SFPUC will not be in compliance with the City Charter.

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 became necessary after the approval of the Charter Section 8B.125 in 2002. This service was provided in the past via PSC No. 4024-10/11 (CS-159) which has expired.

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):

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 San Francisco City Charter Section 8B.125 requires an independent review be done at least every five years.

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

A. Specify required skills and/or expertise: Knowledge of electric utility design and operation, knowledge to assign annual revenues to categories of costs based on utility function, knowledge to develop units of service based on energy use and demand by service level, and knowledge of rates structures and design principles. Ability to communicate results to Commission, Rate Fairness Board, and SFPUC management and other stakeholders. Minimum of fifteen (15) years of experience providing rate consulting service to utilities similar in size and complexity as the SFPUC.

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



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

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

None. The City Charter Section 8B.125 requires that in setting retail rates, fees and charges the SFPUC shall retain an independent rate consultant to conduct rate and cost of service studies for each utility at least every five years. As such, the SFPUC cannot obtain these services through available City resources.

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

A. Explain why civil service classes are not applicable.

The City Charter Section 8B.125 requires that in setting retail rates, fees and charges the SFPUC shall retain an independent rate consultant to conduct rate and cost of service studies for each utility at least every five years. As such, the SFPUC cannot obtain these services through available City resources.

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 Charter Section 8B.125 is very specific about hiring an independent consultant, so the work cannot be performed by any City civil service class.

6. Additional Information

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

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

C. Are there legal mandates requiring the use of contractual services?  
Yes. San Francisco Charter Section 8B.125.

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

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

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

7. Union Notification: On 11/10/2014, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45542 - 14/15

DHR Analysis/Recommendation:  
Commission Approval Required

action date: 01/05/2015  
Approved by Civil Service Commission

01/05/2015 DHR Approved for 01/05/2015



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

E. DENNIS NORMANDY  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

LISA SEITZ GRUWELL  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

## MINUTES Regular Meeting August 16, 2010

2:00 p.m.  
ROOM 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

### CALL TO ORDER

2:05 p.m.

### ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrano	Not Present (Notified absence)
Commissioner Lisa Seitz Gruwell	Present
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

President Normandy welcomed Lisa Seitz Gruwell as the newest Commissioner to the Civil Service Commission.

### APPROVAL OF MINUTES

Regular Meeting of August 2, 2010

Action: Approve. (Vote of 4 to 0)

### ANNOUNCEMENTS

The Executive Officer announced that due to the Labor Day Holiday, there will only be one meeting in September which will be held on September 20, 2010.

0282-10-8

Review of request for approval of proposed personal services contracts.  
(Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4023-10/11	Human Resources	\$150,000	Consultant will work with Airport and Department of Human Resources ("DHR") staff to improve and expand upon the functionality of DHR's internal Classification database, and develop a consistent methodology for improving classification decisions. Consultant will work with City staff to redesign and develop a database tool to categorize knowledge, skills, abilities, and corresponding activities and tasks consistent with the principles of industry accepted standards, such as O*NET. This new tool will ensure Citywide consistency within the classification plan and will facilitate appropriate classification selections based on multi-level search criteria that accurately reflect duties and responsibilities of the position. The goal of this service is to create a highly efficient, standardized, front-end, interactive database tool designed to minimize the potential for appointing officers to make classification decisions based solely on desired pay or other preconceived notions that result in inappropriate grade inflation (e.g., making an appointment to a manager classification when an advanced technical level classification would be more appropriate for the duties and the responsibilities of the position), and reduce inconsistencies and perceived subjectivity in classification decisions throughout the City.	Regular	12/31/11
4024-10/11	Public Utilities Commission	\$139,000	Contract work consists of development of annual revenue requirement for electric service, allocation of the annual revenue requirement to retail classes of service base on their respective service requirements and development of schedules of electric rates to recover allocated costs from each retail customer class. Contract deliverables in addition to schedules of rates include the development of cost of service model to permit Hetch Hetchy (HH) staff to annually update the cost of service analysis.	Regular	12/31/12
4025-10/11	Public Utilities Commission	\$2,500,000	Provide municipal financing advisory services to the SFPUC in the structuring and competitive sale of taxable and tax-exempt revenue bonds, taxable and tax-exempt commercial paper, certificates of participation, Clean Renewable Energy Bonds (CREBs), Qualified Energy Conservation Bonds (QECBs), and other forms of municipal financing.	Regular	09/15/17

**Speakers:**

Steve Ponder and Ted Yamasaki, Department of Human Resources spoke on PSC #4023-10/11.  
William Laws, Public Utilities Commission spoke on PSC #4024-10/11.

