



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: October 19, 2018
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director
From: Kate Howard, HRD
Amy Nuque, MTA
Shamica Jackson/Bill Irwin, PUC
Cynthia Avakian, AIR
Rebekah Krell, ART
Joan Lubamersky, ADM
Kimmie Wu, TTX
Jacquie Hale, DPH
Genie Wong, POL
Subject: **Personal Services Contracts Approval Request**

This report contains sixteen (16) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

Total of this Report	YTD Expedited Approvals FY2018-2019	Total for FY2018-2019
\$24,941,220	\$186,727,939	\$686,247,631

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

[Home >](#)

POSTING FOR

November 05, 2018

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2018-11-05



PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
40104 - 17/18	HUMAN RESOURCES	\$400,000.00	Provide project management services for Hiring Modernization Project design phase; develop and implement a change management strategy including organizational readiness assessments and stakeholder engagements; oversee the design and implementation of the system infrastructure to facilitate the integration between existing and new systems; and develop and implement a modular procurement strategy, including facilitation of requisite RFPs to procure system tools.	September 5, 2018	June 30, 2022
37047 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$772,470.00	The complete charging solution includes all structural and mounting hardware/equipment for all charging dispensers and power converters, as well as a full system warranty, an integrated cloud subscription service, a spare parts package, testing and commissioning of the charging solution, and service and maintenance plans. Provide commissioning, testing and technical support to the vendor during the construction/installation of the battery-electric bus charging solution.	November 5, 2018	December 27, 2021
40929 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$490,000.00	Conduct broad bicycle education and outreach and provide free bicycle education courses.	January 1, 2019	December 31, 2023
41732 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$5,000,000.00	The SFMTA's Advanced Train Control System ("ATCS") is a proprietary system that was supplied to the SFMTA by Thales Transport & Security, Inc. ("Contractor" or "Thales") on August 10, 1992. This contract provides a framework Master Agreement under which the SFMTA can issue purchase orders to the supplier for specific proprietary goods and services. Each purchase order has its own scope, schedule, funding source, and approval cycle. Staff anticipates that equipment, software, and associated services to be procured under this contract may include but are not limited to: Upgrade ATCS software, including upgrades to diagnostic devices, Upgrade ATCS system simulator hardware and software; Equip new rail vehicles with ATCS equipment; Add digital signal processors to Axle Counters; overhaul and upgrade Vehicle Control Center computers; overhaul and upgrade Station Controller computers; Upgrade I/O & Data Transmission Racks; Upgrade the data transmission medium from inductive loop to wayside radio; Refurbish shop special test equipment.	September 18, 2018	September 17, 2021
45370 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$117,000.00	Contractor shall plan, coordinate, promote, administer and conduct one two-week physical education class focused on bicycle safety education in each of nine SFUSD middle or high schools and in three elementary schools designated by the SFMTA.	January 1, 2019	July 1, 2019

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
42849 - 18/19	PUBLIC UTILITIES COMMISSION	\$300,000.00	<p>The SFPUC is soliciting a proposal from the qualified firms requesting strategy, outline and approach for partnering with the SFPUC to address the following needs and requirements in two subject areas.</p> <p>Executive Leadership Coaching and Strategic Management Training (Subject Area 1):</p> <ul style="list-style-type: none"> • Strengthening the executive presence and leadership of the SFPUC's Executive Team. • Building the communication styles and skills among the Executive Team. • Effectuating productive working relationships among the Executive Team and throughout the Agency. • Establishing a culture of accountability for achieving unit and organizational goals in alignment with 2020 strategic plan (attached). • Building framework for establishing goals, setting expectations and providing and receiving feedback, and translating strategy into viable action plans. • Coaching executives to be able to coach and hold accountable their direct reports to transform 2018 Employee Engagement Survey results into viable action plans, formulate implementation plans and communication strategies, and execute and monitor the plans and strategies. • Executive coaching to the SFPUC's Executive Team should also include best practices and approaches for mentoring their direct reports on how to replicate holding staff accountable, cultivate team work and employee engagement throughout the organization. <p>Mid-Level Leadership, Management, and Innovative Employee Development Training (Subject Area 2):</p> <ul style="list-style-type: none"> • Fostering the supervisor, manager and leadership in Business Enhancement Skills, Interpersonal Skills, and Leadership/Management and Supervisory Skills. • Approach for the design, development and implementation of a comprehensive supervisor, management, leadership development curriculum that address the skill and knowledge gaps of the SFPUC's complex workforce. 	December 21, 2018	December 21, 2020
37057 - 18/19	AIRPORT COMMISSION	\$300,000.00	<p>Contractor will provide underground utility location services in support of projects that involve excavation in the airfield and surrounding areas at San Francisco International Airport (Airport), including but not limited to the location and marking of utility lines such as gas, high pressure water, sewer, industrial waste, high voltage electrical, telecommunications, storm drain, and fuel lines.</p>	January 1, 2019	December 31, 2023
47357 - 18/19	ARTS COMMISSION	\$370,750.00	<p>The World Cities Culture Forum's member organizations, SF Travel and the San Francisco Arts Commission, are responsible for hosting the annual international summit November 13-16, 2018. The two organizations are expected to partner to execute the terms of the agreement for cohosting, which includes working together to produce the program; create and manage cultural tours and events; create and manage the budget and fundraising; negotiate and manage all sub-contracts; and provide staffing and volunteers.</p> <p>The summit is a four day event that is held in a different member city every year. SF Travel and the San Francisco Arts Commission are the exclusive organizations representing San Francisco at the World Cities Culture Forum.</p>	October 12, 2018	December 31, 2018

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
			<p>All of the funds raised for the summit will be expended on the direct costs incurred (transportation, venue rental, artist performers, etc). The summit is primarily privately funded. NEITHER THE ARTS COMMISSION NOR SF TRAVEL WILL RECEIVE ANY FUNDING FOR ADMINISTRATIVE OR OTHER INDIRECT COSTS INCURRED.</p>		

TOTAL AMOUNT \$7,750,220



Posting For November 05, 2018

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2018-11-05

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
37847 - 14/15 - MODIFICATIONS	November 5, 2018	GENERAL SERVICES AGENCY -- CITY ADMIN -- ADM	\$47,000	\$142,000	The contractor will develop and provide on-line defensive driver's training program that will be used by all users of City vehicles on a bi-annual basis. Students' training history will be entered into the City's Peoplesoft Enterprise Learning Management system.	09/18/2018	10/15/2019	REGULAR
4007 12/13 - MODIFICATIONS	November 5, 2018	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$2,250,000	\$8,500,000	The consultant and its sub-consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neoplan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task will include, but not limited to detailed and structural analysis of the new coaches; quality control and resident inspection at the production facilities; reviewing test plans, quality control, and inspection procedures; ensuring all required tests, measurements are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per FTA guidelines; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements	07/01/2012	12/04/2020	REGULAR
4004 - 07/08 - MODIFICATIONS	November 5, 2018	PUBLIC UTILITIES COMMISSION -- PUC	\$3,500,000	\$69,000,000	Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility training projects. Consultants will be working on project designs and engineering support for the following types of work: construction for large diameter pipeline crossing a seismic fault with a large anticipated design fault offset; geotechnical investigation for subsurface conditions; geotechnical recommendations for soil mitigation measures; slope stabilization design; treatment plant upgrades and seismic retrofit of basins, vaults and tanks; modification to reservoir culvert to prevent loss of water during maintenance; modifications and repairs to existing tunnels; repair of reservoir outlet structures; reinforce an existing pipeline for increased pressure; design of new treatment train to an existing treatment facility and other project designs requiring specialties that are not available within the	12/07/2019	12/20/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					City engineers. These projects will be completed with teams consisting of Consultants and City engineers.			
40044 - 13/14 - MODIFICATIONS	November 5, 2018	TREASURER/TAX COLLECTOR -- TTX	\$1,500,000	\$2,000,000	Payment Card Industry ("PCI") Council mandates that all merchant accepting debit and credit card payments are PCI compliant. PCI compliance means adherence to PCI Data Security Standard which covers secure handling, processing and/or storing of cardholder data. As City-wide banker, the Office of the Treasurer & Tax Collector (Treasurer) needs to engage a certified Payment Card Industry Professional (PCIP) as an expert in PCI compliance to assist the City in evaluating its compliance and re-mediating if individual departments are out of compliance. The PCIP will work with TTX and all city departments that accept credit card payments. They will educate personnel in each department about the necessity for PCI compliance, act as a technical resource and assist the departments in ensuring that their systems are PCI compliant each year.	07/01/2019	01/31/2023	REGULAR
4083 12/13 - MODIFICATIONS	November 5, 2018	TREASURER/TAX COLLECTOR -- TTX	\$700,000	\$5,100,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	09/20/2018	06/30/2022	REGULAR
44125 - 15/16 - MODIFICATIONS	November 5, 2018	PUBLIC HEALTH -- DPH	\$774,000	\$1,374,000	Provision of retroactive electronic claims submissions to Medi-Cal, Medicare and commercial insurance payers and processing of those claims for the San Francisco Health Network (SFHN). Accounts that would otherwise be written off as Medicare, Worker's Compensation or Third Party Payer Information. When patient name matches are found the appropriate program or commercial insurance is billed electronically.	07/01/2018	06/30/2022	REGULAR
49509 - 13/14 - MODIFICATIONS	November 5, 2018	PUBLIC HEALTH -- DPH	\$8,000,000	\$11,981,376	Vendor will provide efficient, specialized, state-of-the-art equipment—a hardware and dictation software system—to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces with standard software used for creating medical charts and progress notes.	06/01/2018	05/31/2024	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>The system will support quick turnaround time for SFGHMC and LHH Transcriptionists on a 24/7 basis, with the capability of tracking up to 500 individual staff's dictation. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.</p> <p>Scope Change: In addition to current software and systems related to dictation, transcription and speech recognition, the scope changes related to this PSC includes ongoing as-needed transcription services and project implementation services.</p>			
47858 - 17/18 - MODIFICATIONS	November 5, 2018	POLICE -- POL	\$420,000	\$1,280,000	<p>The contractor will independently monitor and report on the San Francisco Police Department's (SFPD) Reform process, a task previously conducted by a consulting firm under contract with the United States Department of Justice (US DOJ). The US DOJ cancelled the program that was providing this service to the SFPD. Therefore, the SFPD needs to continue the work through contracting.</p>	03/31/2020	03/31/2021	REGULAR

TOTAL AMOUNT \$17,191,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD

Dept. Code: HRD

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

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

Type of Service: Project Mangement for Hiring Modernization Project Design

Funding Source: General

PSC Duration: 3 years 42 weeks

PSC Amount: \$400,000

1. Description of Work

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

Provide project management services for Hiring Modernization Project design phase; develop and implement a change management strategy including organizational readiness assessments and stakeholder engagements; oversee the design and implementation of the system infrastructure to facilitate the integration between existing and new systems; and develop and implement a modular procurement strategy, including facilitation of requisite RFPs to procure system tools.

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

This service is necessary to manage the design phase of the Hiring Modernization Project. Without this service, the Hiring Modernization project will be delayed.

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?