**Action:**

Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Electric wiring and testing of metal clad switchgear(68500)

Funding Source: Power Enterprise Operating Budget

PSC Duration: 3 years

PSC Amount: \$2,400,000

**1. Description of Work**

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

Electric testing and wiring of new electric medium voltage metal-clad switchgear to serve new public/private housing redevelopments at Potrero and Sunnydale Housing Projects, as well as new projects at Candlestick Point and other locations around San Francisco. This contract is for the acquisition of six medium voltage metal-clad switchgears with estimated testing and wiring costs of \$10,000 per switchgear or \$60,000 for the entire contract.

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

Necessary to ensure that new equipment is installed properly, is operational and meets industry standards and contract specifications. This work is necessary to activate the manufacturers warranty for this equipment.

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

In the past, these tasks were bundled with the equipment and included with bid prices.

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.

N/A (3 year term)

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

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

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

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

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

B. Explain the qualifying circumstances:

The need for this work is sporadic and can occur years apart. For example, three installations in five years and then none for ten years. Most of the time, there would be no work to do for this specific service. This work is highly specialized based on individual manufacturers' equipment. This work only occurs at equipment installation and commissioning prior to City acceptance and without ongoing work thereafter and is necessary for the activation of the manufacturer's warranty on this equipment.

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

- A. Specify required skills and/or expertise: Expert knowledge of medium voltage metal-clad switchgear specifications and operational characteristics, including switchgear wiring of all components. National Electrical Testing Association (NETA) certified expertise in switchgear testing, and all applicable American National Standards Institute (ANSI) requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Switchgear testing equipment is highly specialized. The rarity of need for such testing makes owning the equipment by the City to be uneconomic.

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

N/A. The need for this is so limited, that City-owned resources would be impractical and uneconomic.

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

- A. Explain why civil service classes are not applicable.  
Factory trained and certified representatives typically perform such commissioning services prior to offering for City acceptance for their newly manufactured equipment.
- 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 need for this work is sporadic and can occur years apart. For example, three installations in five years and then none for ten years. Most of the time, on average 99 percent or greater, there would be no work to do for City employees to perform this specific and technically complex service.

**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 will be on how to operate switchgear; up to 5 City representatives for up to two working days at the job location.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

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

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

7. **Union Notification:** On 09/20/2019, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47899 - 19/20

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 11/04/2019

Civil Service Commission Action:

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



**Irwin, William**

**From:** dhr-psccordinator@sfgov.org  
**Sent:** Friday, September 20, 2019 11:38 AM  
**To:** Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcello, Kathy; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rritchell@twustf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LIUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
Receipt of Notice for new PCS over \$100K PSC # 47899 - 19/20

**Subject:**

**RECEIPT for Union Notification for PSC 47899 - 19/20 more than \$100k**

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47899 - 19/20 for \$2,400,000 for Initial Request services for the period 01/01/2020 – 12/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13995> 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: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 49279 - 17/18)

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

Type of Service: Mental Health Services Act Peer Programs

Funding Source: Mental Health Services Act funds

PSC Original Approved Amount: \$25,590,000

PSC Original Approved Duration: 01/01/18 - 12/31/23 (6 years)

PSC Mod#1 Amount: \$1,960,000

PSC Mod#1 Duration: 07/01/19-06/30/24 (25 weeks 6 days)

PSC Cumulative Amount Proposed: \$27,550,000

PSC Cumulative Duration Proposed: 6 years 25 weeks

**1. Description of Work**

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

The work performed under this PSC will include programs for peers, who are behavioral health clients with lived experience of mental illness and the mental health treatment system who perform specific peer-based activities for other clients in the behavioral health system, including: (1) Peer Health and Advocacy services, which works to support peers/consumers of mental health services and their families by offering a wide array of services such as peer education and support programs, community awareness presentations, and trainings for service providers and clients; these programs seek to improve health outcomes, reduce the stigma associated with behavioral or mental health conditions, and advocate on behalf of these populations; (2) Community Drop-In Services, which provide drop-in and resource support service centers throughout the City in order to offer multiple entry points and allow easy access to services; peer and clinical staff connect with clients and link them to behavioral/mental health services; services include case management, support groups, socialization events, employment services, and access to the arts; activities are offered to build social connection with other participants and natural support systems; (3) Fiscal Intermediary Services for Peer Employment, which will provide subcontractor, bookkeeping and limited personnel management services for several Peer-to-Peer projects in the Peer-to-Peer Services System, which is comprised of several peer programs managed by Department Civil Service staff, with a small portion of the programs staffed by peer counselors.

**Scope Change**

Modification #1 will add the Wellness In The Streets (WITS) program, funded by State Mental Health Services Act funds, which was recently solicited under a Requests For Proposals. WITS will create peer-based mental health teams who will work directly on the streets to increase unhoused individuals' successful recovery. It will target adults and older adult residents who are homeless and do not typically access behavioral health services. despite experiencing behavioral health needs.

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

The State Mental Health Services Act (MHSA) which funds these services requires that the input of clients and their families play a significant role in the development of MHSA-funded programs, and as a result, their input has informed the development of these services and their feedback was integrated into the Request For Qualifications (RFQ) for these services. Denial would prevent these services from being provided and would result in existing mental health services throughout the community being dramatically reduced, especially those services which target clients with severe mental illness who are Black/African America, Latino/a, socially isolated older adults, homeless and/or socially-excluded.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes, if funding is available.

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

Funding for the duration of the program being added with modification #1 is currently estimated at 5 years, depending on funding availability and the State's evaluation of the program.

## 2. Reason(s) for the Request

A. Display all that apply

Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

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

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Explain the qualifying circumstances:

The Mental Health Services Act (MHSA) emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase awareness of mental illness, works to reduce the stigma of mental illness, provides practical system navigation and increases access to care. Currently, no Civil Service position is designed to exclusively hire peers and their families individuals with lived experience dealing with mental health challenges. The City currently lacks office/program space to accommodate all of these services. MHSA funding is volatile. Because it is based on a percentage of State income taxes, funding fluctuates year-to-year and funding reductions are currently being projected.

B. Reason for the request for modification:

To add the Wellness In The Streets program, which was recently awarded under a Request For Proposals.

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Demonstrated experience implementing peer-based and clinical activities within a Community Drop-In setting; providing outreach and engagement, screening and assessment, individual, family and group therapeutic services, as well as wellness promotion and service linkages; collecting, evaluating and disseminating comprehensive data, including program and participant outreach, service utilization/duration, and external referrals; incorporating wellness and recovery principles into programming; delivery of responsive services to clients who are homeless or episodically housed, and who may struggle with multiple behavioral health issues.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2305, Psychiatric Technician; 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will use office/program space and peer-based curricula not currently possessed by the City.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
This specialty is difficult to require under Civil Service requirements. Civil Service classes are not applicable, as the required expertise and skill sets are not available in civil service classifications. All of these programs must be based on wellness and recovery principles and must employ behavioral health clients with lived experience, as required by the MHSA.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as it is not the types of civil service classifications available that are unsuitable for these services, but the need for the services to be provided by peers, individuals with lived experience of mental illness and with the mental health services system--and a flexible approach to employment of peers, who may not have the ability to consistently comply with "regular" Civil Service employment requirements--which is not available through Civil Service.

**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.  
There will be no direct training of civil service staff under this PSC.
- C. Are there legal mandates requiring the use of contractual services?

These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and State regulations.

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

7. **Union Notification:** On 08/09/19, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

Address: 101 Grove Street, Room 405, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49279 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/04/2019

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

## Hale, Jacquie (DPH)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Friday, August 09, 2019 4:58 PM  
**To:** Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconciello, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 49279 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$1,960,000 for services for the period July 1, 2019

-- June 30, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13833>

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



## **Additional Attachment(s)**

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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Mental Health Services Act Peer ProgramsFunding Source: Mental Health Services Act fundsPSC Duration: 6 yearsPSC Amount: \$25,590,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The work performed under this PSC will include programs for peers, who are behavioral health clients with lived experience of mental illness and the mental health treatment system who perform specific peer-based activities for other clients in the behavioral health system, including: (1) Peer Health and Advocacy services, which works to support peers/consumers of mental health services and their families by offering a wide array of services such as peer education and support programs, community awareness presentations, and trainings for service providers and clients; these programs seek to improve health outcomes, reduce the stigma associated with behavioral or mental health conditions, and advocate on behalf of these populations; (2) Community Drop-In Services, which provide drop-in and resource support service centers throughout the City in order to offer multiple entry points and allow easy access to services; peer and clinical staff connect with clients and link them to behavioral/mental health services; services include case management, support groups, socialization events, employment services, and access to the arts; activities are offered to build social connection with other participants and natural support systems; (3) Fiscal Intermediary Services for Peer Employment, which will provide subcontractor, bookkeeping and limited personnel management services for several Peer-to-Peer projects in the Peer-to-Peer Services System, which is comprised of several peer programs managed by Department Civil Service staff, with a small portion of the programs staffed by peer counselors.