Renewal is dependent upon contractor performance.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The design phase is a short-term project that requires expertise and knowledge in specialty areas.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Facilitation, technical writing skills, knowledge of current applicant tracking and human capital management systems, knowledge of web design, knowledge of

hub architecture (to provide a common exchange and data broker through which various vendors, projects, and products can pass relevant events and data), and experience with facilitating system integration.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1070, IS Project Director;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: NO

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

Not Applicable

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

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

There are civil service classes that can perform similar, generalist work. However, DHR needs a consultant that has expertise in our current Human Capital Management System (Peoplesoft), current applicant tracking system (JobAps), and hub integration. Hub integration is a new way to procure technology solutions, so it is essential to acquire an outside resource. DHR needs a consultant who has the technical writing and facilitation skills to help DHR move through the design phase without significant delays.

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

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Contractor will train DHR staff (Selection and Hiring and Contracts teams).

- 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 09/05/2018, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: Kate Howard Phone: 415-557-4944 Email: kate.howard@sfgov.org

Address: 1 South Van Ness Ave, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40104 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/05/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of kate.howard@sfgov.org
To: [Howard, Kate \(HRD\)](mailto:Howard, Kate (HRD)); [Wanless, Annie \(HRD\)](mailto:Wanless, Annie (HRD)); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Choi, Suzanne \(HRD\)](mailto:Choi, Suzanne (HRD)); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 40104 - 17/18
Date: Wednesday, September 05, 2018 9:01:32 AM

RECEIPT for Union Notification for PSC 40104 - 17/18 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 40104 - 17/18 for \$400,000 for Initial Request services for the period 09/05/2018 – 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11019> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Woods Division Battery Electric Bus Charging Solution

Funding Source: Federal Funds

PSC Amount: \$772,470

PSC Est. Start Date: 11/05/2018 PSC Est. End Date 12/27/2021

1. Description of Work

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

The complete charging solution includes all structural and mounting hardware/equipment for all charging dispensers and power converters, as well as a full system warranty, an integrated cloud subscription service, a spare parts package, testing and commissioning of the charging solution, and service and maintenance plans. Provide commissioning, testing and technical support to the vendor during the construction/installation of the battery-electric bus charging solution.

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

The charging solution is needed to support the battery electric pilot bus program. SFMTA will not be able to purchase and charge nine battery electric buses without the charging solution.

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 type of service has not been provided in the past.

D. Will the contract(s) be renewed?

no

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The project is a pilot program that requires design and delivery of a modular charging system solution to accommodate nine battery electric buses. The scope also includes warranty, training, cloud service subscription, maintenance service plan and the engineering and technical support needed during installation/construction through to commissioning/start-up. The service plan will be established for two years to ensure SFMTA staff is fully trained to perform maintenance and repairs on the equipment.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge and expertise of the battery-electric bus charging solution and all supplied equipment. Knowledge and expertise of electric vehicle charging industry standards such as Open Charge Point Protocol 1.6 (OCPP 1.6) or above, SAE J1772 (Society of Automotive Engineers), Opportunity Charging (OppCharge), etc.
- 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, Contractor will provide the equipment for the charging solution.

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

N/A, There are no available services within the City to perform this type of support.

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable for the design and delivery of the charging solution and the support of the installation, construction, testing, troubleshooting and commissioning and maintenance service plan of this charging solution project because civil services do not have the 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, it would not be practical to adopt a new civil service class to perform this work because the work involved is specific to the manufacturer of the charging solution and the technology may be proprietary.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Yes, the contractor will provide forty hours of training for SFMTA maintenance personnel upon initial system installation of the charger solution. The training will be for the proper and safe operation of the charging solution as well as preventive maintenance requirements and troubleshooting. The training will also go into detail about the design of the charging solution to provide a general overview.
- 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 09/07/2018, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, HR, 6th Fl San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 37047 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/05/2018

Receipt of Union Notification(s)

From: dhr-psccoordinator@sfgov.org
To: Nuque, Amy; annie.wanless@sfgov.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tienkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmlalocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; mitchell@twusf.org; grojo@Local39.org; iduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaquey@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 37047 - 18/19
Date: Friday, September 07, 2018 3:56:43 PM

RECEIPT for Union Notification for PSC 37047 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 37047 - 18/19 for \$772,470 for Initial Request services for the period 11/05/2018 – 12/27/2021. 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/11926> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Provide in-school bicycle safety education

Funding Source: Local Sales Tax

PSC Amount: \$490,000

PSC Est. Start Date: 01/01/2019

PSC Est. End Date 12/31/2023

1. Description of Work

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

Conduct broad bicycle education and outreach and provide free bicycle education courses.

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

San Francisco has prioritized Vision Zero, a policy that aims to eliminate roadway fatalities by 2024. San Francisco also has a goal of reaching 20% of all trips by bicycle by 2020. With these goals in mind, it is critical that we provide bicycle education and bicycle information to San Francisco residents. Denial of this request will result in fewer San Francisco residents having the opportunity to learn vital bicycle skills.

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.

Previously provided through contract via PSC #: 46637-15/16

D. Will the contract(s) be renewed?

No. The contract has the option of extension for up to but not exceeding 5 years.

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

not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

This work requires specific skills related to bicycle outreach and education, not possessed by city employees; the services required are intermittent based on the infrequent class schedule and seasonal outreach event calendars, and the work requires equipment (bicycles and helmets) and facilities (classrooms for bicycle training) that the city lacks.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience developing and implementing bicycle education courses for a variety of levels of bicycle skill and in a range of languages other than English. Skills required

also include working with children for some classes as well as conducting general outreach at events throughout the city.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes. Contractor shall be responsible for organizing space for bicycle safety classes and for providing equipment as needed for bicycle trainings including bicycles and helmets.

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

NA. While 1232 Training officer is the closest classification, this request is for intermittent services that are seasonal and periodic. The contractor must have excellent and specific skills relating to bicycle encouragement outreach and bicycle safety.

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

- A. Explain why civil service classes are not applicable.
While 1232 Training officer is the closest classification, this request is for very specific services requiring specific knowledge and skill related to bicycle outreach and education.
- 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. Due to the intermittent nature of this work, involving classes and outreach events only a few times a month, it would not be practical to adopt a new civil service class to perform this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training of CCSF employees is included in the request for proposal.
- 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 09/08/2018, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21**

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, HR, 6th Fl San Francisco, CA, 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40929 - 18/19

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 11/05/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Nuque, Amy; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; l21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40929 - 18/19
Date: Saturday, September 08, 2018 1:45:45 PM

RECEIPT for Union Notification for PSC 40929 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 40929 - 18/19 for \$490,000 for Initial Request services for the period 01/01/2019 – 12/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11951> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 46637 - 15/16)

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

Type of Service: Vision Zero Bicycle Safety Outreach

Funding Source: Local Funds
PSC Original Approved Amount: \$250,000 PSC Original Approved Duration: 03/16/16 - 03/30/18 (2 years 2 we
PSC Mod#1 Amount: \$5,000 PSC Mod#1 Duration: 03/31/18-03/30/19 (1 year)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$255,000 PSC Cumulative Duration Proposed: 3 years 2 weeks

1. Description of Work

A. Scope of Work:

The Contractor will plan, coordinate, and conduct outreach to San Franciscans of all ages to provide encouragement to ride bicycles and do so in a safe manner via educational activities, rides and training. Safety and concerns about safety are significant barriers to people bicycling in the city. These activities will also help to educate the growing number of people riding bicycles about the laws of safe bicycling, as well as to equip bicyclists with adequate street skills to meet complex traffic issues encountered daily on the streets of San Francisco. This work is a key strategy identified in San Francisco's Vision Zero Education Strategy. Scope Change The contract must be amended to add 5 additional 'Freedom From Training Wheels' classes.

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

San Francisco has prioritized Vision Zero, a policy that aims to reduce roadway fatalities to zero by year 2024. With the city's goal of reaching 20% of all trips in San Francisco being made by bicycle this service is critical. Denial of this service will result in increased bicycle-related injury collisions and more chaos on city streets due to increased numbers of people on bicycles who are unfamiliar with the best-practices of safe riding.

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.

PSCs 38516-15/16, 4002-11/12, & 4077-08/09

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

2. Union Notification: On 03/12/18, the Department notified the following employee organizations of this PSC/RFP request: Transport Workers Union, L 200; Professional & Tech Engrs, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46637 - 15/16

DHR Analysis/Recommendation:

04/16/2018

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 04/16/2018

04/16/2018

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Must possess excellent knowledge of bicycle outreach, bicycle safety, and education activities for on-bike classes, potentially including bicycle fleets for individuals without personal bicycles. Additionally, an understanding of the rules and culture of bicycling in San Francisco at a level to provide effective communications for people who will use bicycles to travel in the city.

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

1232,9139,

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

Yes. The contractor will provide access to fleets of bicycles that they own and maintain.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable because the employees must have the specialized experience, knowledge and training to provide bicycle safety outreach and education as well as access to bicycles.

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

No. The workload for organizing and teaching bicycle safety classes is too infrequent and short term. The demand for bicycle safety education is great, but the offerings are seasonal and periodic. Teaching of bicycle safety is done only a few times a month. There is not a work load that would support a single, employee position

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? None	<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? no	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? no	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? San Francisco Bicycle Coalition	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 03/12/18 BY:

Name: Rod Goree Phone: 415-646-2553 Email: cynthia.hamada@sfmta.com

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Professional Services and Equipment Purchases

Funding Source: Funds: Federal and Local

PSC Amount: \$5,000,000

PSC Est. Start Date: 09/18/2018

PSC Est. End Date 09/17/2021

1. Description of Work

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

The SFMTA's Advanced Train Control System ("ATCS") is a proprietary system that was supplied to the SFMTA by Thales Transport & Security, Inc. ("Contractor" or "Thales") on August 10, 1992. This contract provides a framework Master Agreement under which the SFMTA can issue purchase orders to the supplier for specific proprietary goods and services. Each purchase order has its own scope, schedule, funding source, and approval cycle. Staff anticipates that equipment, software, and associated services to be procured under this contract may include but are not limited to: Upgrade ATCS software, including upgrades to diagnostic devices, Upgrade ATCS system simulator hardware and software; Equip new rail vehicles with ATCS equipment; Add digital signal processors to Axle Counters; overhaul and upgrade Vehicle Control Center computers; overhaul and upgrade Station Controller computers; Upgrade I/O & Data Transmission Racks; Upgrade the data transmission medium from inductive loop to wayside radio; Refurbish shop special test equipment.

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

The ATCS is a specialized train-control system critical to the functioning of the City's public transit system. It requires periodic upgrades and improvements to perform at an optimum level throughout its life cycle. The ATCS has been in full revenue service since 1998. Most ATCS hardware and all ATCS software are a proprietary technology of Thales Transport & Security, Inc. Most ATCS replacement parts and all software upgrades can be purchased only from Thales, as there is no other supplier. It is necessary periodically to purchase additional hardware and software from Thales to keep the ATCS working, to keep the ATCS out of obsolescence and in a configuration supported by the supplier, and to adapt to changes in the SFMTA's rail operating environment. The ATCS has a 30-year design life, and will be in service through at least 2028, and potentially longer. This life-cycle is consistent with other train-control systems worldwide. If the SFMTA appropriately maintains and upgrades the ATCS, it should meet the SFMTA's train control requirements at a minimum for the next 20 years. The consequences of denial are to allow the ATCS to age into a configuration not supported by the supplier, which would shorten the life of the system, gradually degrade performance and passenger service, limit our ability to outfit new rail vehicles for operating in an ATCS environment, and prevent the SFMTA from making changes to the system or incorporating upgrades and technological advances.

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 by Thales Transport & Security, Inc. and approved by the CSC on May 7, 2009, under PSC # 4135 08/09.