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

The State Mental Health Services Act (MHSA) which funds these services requires that the input of clients and their families play a significant role in the development of MHSA-funded programs, and as a result, their input has informed the development of these services and their feedback was integrated into the Request For Qualifications (RFQ) for these services. Denial would prevent these services from being provided and would result in existing mental health services throughout the community being dramatically reduced, especially those services which target clients with severe mental illness who are Black/African America, Latino/a, socially isolated older adults, homeless and/or socially-excluded.

**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 46266-14/15

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

Yes, if funding is available.



funding may not be used to supplant existing funding, so it has not been appropriate to use these funds to support available resources (positions).

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

A. Explain why civil service classes are not applicable.

This specialty is difficult to require under Civil Service requirements. Civil Service classes are not applicable, as the required expertise and skill sets are not available in civil service classifications. All of these programs must be based on wellness and recovery principles and must employ behavioral health clients with lived experience, as required by the MHSA.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as it is not the types of civil service classifications available that are unsuitable for these services, but the need for the services to be provided by peers, individuals with lived experience of mental illness and with the mental health services system--and a flexible approach to employment of peers, who may not have the ability to consistently comply with "regular" Civil Service employment requirements--which is not available through Civil Service.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The focus of these services is training of peers, rather than Civil Service staff. However, a positive result of the programs might be the future employment of peers as "regular" Civil Service employees due to their training in these programs.

C. Are there legal mandates requiring the use of contractual services?  
Yes. These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and State regulations.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
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 08/25/2017, 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; SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

Address: 101 Grove Street, Room 405 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49279 - 17/18

DHR Analysis/Recommendation:

action date: 11/20/2017

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request:  Initial  Modification of an existing PSC (PSC # 33850 - 18/19)

Type of Approval:

Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Consulting - Legal Advice for Cannabis Equity Applicants

Funding Source: General Fund

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 01/01/19 - 12/31/20 (2 years)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: 11/04/19-01/13/23 (2 years 1 week)

PSC Cumulative Amount Proposed: \$200,000

PSC Cumulative Duration Proposed: 4 years 1 week

**1. Description of Work**

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

The Office of Economic and Workforce Development (OEWD) is seeking authorization to select consultants to provide legal advice to small businesses and individuals, regarding the laws and regulations generally applicable to participation in San Francisco's Equity Program (San Francisco Police Code section 1604). Providers must demonstrate familiarity with the local, state, and federal laws and regulations and the knowledge and experience to provide one-on-one consultation, and to develop educational materials to cover, but not be limited to, the following general categories: license and permitting, banking, compliance audits, zoning, and tax and compliance.

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

This service is critical to support over 200 cannabis equity applicants who lack the financial or professional resources to navigate today's complex and, often challenging, cannabis regulatory requirements. The City does not have the expertise and industry experience to provide these services. This effort is driven by San Francisco City Ordinance No. 230-17, which requires priority permitting for cannabis businesses that promote ownership and stable employment opportunities in the industry for San Francisco residents who have suffered harm as a result of the failed war on drugs. Local, state and federal drug laws decimated communities and undermined individuals' economic stability on a multi-generational scale. The City's program goals are to prioritize an inclusive cannabis industry, support entrepreneurs from marginalized communities, and begin to right the wrongs of past racism. Denying the request for supportive legal services will result in potential perpetuation of these harms in so far as San Francisco's growing industry, which is mandated to be equity focused, will face barriers to compliance, permitting, and regulatory uncertainty. This authorization will enable OEWD to contract with firms on an as-needed basis to help equity applicants review ownership and incubator agreements to create stable, fair, and equitable ownership and employment opportunities.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.  
This service has not been performed in the past.

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

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

This short-term, time-limited scope of work requires diverse skills, expertise and certifications not currently available within the City.

B. Reason for the request for modification:

Through this request, we are requesting an additional \$100,000 and an additional 2 years in duration. There are no substantive changes to the scope of work.

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

A. Specify required skills and/or expertise: Providers must demonstrate familiarity with the local, California, and federal laws and regulations and the knowledge and experience to provide one-on-one consultation, and to develop educational materials to cover, but not be limited to, the following general categories: license and permitting, banking, compliance audits, zoning, and tax and compliance. In addition, providers must have expertise and experience advising laws and regulations generally applicable to participation in San Francisco's Equity Program (San Francisco Police Code Section 1604), as well as expertise and experience advising on the local, state, and federal cannabis laws and regulations.

B. Which, if any, civil service class(es) normally perform(s) this work? 8177, Attorney (Civil/Criminal);

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This project is short term and requires specific skills and expertise.

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

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Selected contractors will not train employees. Training to provide legal advice is not transferable based on lack of certification, scope, timeline, and budget.

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

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

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

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

**7. Union Notification:** On 09/23/19, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Attorney's Association;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 33850 - 18/19

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 11/04/2019

Civil Service Commission Action:



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

Re: Fw: Receipt of Modification Request to PSC # 33850 - 18/19 - MODIFICATIONS

Bloom, Marissa (ECN)

Tue 9/24/2019 3:34 PM

To: Nathan Quigley <nathanquigley@gmail.com>

Hi Nathan -

Thanks for the response! Is this something you think you will be able to review by next week (within 7 days, the timeline required for most PSC modifications)? Or can you kindly advise as to the MAA Union Review timeline for PSC modifications so that I can note it for our records?

Thanks so much,  
Marissa

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Marissa Bloom  
Grants and Contracts Administrator  
Office of Economic and Workforce Development  
1 South Van Ness Ave, 5th Floor  
San Francisco, CA 94103  
**Direct: (415) 701-4887**  
Main: (415) 701-4848  
Email: Marissa.Bloom@sfgov.org  
Website: www.oewd.org

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**From:** Nathan Quigley <nathanquigley@gmail.com>  
**Sent:** Tuesday, September 24, 2019 2:58 PM  
**To:** Bloom, Marissa (ECN) <marissa.bloom@sfgov.org>  
**Subject:** Re: Fw: Receipt of Modification Request to PSC # 33850 - 18/19 - MODIFICATIONS

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

I'll have to take a look at this before I respond meaningfully.

On Mon, Sep 23, 2019 at 3:41 PM Bloom, Marissa (ECN) <marissa.bloom@sfgov.org> wrote:  
Hello, Nathan - I hope that you had a good weekend.

I just submitted the attached Mod 1 to PSC #33850-18/19 for Cannabis Legal Advice. Through this request, OEWD is asking for an additional \$100,000 in authorization as well as an additional 2 years, 1 week to complete the project (originally approved duration was for 2 years).

There are no other substantive changes to the request. We are hoping to get this scheduled at the November 4 meeting of the Civil Service Commission; if you could kindly let me know if you have any questions or concerns within the next 7 days, it would be greatly appreciated.

Thank you!  
Marissa

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Marissa Bloom  
Grants and Contracts Administrator  
Office of Economic and Workforce Development  
1 South Van Ness Ave, 5th Floor  
San Francisco, CA 94103  
**Direct: (415) 701-4887**  
Main: (415) 701-4848  
Email: [Marissa.Bloom@sfgov.org](mailto:Marissa.Bloom@sfgov.org)  
Website: [www.oewd.org](http://www.oewd.org)

Thank you!

Marissa

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Marissa Bloom  
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1 South Van Ness Ave, 5th Floor  
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Email: [Marissa.Bloom@sfgov.org](mailto:Marissa.Bloom@sfgov.org)  
Website: [www.oewd.org](http://www.oewd.org)

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From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> on behalf of  
[marissa.bloom@sfgov.org](mailto:marissa.bloom@sfgov.org) <[marissa.bloom@sfgov.org](mailto:marissa.bloom@sfgov.org)>  
Sent: Monday, September 23, 2019 3:32 PM  
To: Bloom, Marissa (ECN); DHR-PSCCoordinator, DHR (HRD)  
Subject: Receipt of Modification Request to PSC # 33850 - 18/19 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$100,000 for services for the period November 4, 2019 – January 13, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13999>

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

--

Nathan Quigley  
(415) 310-0260

## **Additional Attachment(s)**

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

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECNType of Request:  Initial  Modification of an existing PSC (PSC # 33850 - 18/19)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Consulting - Legal Advice for Cannabis Equity ApplicantsFunding Source: General FundPSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 01/01/19 - 12/31/20 (2 years)PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: 11/04/19-01/13/23 (2 years 1 week)PSC Cumulative Amount Proposed: \$200,000 PSC Cumulative Duration Proposed: 4 years 1 week**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of Economic and Workforce Development (OEWD) is seeking authorization to select consultants to provide legal advice to small businesses and individuals, regarding the laws and regulations generally applicable to participation in San Francisco's Equity Program (San Francisco Police Code section 1604). Providers must demonstrate familiarity with the local, state, and federal laws and regulations and the knowledge and experience to provide one-on-one consultation, and to develop educational materials to cover, but not be limited to, the following general categories: license and permitting, banking, compliance audits, zoning, and tax and compliance.

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

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6. **Additional Information**

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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.  
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7. **Union Notification:** On 09/23/19, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Attorney's Association;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 33850 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/04/2019