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Due to the proprietary nature of the ATCS system, City personnel does not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of specific proprietary technology, software code, and hardware circuits, which are exclusive to the supplier. The general expertise of supplier's technical specialists includes electrical engineering, systems engineering, computer programming, safety validation and verification in a rail environment, relevant regulatory requirements, complex performance simulation, test and commissioning experience.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the ATCS is a combination of hardware and software. Some of the hardware provided by the supplier consists of proprietary components, installed directly in the rail operating environment, which are not available from any other supplier.

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

Due to the proprietary nature of the ATCS system, City personnel does not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application and there are no applicable civil service classes who can perform this work.

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

A. Explain why civil service classes are not applicable.

Due to the proprietary nature of the ATCS system, City personnel does not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application and there are no applicable civil service classes who can perform this work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, adopting new civil service classes to perform this work would not be practical because of the proprietary nature of the ATCS system.

6. Additional Information

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

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Training is typically provided to operations and/or maintenance personnel, as appropriate, when a new or upgraded feature is purchased. The type of training and the number of hours will depend on the feature purchased on each purchase order, which is unknown at this time. For a purchase order upgrading ATCS Central Control software, we can estimate 1 week of operational training for Central Control Dispatchers. For a purchase order upgrading Wayside or Vehicle software, or proprietary hardware we can estimate from 1 day to 1 week of training for maintenance 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.
Yes. MTA Board has approved this contract on
- 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 08/09/2018, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Electrical Workers, Local 6

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, HR, 6th Fl San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41732 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/05/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Thursday, August 09, 2018 11:24 AM
To: Nuque, Amy (MTA); oashworth@ibew6.org; khughes@ibew6.org; Wanless, Annie (HRD); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy (MTA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41732 - 18/19

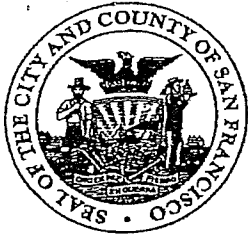
RECEIPT for Union Notification for PSC 41732 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41732 - 18/19 for \$5,000,000 for Initial Request services for the period 09/18/2018 – 09/17/2021. 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/11842> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

May 7, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2013-08/09; 4135-08/09 THROUGH 4140-08/09; 4055-06/07 AND 4099-07/08.

At its meeting of May 4, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4138-08/09 on the condition that the Municipal Transportation Agency meet with TWU Local 200 regarding their concerns and that the Municipal Transportation Agency apprise TWU Local 200 of all training activity that is to take place once the contract is signed. Notify the offices of the Controller and the Purchaser.
- (2) Adopt the Human Resources Director's report on PSC #4140-08/09 on the condition that the Department of Emergency Management shall meet with IFPTE Local 21 to discuss the maximum use of IFPTE Local 21 represented classifications under applicable Department of Homeland Security requirements and guidelines. Notify the offices of the Controller and the Purchaser.
- ph* (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
 Micki Callahan, Human Resources Director
 Rob Dudgeon, Emergency Management
 Jacquie Hale, Department of Public Health
 Shamica Jackson, Public Utilities Commission
 Jill Jay, Human Rights Commission
 Jennifer Johnston, Department of Human Resources
 Florence Kyaun, Public Utilities Commission
 Sheila Maxwell, Department of Technology
 Reggie McCray, President, TWU Local 200, 1508 Fillmore Street, S.F., CA 94115
 Mary Ng, Department of Human Resources
 Briggette Rockett, Department of Human Resources
 Commission File
 Chron

POSTING FOR
May 04, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Department	Approval Type	Contract Amount	Description of work	Duration
2013-08/09	81	Department of Public Health	Continuing	\$70,000,000.00	Will provide psychiatric care to adults and/or older adults in 24-hour licensed Skilled Nursing Facilities and/or locked adult facilities and/or Mental Health Rehabilitation Centers (MHRCs).	30-Jun-14
4135-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$80,000,000.00	Will provide a Master Agreement under which the SFMTA can issue purchase orders to the supplier for specific proprietary equipment and service for the Advance Train Control System (ATCS).	20-Apr-17
4138-08/08	35	San Francisco Municipal Transportation Agency	Regular	\$10,000,000.00	Will provide the reliability of the ATCS for its design life by obtaining maintenance support service, including remote support, notification and provision of Software Updates and Software Upgrades.	04-May-18
4137-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$200,000.00	San Francisco County Transportation Authority will provide services for a travel behavior survey, travel demand forecasting, financial feasibility assessment of design concepts, and related work for EN TRIPS.	30-Sep-11
4138-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$250,000.00	Will provide labor, materials, consumables and supervision to install event recorders in the SFMTA's rubber tire revenue vehicles.	31-Dec-09
4139-08/09	40	San Francisco Public Utilities Commission	Regular	\$350,000.00	Will provide design, fabrication, testing and delivery services to procure a specialty, one-of-a-kind 72 inch diameter steel or ductile iron pipeline slip joint for the SFPU's Salamo Upgrade of Bay Div. Pipelines No. 3 & 4 at the Hayward Fault Project.	01-Dec-08
4140-08/09	77	Emergency Management	Regular	\$1,500,000.00	Will provide subject matter expertise in the area of strategic communications and community outreach in an effort to build resiliency in neighborhoods through our Community Hub program.	31-Mar-12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 31, 2009

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER # 35

TYPE OF APPROVAL: () EXPEDITED (x) REGULAR (OMIT POSTING)

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Professional Services and Equipment Purchases

FUNDING SOURCE: Federal funds with Local match

PSC AMOUNT: \$30,000,000.00

PSC DURATION: April 21, 2009 – April 20, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The SFMTA's Advanced Train Control System ("ATCS") is a proprietary system that was supplied to the SFMTA by Thales Transport & Security, Inc. ("Contractor" or "Thales") on August 10, 1992. This contract provides a framework Master Agreement under which the SFMTA can issue purchase orders to the supplier for specific proprietary goods and services. Each purchase order has its own scope, schedule, funding source, and approval cycle. Staff anticipates that equipment, software and associated services to be procured under this contract may include but are not limited to: Upgrade ATCS software, including upgrades to diagnostic devices, from the obsolete OS2 platform to a supported platform; Upgrade ATCS system simulator hardware and software; Equip new rail vehicles with ATCS equipment; Add digital signal processors to Axle Counters; overhaul and upgrade Vehicle Control Center computers; overhaul and upgrade Station Controller computers; Upgrade I/O & Data Transmission Racks; Upgrade the data transmission medium from inductive loop to wayside radio; Refurbish shop special test equipment.

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

The ATCS is a specialized train-control system critical to the functioning of the City's public transit system. It requires periodic upgrades and improvements to perform at an optimum level throughout its life cycle. The ATCS has been in full revenue service since 1998. Most ATCS hardware and all ATCS software are proprietary technology of Thales Transport & Security, Inc. Most ATCS replacement parts and all software upgrades can be purchased only from Thales, as there is no other supplier. It is necessary periodically to purchase additional hardware and software from Thales to keep the ATCS working, to keep the ATCS out of obsolescence and in a configuration supported by the supplier, and to adapt to changes in the SFMTA's rail operating environment. The ATCS has 30-year design life, and will be in service through at least 2028, and potentially longer. This life-cycle is consistent with other train-control systems worldwide. If the SFMTA appropriately maintains and upgrades the ATCS, it should meet the SFMTA's train control requirements at a minimum for the next 20 years. The consequences of denial are to allow the ATCS to age into a configuration not supported by the supplier, which would shorten the life of the system, gradually degrade performance and passenger service, limit our ability to outfit new rail vehicles for operating in an ATCS environment, and prevent the SFMTA from making changes to the system or incorporating upgrades and technological advances.

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

This service has been provided in the past by Thales Transport & Security, Inc. (formerly Alcatel Transport Automation (US), Inc.), and approved by the CSC on September 5, 2006 under PSC #4029-06/07.

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

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

<u>Local 21</u> Union Name	<u>Panveen Bopara</u> Signature of person mailing / faxing form	<u>3-31-09</u> Date
<u>Local 6, IBEW</u> Union Name	<u>Panveen Bopara</u> Signature of person mailing / faxing form	<u>3-31-09</u> Date

RFP sent to , on Date 5 Signature

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of specific trade-secret technology, software code and hardware circuits, which are proprietary to the supplier. General expertise of supplier's technical specialists includes electrical engineering, systems engineering, computer programming, safety validation and verification in a rail environment, relevant regulatory requirements, complex performance simulation, test and commissioning experience.

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

Classifications such as IS Engineer Sr. (1043), Business Analyst Sr. (1053), and IS Engineer Principal (1044), Electronics Maintenance Technician (7318) and Assistant Supervising Electronics Maintenance Technician (7329), Supervising Electronics Maintenance Technician (7287) can maintain and support applications for which the source code or hardware is not proprietary.

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

The ATCS is a combination of hardware and software. Some of the hardware provided by the supplier consists of proprietary components, installed directly in the rail operating environment, which are not available from any other supplier.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Due to the proprietary nature of the ATCS system, City personnel do not have access to the trade-secret software source code or design of specialized electronics circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application and there are no applicable civil service classes who can perform this work.

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

No, adopting new civil service classes to perform this work would not be practical because of the proprietary nature of the ATCS system.

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

Yes	No
()	(X)
(X)	()

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

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.

Training is typically provided to operations and/or maintenance personnel, as appropriate, when a new or upgraded feature is purchased. The type of training and the number of hours will depend on the feature purchased on each purchase order, which is unknown at this time. For a purchase order upgrading ATCS Central Control software, we can estimate 1 week of operational training for Central Control Dispatchers. For a purchase order upgrading Wayside or Vehicle software, or proprietary hardware we can estimate from 1 day to 1 week of training for maintenance personnel.

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

For Operations training on Central Control software upgrades, the contractor would be training Central Control Dispatchers, Transit Manager I, class 9140. For wayside software, vehicle software, or hardware upgrades, the contractor would be training Electronics Maintenance Technicians, class 7318 and Assistant Supervising Electronic Maintenance Technician, class 7329.

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service?

MTA Board will consider at its meeting of April 21, 2009

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

Thales Transport & Security, Inc.

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(6)

701-5377
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 So. Van Ness Avenue, 7th Floor, San Francisco, CA 94103
Address

09 MAR 31 PM 5:1

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Provide in-school bicycle safety education

Funding Source: Local Funds

PSC Amount: \$117,000

PSC Est. Start Date: 01/01/2019

PSC Est. End Date: 07/01/2019

1. Description of Work

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

Contractor shall plan, coordinate, promote, administer and conduct one two-week physical education class focused on bicycle safety education in each of nine SFUSD middle or high schools and in three elementary schools designated by the SFMTA.

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

San Francisco has prioritized Vision Zero, a policy that aims to eliminate roadway fatalities by 2024. San Francisco also has a goal of reaching 20% of all trips by bicycle by 2020. With these goals in mind, it is critical that we educate San Francisco's youth in the fundamentals of how to ride a bicycle and how to do so safely. Denial of this request will result in fewer San Francisco school children having the opportunity to learn vital bicycle skills.

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.

Previously provided through contract via PSC # 35183 – 17/18

D. Will the contract(s) be renewed?

No. One time contract as this is a stop-gap between two other funded contracts.

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

not applicable

2. Reason(s) for the Request

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

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

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

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

B. Explain the qualifying circumstances:

This work is only needed for 6 months and requires specific skills related to training youth about bicycle safety, not possessed by city employees; the services required are intermittent based on the school year and frequency of classes, and the work requires equipment (bicycles and helmets and trailer to store them) that the city lacks.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: As the success of this program will necessitate close work with the PE Department at the San Francisco Unified School District proven track record of working with a large public bureaucracy is required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor shall provide up to 35 youth-sized bicycles and youth-sized helmets as well as a bicycle trailer sufficient to store and transport these bicycles from the various elementary school sites. These materials are to be used exclusively for this program. Contractor shall be responsible for organizing the space for all classes and for production and distribution of class-related and promotional materials.

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

While 1232 Training officer is the closest classification, this request is for very specific services requiring specific training to work with youth in a classroom environment. No current 1232s have this background. Because this is less than 1FTE for 6 months only it did not make sense to create a new position.

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

- A. Explain why civil service classes are not applicable.
While 1232 Training officer is the closest classification, this request is for very specific services requiring specific training to work with youth in a classroom environment. No current 1232s have this background.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Because this is less than 1FTE for 6 months only it does not make sense to create a new position.

6. Additional Information

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

7. **Union Notification:** On 09/08/2018, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, HR, 6th Fl San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45370 - 18/19

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 11/05/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Nuque, Amy; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45370 - 18/19
Date: Saturday, September 08, 2018 2:23:42 PM

RECEIPT for Union Notification for PSC 45370 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 45370 - 18/19 for \$117,000 for Initial Request services for the period 01/01/2019 – 07/01/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11952> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 35183 - 17/18)

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

Type of Service: in-school bicycle riding and safety education

Funding Source: local (Prop K)
PSC Original Approved Amount: \$98,000 PSC Original Approved Duration: 01/01/18 - 12/31/20 (3 years)
PSC Mod#1 Amount: \$152,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$250,000 PSC Cumulative Duration Proposed: 3 years

1. Description of Work

A. Scope of Work:

The contractor will plan, coordinate, and conduct trainings and classes for two-week-long programs in San Francisco Unified School District (SFUSD) middle and high school grade levels. The contractor must also provide a bicycle fleet for use by the students in the classes. This service is being provided, in part, to address and accomplish goals set forth in "Chapter4: Education" of the San Francisco Bicycle Plan in offering bicycle education for children, youth, and adults.

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

This service is necessary to enable the City to promote bicycling as a transportation mode, educate and ensure awareness of the law on safe bicycling, and equip middle school and high school children with adequate street skills to manage complex traffic issues encountered daily on the streets of San Francisco. Denial of this service will result in increased bicycle-related injury collisions and less appropriate use of the streets by youth bicyclists in San Francisco.

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.
38516-15/16

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

2. Union Notification: On 12/08/17, the Department notified the following employee organizations of this PSC/RFP request: Transport Workers Union, L 200; Prof & Tech Eng, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35183 - 17/18

DHR Analysis/Recommendation: 01/22/2018

Commission Approval Required Approved by Civil Service Commission

DHR Approved for 01/22/2018 01/22/2018

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

This services requires skills and expertise obtained through a knowledge of and experience in working with the SFUSD school system and the expertise to incorporate the Youth Bicycle Education program into the physical education curriculum at middle and high schools. This includes bicycle riding and safety training with on-bike sessions. Vender must have a bicycle fleet for students' use, and SFUSD system experience is preferred.

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

1232,9139,

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

Yes, the contractor will provide fleets of bicycles that they own and maintain.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable because the employees must have the specialized experience and training to teach bicycle riding and safety education classes for middle school and high school students as well as supply the bicycles.

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

No, it would not be practical and/or feasible to adopt a new civil service class to provide this work because in-school bicycle riding and safety education classes for middle school and high school students are periodic. These bicycle riding and safety classes are conducted only nine times per school year. The consultant is also

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? No training provided under this PSC	<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? No.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? No.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? The YMCA currently provides	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

ON 12/08/17 BY:

Name: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

Address: 1 S. Van Ness Avenue - 6th Floor San Francisco, CA 94103

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: As-Needed Executive Coaching & Mid-Level Management Development & Employee Training (PRO.0124)

Funding Source: Water Admin., Hetchy Power, Wastewater PSC Duration: 2 years 1 day

PSC Amount: \$300,000

1. Description of Work

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

The SFPUC is soliciting a proposal from the qualified firms requesting strategy, outline and approach for partnering with the SFPUC to address the following needs and requirements in two subject areas.

Executive Leadership Coaching and Strategic Management Training (Subject Area 1):

- Strengthening the executive presence and leadership of the SFPUC's Executive Team.
- Building the communication styles and skills among the Executive Team.
- Effectuating productive working relationships among the Executive Team and throughout the Agency.
- Establishing a culture of accountability for achieving unit and organizational goals in alignment with 2020 strategic plan (attached).
- Building framework for establishing goals, setting expectations and providing and receiving feedback, and translating strategy into viable action plans.
- Coaching executives to be able to coach and hold accountable their direct reports to transform 2018 Employee Engagement Survey results into viable action plans, formulate implementation plans and communication strategies, and execute and monitor the plans and strategies.
- Executive coaching to the SFPUC's Executive Team should also include best practices and approaches for mentoring their direct reports on how to replicate holding staff accountable, cultivate team work and employee engagement throughout the organization.

Mid-Level Leadership, Management, and Innovative Employee Development Training (Subject Area 2):

- Fostering the supervisor, manager and leadership in Business Enhancement Skills, Interpersonal Skills, and Leadership/Management and Supervisory Skills.
- Approach for the design, development and implementation of a comprehensive supervisor,

management, leadership development curriculum that address the skill and knowledge gaps of the SFPUC's complex workforce.

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

The SFPUC does not have the internal resources and qualifications to achieve the 2020 Strategic Plan and Employee Engagement Survey result goals. The services in this contract will build the knowledge and skills in PUC's leadership capacity. Without these services, PUC's executive and leadership teams will not have access to career development skills which will enable them to achieve and implement actions towards the 2020 Strategic Plan.

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

Prior Civil Service Commission approval was granted under PSC# 47817-16/17.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need at SFPUC.

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):

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

B. Explain the qualifying circumstances:

Services are needed on an as-needed basis and require the knowledge of current cutting edge industry techniques and expertise.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills include specialized and current knowledge of industry trends, strategy and implementation of executive leadership coaching and strategic management training, business acumen, political savvy, change management action planning, and exceptional communication.

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?

We have utilized Leadership Academy through MEA and Emerging Leadership through DHR, but we want to bring like services into the PUC.

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

A. Explain why civil service classes are not applicable.

There is no current classification that specifically addresses the level of executive coaching we are requesting. Services require knowledge of specialized current cutting edge industry trends.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Given the high level of executive coaching we are requesting, we need a certain level of coaching and it is not practical as services require specialized industry knowledge.

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. Transferring knowledge is expected with internal leaders. Coaching will be provided to the executive team consisting of up to 15 hrs/mos. Organizational development & related training will be provided to mid-level leadership and management up to 10 hrs/mos.

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 09/07/2018, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42849 - 18/19

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 11/05/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
Sent: Friday, September 07, 2018 11:46 AM
To: Irwin, William (PUC); Wanless, Annie (HRD); kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Irwin, William (PUC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42849 - 18/19

RECEIPT for Union Notification for PSC 42849 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42849 - 18/19 for \$300,000 for Initial Request services for the period 12/21/2018 – 12/21/2020. Notification of 30 days (60 days for SEIU) is required.

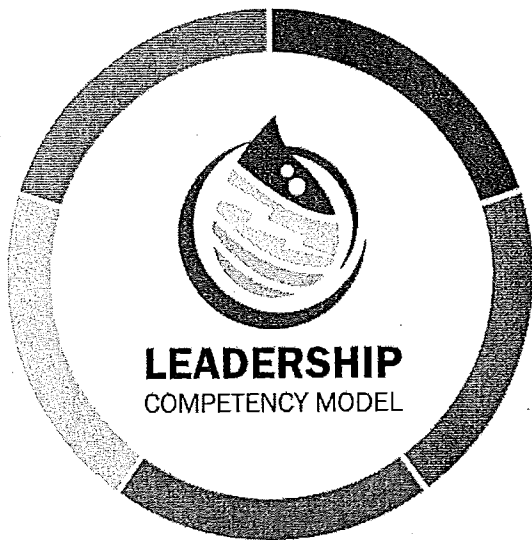
After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/11887> 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)

LEADERSHIP COMPETENCY MODEL

Defining a successful leader at the SFPUC



SFPUC COMPETENCIES

WHAT ARE COMPETENCIES?

- **Competencies give us a shared language:** Competencies are combinations of knowledge, skills, traits, attitudes, and abilities, grouped into intuitive clusters that help us talk about high quality work. Competencies ensure we all have the same standards for success across the organization.
- **Competencies have five proficiency levels:** As proficiency levels increase from “Level 1 - Aware” to “Level 5 - Expert,” expertise in the competency, as well as organizational impact/scope, increases. Read the definitions of the proficiency levels to understand how expertise/scope increases at each level.
- **Competencies define success:** Behavioral examples are meant to showcase what *success* looks like at each level, not the minimum requirements or standard operating procedures (SOPs). But, remember that the behaviors are *examples*, and are not meant to be an exhaustive list.
- **Competencies provide targets for assessment of performance:** The goal isn’t simply to get to “Level 5 - Expert” for every competency. Through a validation process, each job class has an appropriate target level of expertise for each competency, which defines success for that role.
- **Competencies consider the future:** Competencies aren’t meant to describe duties someone may perform; they also incorporate best practices, team values, and strategic goals as well. Therefore, we can provide examples of *successful*, rather than minimal performance.

TYPES OF COMPETENCIES

- **Leadership:** Competencies linked to leadership success at SFPUC (e.g., *Accountability & Delegation*)
- **Behavioral:** General soft skills (e.g., *Communication & Teamwork and Collaboration*)
- **Technical:** Reflect the unique professional expertise and technical skills required in your profession (e.g., *Classification and Job Analysis* for HR & *Hazardous Materials Expertise* for Health and Safety)

WHAT ARE COMPETENCY MODELS?

- A competency model is created when competencies are identified for a particular occupation, workgroup, or focus. At the SFPUC, we have one Leadership Competency Model and numerous Occupational Competency Models:
- **The Leadership Competency Model** consists of 16 competencies that define what it means to be a successful leader at the SFPUC and outlines the path to becoming that leader.
- **Occupational Competency Models** illustrate what is needed to be successful in specific occupations or workgroups. Occupational competency models are a mix of the three types of competencies: Leadership, Behavioral, and Technical. These models help employees see where different occupational groups have overlapping competencies and where different occupational groups may have unique, often technical, competencies.

Defining a successful leader at the SFPUC

The Leadership Competency Model (LCM) defines what it means to be a successful leader at the SFPUC and illustrates the path to becoming that leader. This model of leadership supports our organizational success by ...

- ... defining what is desired and valued at every career stage
- ... providing our staff a path for developing essential leadership skills
- ... directing supervisors as they seek to develop their staff



Inspiring Others

Set Vision and Direction

Innovation

Motivation

Set Vision and Direction

Envisions what the future looks like at a defined point, communicates this vision with authentic conviction, and inspires and engages others in creating that future

Proficiency Level

Example Behaviors

Level 5 – Expert

Focus is on strategically leveraging expertise for long-term success of organization.

- Serves as an influential voice of the organization and champions strategies, philosophies, and initiatives both within and beyond the organization
- Aligns the vision and direction of the Enterprise or Bureau to those held by the Commission and other authorities, ensuring that they are working toward the same goals
- Identifies and tracks external drivers that may influence and redirect the organization, including vision of leadership, regulatory changes, and legislative changes
- Embraces technological advances and new tools and considers how the organization can benefit
- Directs and provides guidance to managers to develop long-term strategic plans

Level 4 – Advanced

Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Consults with staff to ascertain needs and to gather feedback for influencing future goals
- Inspires trust and confidence of direct reports through authentic, transparent leadership style
- Engenders support for broad initiatives from staff at all levels
- Identifies staff who can effectively inspire support for critical projects within their scope of influence and empowers them to do so

Level 3 – Proficient

Focus is on independent application and enhancement of knowledge or skill.

- Consistently emphasizes organizational values, goals, and objectives in staff meetings and all other communication channels
- Implements policies and procedures to support the organizational vision, goals, and objectives

Level 2 - Basic

Focus is on expanding basic knowledge or skill through supervised job experience.

- Promotes the goals and objectives of the workgroup and of the SFPUC
- Represents and acts consistently in the culture of the SFPUC
- Adjusts behaviors and attitudes to better align with the SFPUC values

Level 1 – Aware

Focus is on gaining awareness of or exposure to the competency and its applications.

- Learns and understands the mission, vision, and values of the workgroup and how these fit within the mission, vision, and values of the SFPUC
- Considers the SFPUC values when interacting with colleagues and carrying out assigned duties



Innovation

Creates a thriving culture in which employees feel both safe and encouraged to explore new ideas and improve existing ones; develops new insights, questions conventional approaches, and encourages others to develop new ideas and innovations

Proficiency Level	Example Behaviors
<p>Level 5 – Expert Focus is on strategically leveraging expertise for long-term success of organization.</p>	<ul style="list-style-type: none"> • Builds a culture that celebrates resourceful and original thinking • Communicates support for innovation through funding decisions • Recognizes when rates of innovation demanded from a functional team are not sustainable and takes action to prevent burnout
<p>Level 4 – Advanced Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.</p>	<ul style="list-style-type: none"> • Builds a culture of innovation by challenging staff to think of better ways to accomplish goals and objectives recognizing those staff who do so • Creates a safe environment for sharing and discussing ideas • Invests in new technologies that may enhance enterprise and bureau operations
<p>Level 3 – Proficient Focus is on independent application and enhancement of knowledge or skill.</p>	<ul style="list-style-type: none"> • Identifies new uses for existing technologies that enhance operations • Researches and tests emerging technologies to improve services or processes • Incorporates best practices when designing programs or processes • Acts as a model for voicing ideas, along with implementation plans, and for constructively providing feedback
<p>Level 2 - Basic Focus is on expanding basic knowledge or skill through supervised job experience.</p>	<ul style="list-style-type: none"> • Voices ideas and gives feedback in respectful ways • Critically considers everyday tasks and responsibilities to look for opportunities for improvement, while understanding how to properly prioritize these current tasks and responsibilities • Identifies concepts for new services • Seeks feedback for new products or services based on operational needs
<p>Level 1 – Aware Focus is on gaining awareness of or exposure to the competency and its applications.</p>	<ul style="list-style-type: none"> • Adopts a mindset of continual improvement and growth • Utilizes feedback from colleagues as a tool for improvement

Level 5 – Expert
Focus is on strategically leveraging expertise for long-term success of organization.

- Builds a culture that celebrates resourceful and original thinking
- Communicates support for innovation through funding decisions
- Recognizes when rates of innovation demanded from a functional team are not sustainable and takes action to prevent burnout

Level 4 – Advanced
Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Builds a culture of innovation by challenging staff to think of better ways to accomplish goals and objectives recognizing those staff who do so
- Creates a safe environment for sharing and discussing ideas
- Invests in new technologies that may enhance enterprise and bureau operations

Level 3 – Proficient
Focus is on independent application and enhancement of knowledge or skill.

- Identifies new uses for existing technologies that enhance operations
- Researches and tests emerging technologies to improve services or processes
- Incorporates best practices when designing programs or processes
- Acts as a model for voicing ideas, along with implementation plans, and for constructively providing feedback

Level 2 - Basic
Focus is on expanding basic knowledge or skill through supervised job experience.

- Voices ideas and gives feedback in respectful ways
- Critically considers everyday tasks and responsibilities to look for opportunities for improvement, while understanding how to properly prioritize these current tasks and responsibilities
- Identifies concepts for new services
- Seeks feedback for new products or services based on operational needs

Level 1 – Aware
Focus is on gaining awareness of or exposure to the competency and its applications.

- Adopts a mindset of continual improvement and growth
- Utilizes feedback from colleagues as a tool for improvement

Motivation

Creates an environment where people are inspired to pursue their highest levels of performance; identifies and promotes methods for motivating self and others

Proficiency Level

Example Behaviors

Level 5 – Expert

Focus is on strategically leveraging expertise for long-term success of organization.

- Sets the standard of personal and professional excellence
- Inspires and motivates the entire department with positive energy, support systems, and guidance
- Ensures individuals, groups, and the department are recognized for high quality, exemplary work
- Empowers supervisors to use operational flexibility to deploy staff in areas that align with their strengths and interests
- Considers full consequences of organizational policies and practices for rewarding/recognizing employees

Level 4 – Advanced

Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Encourages positive attitudes and behaviors and promotes confidence
- Recognizes employees' individual strengths, development needs, and professional goals, and inspires them to succeed
- Encourages staff to achieve and maintain high levels of performance and eliminates barriers to success

Level 3 – Proficient

Focus is on independent application and enhancement of knowledge or skill.

- Understands what motivates colleagues and uses this awareness to foster increased motivation in others
- Takes a personal interest in colleagues and staff and remains supportive through difficult times
- Consistently demonstrates high engagement in work activities
- Recognizes individual strengths and contributions to team efforts
- Helps staff see connection between their efforts and the desired outcomes, vision, and goals of the organization
- Assigns tasks that are varied, intellectually stimulating, and allow autonomy

Level 2 – Basic

Focus is on expanding basic knowledge or skill through supervised job experience.

- Understands the impact of work they do on the achievement of Enterprise business objectives
- Values and supports the work of others in achieving high levels of performance
- Communicates to supervisor factors that contribute to personal motivation and engagement
- Implements changes to work methods or styles that can improve personal performance but have minimal impact on others

Level 1 – Aware

Focus is on gaining awareness of or exposure to the competency and its applications.

- Demonstrates flexibility, adaptability, initiative, and engagement with work
- Explores and understands tools, methods, and settings that lead to higher personal engagement in work
- Recognizes that coworkers are motivated in different ways



Building Relationships

Relationship Management

Political Savvy

Conflict Management and Resolution



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Building Relationships
Leadership Competency Model

Relationship Management

Builds open, honest, and respectful relationships through effective communication and collaboration techniques; develops networks and lasting partnerships across boundaries to maintain strategic relationships and achieve common goals; utilizes a variety of communication approaches to successfully gain support, influence others, and strengthen relationships

Proficiency Level

Example Behaviors

Level 5 – Expert

Focus is on strategically leveraging expertise for long-term success of organization.

- Influences external decision makers to achieve substantive goals
- Positively and constructively negotiates with internal and external stakeholders to advance the interests of the organization
- Creates new, strategic partnerships with stakeholders for the long-term performance and sustainability of the SFPUC
- Makes national and international connections with progressive utility providers, special interest groups, and other model organizations
- Builds relationships between the SFPUC and the Board of Supervisors by involving SFPUC staff in briefings whenever possible to increase exposure

Level 4 – Advanced

Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Enriches relationships with those in their network by keeping channels of communication open, not only reaching out when needing help
- Serves as a resource to provide beneficial information or opportunities to network
- Fosters a culture that supports positive working relationships throughout the organization

Level 3 – Proficient

Focus is on independent application and enhancement of knowledge or skill.

- Builds relationships among colleagues and staff by providing and receiving support
- Ensures early-level professionals are building networks; identifies networking opportunities and venues
- Leverages relationships with others in their network to improve the quality of work being conducted or produced
- Explores opportunities to make connections outside of their workgroup to provide greater organizational context and enhance the impact of projects

Level 2 – Basic

Focus is on expanding basic knowledge or skill through supervised job experience.

- Maintains healthy relationships by communicating with colleagues in a respectful and timely manner
- Develops an understanding of distinct working styles and adapts interaction approach to best match these styles
- Presents facts and sound reasoning to garner understanding and gain support from others
- Develops a network of internal and external contacts
- Fosters positive interactions, escalating concerns to higher level when warranted

Level 1 – Aware

Focus is on gaining awareness of or exposure to the competency and its applications.

- Develops professional relationships among colleagues based on respect and appreciation of their contributions to the work team
- Refers potentially difficult interactions to managers
- Listens carefully to others' potential issues before reacting with solutions
- Attends intra- and extra-organizational events to meet other professionals in field of interests



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Building Relationships
Leadership Competency Model

Political Savvy

Recognizes the relationships, histories, and networks among other employees and agencies and uses this awareness to successfully navigate the organization, build consensus, and accomplish goals; understands internal and external political climate and acts accordingly; considers the reputation of the organization and of themselves

Proficiency Level

Example Behaviors

Level 5 – Expert

Focus is on strategically leveraging expertise for long-term success of organization.

- Builds relationships with stakeholders and special interest groups at the local, state, and national scale to understand their motivations and be able to interpret their actions through such understanding
- Understands political issues and effectively works with legislators to secure support for meaningful legislation
- Protects and promotes the image and reputation of the SFPUC as a respected and innovative department within CCSF

Level 4 – Advanced

Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Involves the community as soon as it becomes clear that SFPUC business will impact them; keeps the community informed as news is available
- Ensures staff have the resources and coaching to understand the political climate and critically consider political issues
- Understands the history of the SFPUC and its reputation and role with CCSF and other relevant agencies and political bodies
- Endeavors to strengthen the reputation of enterprise/bureau within the SFPUC by delivering on promises and maintaining respectful relationships

Level 3 – Proficient

Focus is on independent application and enhancement of knowledge or skill.

- Understands internal and external politics of the organization and potential impact on work
- Identifies and involves key stakeholders or influencers who need to be part of a discussion whenever decisions are being made
- Acts as a model for successfully managing professional reputation

Level 2 – Basic

Focus is on expanding basic knowledge or skill through supervised job experience.

- Recognizes and accounts for political issues that may impact current work
- Manages interactions with internal and external entities to best preserve and enhance the reputation of the SFPUC
- Employs tact and sensitivity when discussing controversial issues, colleagues, and leadership

Level 1 – Aware

Focus is on gaining awareness of or exposure to the competency and its applications.

- Acts with sensitivity and discretion in areas where the political climate is unknown
- Considers reputation when interacting with colleagues and avoids behaviors that would jeopardize professional image
- Observes the communication styles of work group to identify whether certain approaches (e.g., sarcasm, humor) are appropriate



Conflict Management and Resolution

Preserves productive and professional relationships by identifying conflict, addressing issues, and arriving at best possible outcomes

Proficiency Level

Example Behaviors

Level 5 – Expert

Focus is on strategically leveraging expertise for long-term success of organization.

- Manages strategic conflicts from the perspective of determining what will best achieve organizational objectives
- Manages conflicts arising at the executive level due to competing objectives, limited resources, or differing perspectives
- Uses conflict constructively to come to best outcomes

Level 4 – Advanced

Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Guides others towards resolving and managing their own conflicts, while recognizing when it is necessary to step in and assist with the process
- Recognizes when conflicts cannot be resolved and develops plans to identify and isolate the source(s) of conflict
- Mitigates staff concerns regarding agency-wide issues by initiating the investigation of allegations and taking appropriate action
- Implements changes to ensure work environment is fair and equitable based on employee concerns

Level 3 – Proficient

Focus is on independent application and enhancement of knowledge or skill.

- Practices frank and open conversation, ensuring all parties feel understood and are aware of steps being taken and of expectations for resolving the conflict
- Ensures that conflicts stemming from professional disagreements do not escalate or become personal
- Meets with employees and addresses concerns regarding critical issues in an open and honest manner
- Takes action to address behavior issues to ensure employees treat each other with respect
- Follows best practices or recognized frameworks for de-escalating volatile situations

Level 2 – Basic

Focus is on expanding basic knowledge or skill through supervised job experience.

- Resolves issues with team members, but involves supervisor when necessary
- Presents criticisms and questions in a respectful style that conveys a professional disagreement rather than a personal attack
- Listens and communicates openly and honestly to avoid misunderstandings that could lead to conflict

Level 1 – Aware

Focus is on gaining awareness of or exposure to the competency and its applications.

- Responds to routine inquiries and complaints by providing accurate information
- Seeks supervisor's assistance with mediation when experiencing conflicts within the workgroup
- Understands the organizational resources in place to assist with mediating, or reporting, interpersonal conflict or harassment



Developing Workforce

Talent Management

Delegation

Valuing Diversity

Talent Management

Builds and develops a highly-skilled workforce based on organizational goals, budget considerations, and staffing needs; ensures that employees are appropriately recruited and provides resources and support to ensure that the workforce is able to meet current and future business needs

Proficiency Level

Example Behaviors

Level 5 – Expert

Focus is on strategically leveraging expertise for long-term success of organization.

- Ensures that effective processes for recruitment, staff assessment, and development are embedded and valued by all managers and supervisors
- Ensures plans and strategies are in place to support seamless transitions of staff in critical positions that are in alignment with the mission, culture, and business plans of the organization
- Provides direction for critical position hiring, development, and succession
- Promotes the sharing of developmental resources across departments and removes silos preventing collaboration among workforce development staff

Level 4 – Advanced

Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Ensures all staff have work plans, development goals, and performance appraisals that also align with the strategic plan
- Commits necessary resources to strategic recruitment and development programs to identify top candidates and prepare them for future roles
- Understands and promotes merit system principles, including competitive selection processes, and transparent and accessible development programs and strategies for the workforce
- Provides expertise to support staff to assist in their development
- Supports and encourages staff to actively participate in projects, roles, and trainings which will enhance acquisition of technical, behavioral, and leadership competencies

Level 3 – Proficient

Focus is on independent application and enhancement of knowledge or skill.

- Identifies areas of strength and weakness among staff and ensures these areas are addressed through professional development and other learning opportunities
- Identifies creative strategies to recruit workers with required skills to meet new and emerging workforce needs
- Communicates individual performance issues to employees in a timely manner, and counsels them in appropriate means of improving their performance, while maintaining and/or enhancing employee motivation

Level 2 – Basic

Focus is on expanding basic knowledge or skill through supervised job experience.

- Participates in leadership and/or technical development programs to grow and succeed within the organization
- Actively seeks on-the-job opportunities and professional development activities that support personal acquisition of technical and/or leadership competencies
- Utilizes SMART goals (e.g. specific, measurable, achievable, results-based, and time-bound) for personal and professional development

Level 1 – Aware

Focus is on gaining awareness of or exposure to the competency and its applications.

- Explores opportunities for future movement and growth within the organization and recognizes the critical competencies needed for success in those roles
- Participates in offered development programs to expand required competencies and skills



Delegation

Leverages delegation as a valuable method for developing the knowledge, skills, and abilities of the workforce and preparing the organization for succession; develops the SFPUC as a learning organization; understands skillsets and proficiency levels of others and assigns responsibilities appropriately; manages tasks to ensure no one is over- or under-utilized

Proficiency Level

Example Behaviors

Level 5 – Expert

Focus is on strategically leveraging expertise for long-term success of organization.

- Gives staff the authority to make decisions by assuring them they will be supported
- Provides a safe, supportive environment for staff to explore stretch assignments and other responsibilities that have been delegated
- Promotes the SFPUC as a learning organization by ensuring that staff at all levels have opportunities to contribute and be challenged

Level 4 – Advanced

Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Ensures all staff are aware of and recognize delegated authority appropriately
- Ensures employees know their roles and responsibilities so that if an unexpected situation arises employees know what they are expected to do without being instructed
- Utilizes stretch assignments to ensure staff are developing important skill sets

Level 3 – Proficient

Focus is on independent application and enhancement of knowledge or skill.

- Uses experience and understanding of employee strengths and weaknesses to determine what types of delegated assignments are appropriate
- Remains aware of employee stress levels to ensure they are not overburdened
- Facilitates optimal matches between employees and assignments by accurately identifying their unique skills and the specific demands of roles or projects

Level 2 – Basic

Focus is on expanding basic knowledge or skill through supervised job experience.

- Identifies tasks or responsibilities of supervisors or higher-level staff that could be delegated and requests these opportunities, when appropriate
- Communicates to supervisor when overburdened and stretched beyond productive levels or when underutilized
- Recognizes and communicates when delegated tasks are negatively impacting other work

Level 1 – Aware

Focus is on gaining awareness of or exposure to the competency and its applications.

- Monitors workload and productivity to better understand personal threshold and capabilities
- Develops accurate understanding of personal proficiency levels and skillsets



Valuing Diversity

Recognizes the role of diversity in assembling capable teams and building a successful workforce; fosters an inclusive and cooperative work environment where diversity and individual differences are valued and capitalized upon to achieve the vision and mission of the organization

Proficiency Level

Example Behaviors

Level 5 – Expert

Focus is on strategically leveraging expertise for long-term success of organization.

- Models and promotes a culture where staff value the diversity their colleagues bring to the workplace both through actions and attitudes
- Manages practices, policies, and cultural norms to ensure cross-cultural harmony and organizational success
- Fosters a culture of inclusiveness within organization and champions diversity with internal and external stakeholders

Level 4 – Advanced

Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Leverages a mix of different backgrounds and experiences to create well-rounded teams that can tackle difficult issues from a variety of viewpoints and paradigms
- Understands the variety of management styles and managerial needs that employees have, and creates matches between styles and needs
- Builds a diverse staff with a variety of skills who function effectively to accomplish the mission of the organization
- Develops policies that are consistent and fair to members of all backgrounds and implements culture of inclusion through processes and systems

Level 3 – Proficient

Focus is on independent application and enhancement of knowledge or skill.

- Models inclusive and culturally sensitive behaviors
- Builds cross-cultural relationships and partnerships
- Ensures staff are updated on official procedures surrounding inclusive and fair workplace behavior
- Follows official policies and procedures for addressing harassing, discriminatory, and retaliatory behavior

Level 2 – Basic

Focus is on expanding basic knowledge or skill through supervised job experience.

- Possesses general knowledge and awareness of SF and regional diversity, cultural issues, and the organization's policy and philosophy toward diversity and inclusiveness
- Employs cultural sensitivity in communicating with staff, customers, and stakeholders
- Understands the value of diverse skills, values, and backgrounds for a high functioning team or project

Level 1 – Aware

Focus is on gaining awareness of or exposure to the competency and its applications.

- Attends diversity programs to increase personal awareness
- Demonstrates willingness to develop and grow understanding of cultural diversity within the organization, City, and region
- Reports instances of harassing, discriminatory, and retaliatory behavior



Taking Responsibility

Accountability

Risk Management

Decision Making and Problem Solving



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Taking Responsibility
Leadership Competency Model

Accountability

Acts with integrity, honesty, and fairness; inspires trust; clearly defines roles and responsibilities for self and others; holds self and others to their roles and responsibilities; complies with legal and ethical guidelines; acts as a responsible steward of the resources entrusted to the SFPUC

Proficiency Level

Example Behaviors

Level 5 – Expert

Focus is on strategically leveraging expertise for long-term success of organization.

- Demands a culture that requires all employees adhere to the highest levels of integrity and accountability; sets the standard by being a role model
- Establishes organizational processes that foster accountability through ownership and checks and balances
- Empowers senior leaders to maintain internal controls and creates an environment which ensures accountability at all organizational levels
- Establishes department and managers as credible and trustworthy sources for employees to voice concerns

Level 4 – Advanced

Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Demonstrates the cultural importance of accountability through recognizing those who demonstrate accountability, provides coaching where needed
- Directs the development of systems for ensuring accountability and compliance and monitors compliance through audits, investigations, and performance management activities
- Defines and holds staff accountable for measurable, high quality, timely, and cost effective results
- Withstands politically motivated pressure when developing and implementing expectations and standards
- Serves as a role model and provides guidance to staff in prioritizing work with conflicting or competing deadlines through clear expectation setting and sound judgement of the situation

Level 3 – Proficient

Focus is on independent application and enhancement of knowledge or skill.

- Fully complies with all rules, policies, and procedures of the department and SFPUC and is accountable for measurable, high quality, timely results
- Accepts responsibility for mistakes and missed deadlines
- Performs as an ethical and responsible role model and positively influences employee integrity and accountability
- Takes immediate and appropriate action regarding reports of unethical behavior or conflicts of interest
- Maintains knowledge of internal controls and adheres to all protocols
- Demonstrates alignment with division or organizational priorities and makes independent decisions to prioritize work using sound judgement

Level 2 - Basic

Focus is on expanding basic knowledge or skill through supervised job experience.

- Remains up-to-date and fully complies with all rules, policies, and procedures of department and SFPUC
- Identifies ethical concerns or inappropriate actions and refers complex issues to superiors
- Follows recommended sustainability practices in professional life
- Develops personal strategies to prioritize important assignments and checks in with supervisor to ensure that deadlines are being met



Level 1 – Aware

Focus is on gaining awareness of or exposure to the competency and its applications.

- Participates in all required compliance training activities
 - Develops a healthy respect for the natural resources entrusted to the care of the SFPUC
 - Understands the duty to the public to be a responsible steward of financial resources and considers this in one's daily work activities
 - Develops personal strategies to organize and manage workload effectively to meet expectations and deadlines
-



Risk Management

Understands personal responsibility for managing risks and takes precaution in avoiding preventable risks; identifies, assesses, and mitigates risks seen as impacting the organization's achievement of strategic goals and objectives; ensures self and others are following procedures that prevent avoidable operational, financial, legal, or health and safety risks

Proficiency Level	Example Behaviors
<p>Level 5 – Expert Focus is on strategically leveraging expertise for long-term success of organization.</p>	<ul style="list-style-type: none"> Ensures senior staff and managers habitually build risk identification and mitigation processes into all projects, interactions, and operations Promotes a culture that values learning from mistakes through realistic understanding of risk Defines the amount of risk the organization is willing to pursue, retain, or take (i.e., risk appetite)
<p>Level 4 – Advanced Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.</p>	<ul style="list-style-type: none"> Provides leadership for the Enterprise Risk Management governance process and ensures it is implemented consistently Adjusts plans and perspectives to align with newly identified or changing risks Cultivates acceptable risk tolerance within operations Guides how success and failure will be operationalized and measured so that decisions and risks can properly be evaluated Sets thresholds for key risks and takes immediate action when thresholds are met Develops a common risk language within the department
<p>Level 3 – Proficient Focus is on independent application and enhancement of knowledge or skill.</p>	<ul style="list-style-type: none"> Identifies risk sources – including financial, operational, legal, and health and safety risks – and practices risk mitigation throughout the life cycle of project Conducts independent analyses of risks and implements risk solutions Gains experience as a risk owner accountable for managing risks Makes and supports risk-informed decisions Develops tools or formulas to assist management with calculating, prioritizing, and monitoring risks
<p>Level 2 – Basic Focus is on expanding basic knowledge or skill through supervised job experience.</p>	<ul style="list-style-type: none"> Develops an appropriate level of tolerance for risk Tracks efforts to mitigate and reports on status of risks Develops language for appropriate communication of risk Gains supervised experience as risk owner for projects of low impact
<p>Level 1 – Aware Focus is on gaining awareness of or exposure to the competency and its applications.</p>	<ul style="list-style-type: none"> Recognizes risk as an inherent aspect of decisions and develops skills to account for it appropriately Participates in training modules regarding risk management, when available Assists in collection of information to be used in risk analyses Adopts healthy attitude of growth from mistakes Identifies emerging risk issues and shares these issues with supervisor so that appropriate action can be taken Follows official CCSF and SFPUC policies in place to avoid preventable risks

Decision Making and Problem Solving

Takes ownership of problems and makes timely, responsible, transparent, and clear decisions; involves others in addressing problems and seeking solutions; gathers relevant information and conducts appropriate analyses; understands the impact of decisions

Proficiency Level

Example Behaviors

Level 5 – Expert

Focus is on strategically leveraging expertise for long-term success of organization.

- Makes policy decisions using discretion within broad guidelines to resolve organizational challenges
- Identifies organizational process inefficiencies and implements change to ensure these processes are handled efficiently
- Assesses business leaders' challenges and develops vision for critical solutions to organizational problems

Level 4 – Advanced

Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Establishes guidelines and procedures that facilitate on-going communication and clarify complex issues
- Synthesizes information from internal and external sources to develop an action plan addressing issues
- Addresses systemic barriers inhibiting the achievement of results.
- Designs creative business solutions utilizing functional expertise/perspective and advocates for solution implementation
- Designs long-term business solutions in partnership with other impacted decision-makers
- Communicates with team to ensure all members clearly understand the problem to be solved
- Creates a framework for decision making based on business goals of the workgroup

Level 3 – Proficient

Focus is on independent application and enhancement of knowledge or skill.

- Reconciles conflicting and/or incomplete information to develop solutions
- Independently makes decisions which require interpretation of policies, procedures, and guidelines
- Utilizes analytical and creative problem-solving skills when making decisions which deviate from standard practices
- Seeks ways to proactively improve organizational processes and outcomes and recommends policy changes to support business needs
- Takes ownership of issues within scope of responsibility and avoids escalating issues as a solution for circumventing decisions or evading risk
- Anticipates the impact of decisions and providing solutions, taking into consideration its effects on other processes and overall workgroup function

Level 2 – Basic

Focus is on expanding basic knowledge or skill through supervised job experience.

- Collects relevant information to evaluate the pros and cons of possible decisions, and makes recommendations supported by fact finding
- Independently and efficiently makes routine decisions based on knowledge, understanding, and application of established procedures and rules
- Seeks guidance and approval when making decisions which deviate from standard practice



Level 1 – Aware

Focus is on gaining awareness of or exposure to the competency and its applications.

- Makes routine decisions under direction and in compliance with established procedures
 - Holds self accountable for understanding problem to be addressed and seeks clarification when needed
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Planning for Success

Strategic Planning

Adaptability

Business Acumen

Change Management



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Planning for Success
Leadership Competency Model

Strategic Planning

Formulates objectives and priorities, implements plans, and allocates resources to achieve the long-term goals of the organization

Proficiency Level

Example Behaviors

Level 5 – Expert

Focus is on strategically leveraging expertise for long-term success of organization.

- Leads and directs strategic planning efforts to address and outline the future direction of an organization
- Clearly articulates the organization's direction, priorities, and plans
- Anticipates technological and cultural changes and promotes change through formulation and implementation of objectives and priorities
- Designs approaches and procedures to develop a strategic plan supporting key high-level priorities and objectives
- Adjusts or negotiates plans and goals of the organization in consideration of other City agencies, when required

Level 4 – Advanced

Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Translates the organizational vision into projects and initiatives with clear action plans, delivery schedules, and goals for measuring success
- Aligns departmental strategy, goals, and objectives to organization's overall strategy, sustainability plan and long-term business objectives
- Determines acceptable levels of service and creates plans to ensure levels of service are met
- Establishes strategic performance measures to allow the organization to continually assess and adjust program direction
- Adjusts or negotiates plans and goals of department in consideration of other SFPUC departments, when required

Level 3 – Proficient

Focus is on independent application and enhancement of knowledge or skill.

- Champions implementation of strategic initiatives
- Ensures team objectives are consistent with strategic plan
- Considers operational needs and trends in the development of strategic plans and procedures
- Develops and presents progress reports and presentations conveying the status of deliverables and other project targets

Level 2 – Basic

Focus is on expanding basic knowledge or skill through supervised job experience.

- Supports strategic objectives by monitoring metrics to assess attainment of work unit goals
- Demonstrates knowledge and understanding of strategic planning concepts and terminology when interacting with stakeholders
- Understands the relationship between key performance indicators, work responsibilities, and achievement of goals in the strategic sustainability plan

Level 1 – Aware

Focus is on gaining awareness of or exposure to the competency and its applications.

- Considers the organization's strategic plan in work activities
- Develops understanding of department role in the overall strategic plans, mission and goals



Adaptability

Adjusts, perseveres, and succeeds in meeting objectives despite rapidly shifting environment, demands, and resources; reacts appropriately to changing conditions or priorities; alters approaches to most effectively address different situations and people; responds positively to tasks and situations outside of comfort zone

Proficiency Level

Example Behaviors

Level 5 – Expert

Focus is on strategically leveraging expertise for long-term success of organization.

- Shifts SFPUC goals and initiatives to align with changing external factors
- Responds to unanticipated changes with broad and significant organizational impacts, including budgetary constraints and revenue shortfalls
- Directs the development of SFPUC strategies and policies that incorporate sufficient flexibility to adapt to changing economic and political contexts and situations

Level 4 – Advanced

Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Updates initiatives to align with changes in organizational goals
- Anticipates changes on the horizon and makes early preparations to adapt if needed
- Adjusts planning and forecasting in response to unforeseen environmental, technological, financial, legal, and regulatory changes
- Adjusts leadership style based on the situation or employees involved

Level 3 – Proficient

Focus is on independent application and enhancement of knowledge or skill.

- Prioritizes, considers alternatives, and responds quickly and effectively to unexpected and rapidly changing conditions
- Realigns resources to meet changing demands and plans
- Models flexibility in responding to changes and a willingness to perform outside of own comfort zone
- Commends colleagues who adapt well to change and assists those who are uncomfortable or resistant to change

Level 2 – Basic

Focus is on expanding basic knowledge or skill through supervised job experience.

- Adjusts methods and strategies based on input from stakeholders, systems, and metrics
- Demonstrates versatility by easily shifting between differing aspects or requirements of one's role
- Actively solicits feedback from others to dynamically guide professional development and adapt behaviors to improve performance
- Adjusts work activities appropriately based on changing priorities or assignments

Level 1 – Aware

Focus is on gaining awareness of or exposure to the competency and its applications.

- Welcomes feedback from other staff and supervisor related to professional development and performance and recognizes its value
- Develops open-minded attitude toward changing circumstances and unexpected demands
- Develops adaptability by performing tasks outside of the comfort zone, as assigned

Business Acumen

Understands and leverages business concepts, terms, and tools to achieve desired outcomes; makes informed decisions and develops sound budgets and plans surrounding the financial and operational functions of the organization; develops compelling business cases to support organizational plans and objectives

Proficiency Level	Example Behaviors
<p>Level 5 – Expert Focus is on strategically leveraging expertise for long-term success of organization.</p>	<ul style="list-style-type: none"> Communicates SFPUC initiatives, needs, and solutions to audiences beyond the organization in language appropriate for securing support for goals and needs Directs and approves organizational budgets for major projects and programs Designs and implements agency-wide financial and asset management systems and policies to meet organizational objectives
<p>Level 4 – Advanced Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.</p>	<ul style="list-style-type: none"> Understands how the organization is impacted by industry factors, business landscape, and legal/regulatory environment Considers financial implications of decisions and suggests fiscally-responsible methods for meeting needs of staff and the organization Interprets data-based reports to make operational and financial decisions Oversees auditing of major asset acquisitions having agency-wide impact, presents findings, and recommends corrective actions Ensures financial commitments and deadlines are met by facilitating processes and becoming involved as needed
<p>Level 3 – Proficient Focus is on independent application and enhancement of knowledge or skill.</p>	<ul style="list-style-type: none"> Implements sound business solutions within designated area of responsibility that are aligned with business plans and priorities Translates operational statistics and technical jargon to a language that can be understood by a broader audience Develops and recommends solutions based on analytics and best practices Conducts cost-benefit or return-on-investment analyses to develop compelling business cases Evaluates cost savings potential with the implementation of new technologies to streamline existing work processes Conducts research to determine resource needs and guides the processes for acquiring them
<p>Level 2 – Basic Focus is on expanding basic knowledge or skill through supervised job experience.</p>	<ul style="list-style-type: none"> Gathers and organizes data and conducts simple analyses to support business solutions Reviews case studies and/or current research to identify applications for improving business processes Supports the justification of budget allocations and requests by gathering data and building a case
<p>Level 1 – Aware Focus is on gaining awareness of or exposure to the competency and its applications.</p>	<ul style="list-style-type: none"> Observes organizational culture and functions of SFPUC and CCSF Understands how individual, work group, and bureau/enterprise contribute to the functions of the organization

Change Management

Ensures that planned changes are thoroughly, smoothly, and effectively communicated and implemented such that the lasting benefits of change are achieved; Leverages people-oriented strategies to drive the adoption and usage of new solutions to fully realize organizational benefits and project objectives; Applies a structured framework or approach to change management planning and activities

Proficiency Level

Example Behaviors

Level 5 – Expert

Focus is on strategically leveraging expertise for long-term success of organization.

- Identifies where change initiatives are necessary to better align enterprise organizations to their strategic plans
- Identifies stakeholders to be accountable for aspects of changes in high impact operations and initiatives
- Monitors pace of change adoption to establish consistency across the organization
- Builds necessary organizational support to allow effective change

Level 4 – Advanced

Focus is on using mastered knowledge or skill across multiple contexts or in assisting peers.

- Creates buy-in for organizational and structural changes by ensuring the impacts on employees are understood and clearly communicated in advance of change
- Creates a low barrier to entry for change by ensuring systems and processes to reinforce and streamline changes are in place
- Keeps pace with other managers in rolling out changes within the department
- Ensures that change effectiveness is carefully measured, monitored, and evaluated throughout the life cycle of the change

Level 3 – Proficient

Focus is on independent application and enhancement of knowledge or skill.

- Identifies and communicates ways in which change will affect the working situation of stakeholders
- Supports critical large-scale organizational changes, including process improvement initiatives
- Identifies and develops technical changes to improve efficiency of processes
- Monitors key metrics and recognizes when change is necessary

Level 2 – Basic

Focus is on expanding basic knowledge or skill through supervised job experience.

- Assists staff with understanding how change initiatives will affect their daily work activities
- Communicates information and support for upcoming changes to staff in a manner aligned with the overall change management communication plan
- Uses examples of previous successful change efforts to address staff concerns and build support for upcoming changes
- Learns about change management theories and frameworks in order to effectively participate in change management initiatives
- Identifies potential challenges or threats to implementation efforts and shares with team or with change managers



Level 1 – Aware Focus is on gaining awareness of or exposure to the competency and its applications.

- Remains open to change in order to support new initiatives
- Assists with activities related to the implementation of new initiatives, as directed
- Keeps up-to-date with SFPUC information and news to stay abreast of possible changes
- Seeks to understand why change initiatives are happening and prepares for the impact on one's own work activities
- Holds self accountable for adopting new tools, processes, or procedures without reverting to old behaviors, even in the absence of enforcement
- Proactively provides feedback or discusses concerns about new changes with supervisor to find appropriate solutions that support the change effort

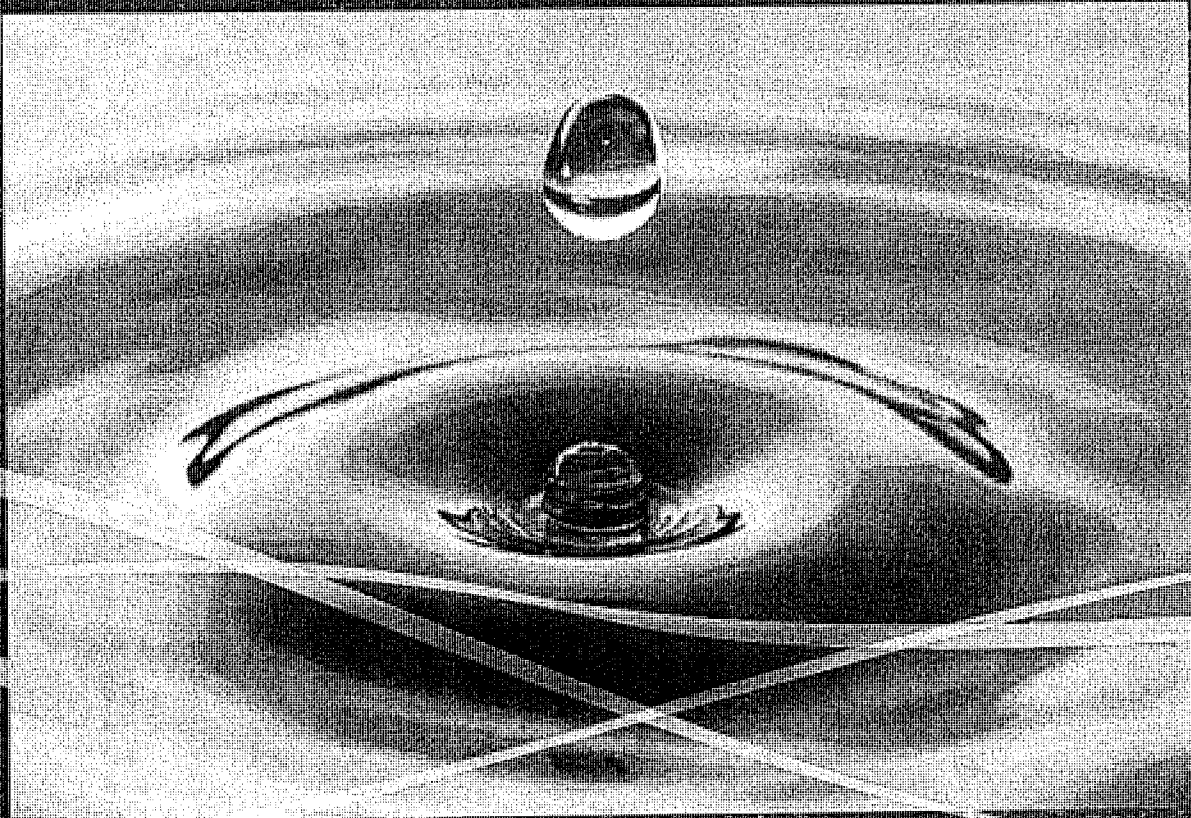


San Francisco
Water Power Sewer
Members of the San Francisco Public Utilities Commission

2020

SAN FRANCISCO PUBLIC UTILITIES COMMISSION

STRATEGIC PLAN



Mayor Edwin M. Lee

Commissioners

Francesca Victor, President
Anson Moran, Vice President
Ann Moller Caen
Vince Courtney
Ike Kwon

Executive Team

Harian L. Kelly, Jr., General Manager
Michael Carlin, Deputy General Manager and Chief Operating Officer
Juliet Ellis, Assistant General Manager, External Affairs
Barbara Hale, Assistant General Manager, Power Enterprise
Kathy How, Assistant General Manager, Infrastructure
Tommy Moala, Assistant General Manager, Wastewater Enterprise
Steven Ritchie, Assistant General Manager, Water Enterprise
Eric Sandler, Chief Financial Officer / Assistant General Manager, Business Services

August 2016



Foreword from General Manager



I'm thrilled to share our 2020 SFPUC Strategic Plan. It has been a pleasure to work with our Executive Team and Strategic Planning Steering Committee to reaffirm and focus our overall strategic direction.

While this high-level plan does not capture all of our work, it identifies key priorities to get us where we want to be in 2020. This plan serves as a roadmap for the SFPUC, to ensure that we meet the challenges ahead and continue to deliver reliable water, power and sewer services.

This is an exciting time for the SFPUC. We are nearing completion of our Water System Improvement Program, providing crucial seismic reliability and redundancy for the Hetch Hetchy Regional Water System. We recently launched CleanPowerSF and will be expanding the program rapidly over the next few years. This will be pivotal for our City's clean energy future. In addition, our Sewer System Improvement Program is moving forward with essential upgrades at our Southeast Treatment Plant. We are making system-wide investments in both grey and green infrastructure that will ensure our operations remain reliable.

We also face many challenges. We have just come out of the driest four-year period in recorded history. Water consumption has dropped significantly in the last few years, due in part to our successful public campaigns to encourage conservation. We are proud that conservation has become a way of life for our customers. However, decreases in demand have serious

implications for our revenues. The drought has also affected our power generation, which is tied to our hydrologic conditions. While water demand is projected to increase slightly with population growth, we must work more efficiently to address our infrastructure and operating needs with less revenue.

Like many public utilities around the country, we are anticipating a large number of employee retirements in the next five years. We need to ensure that new and existing employees are adequately trained and supported and that knowledge transfer systems are in place to ensure continuity in our services.

Despite the challenges, we see great opportunities ahead. We are unique in that our systems are interconnected. The 2020 SFPUC Strategic Plan will help us to embody a "one water" concept – one water, one system, one organization.

We look forward to building on our strong reputation for providing high-quality, reliable service, continuing our commitment to authentic and transparent stakeholder engagement and investing in our current and future employees. This plan is a living document that will be reviewed and revised as we move into implementation in coordination with our employees, our stakeholders and our Executive Team. We have a lot of work ahead, but we have a strong course of action, with clear goals and objectives, that will guide SFPUC's work for years to come.

A handwritten signature in black ink that reads "Harlan L. Kelly, Jr." The signature is written in a cursive, flowing style.

Harlan L. Kelly, Jr.
General Manager
San Francisco Public Utilities Commission

Our Mission, Vision, and Values

The SFPUC Strategic Planning Steering Committee revisited and reaffirmed SFPUC's mission, vision, and values.

Our Mission

To provide our customers with high quality, efficient, and reliable water, power, and wastewater services in a manner that values environmental and community interests and sustains the resources entrusted to our care.

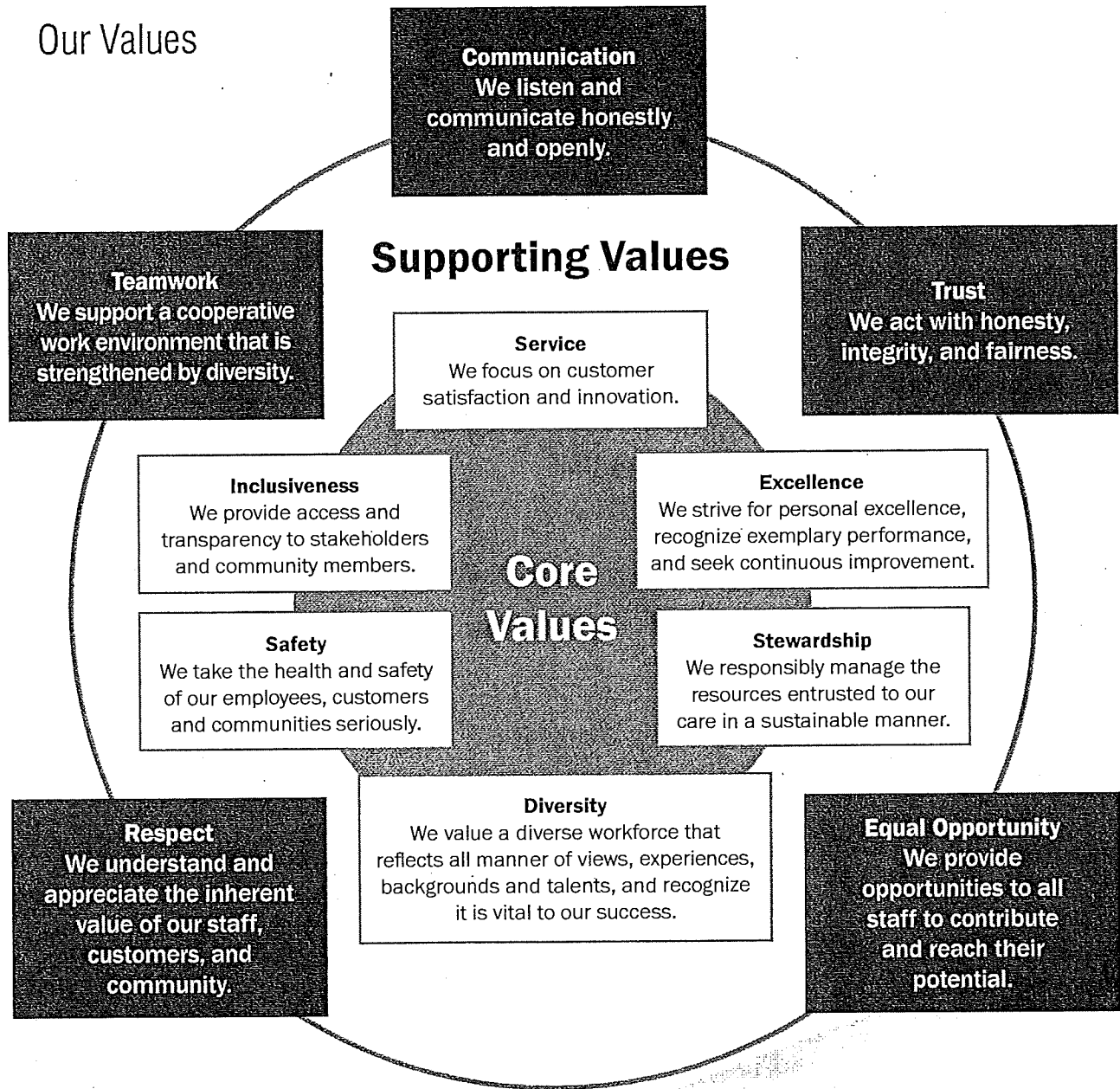
Our Vision

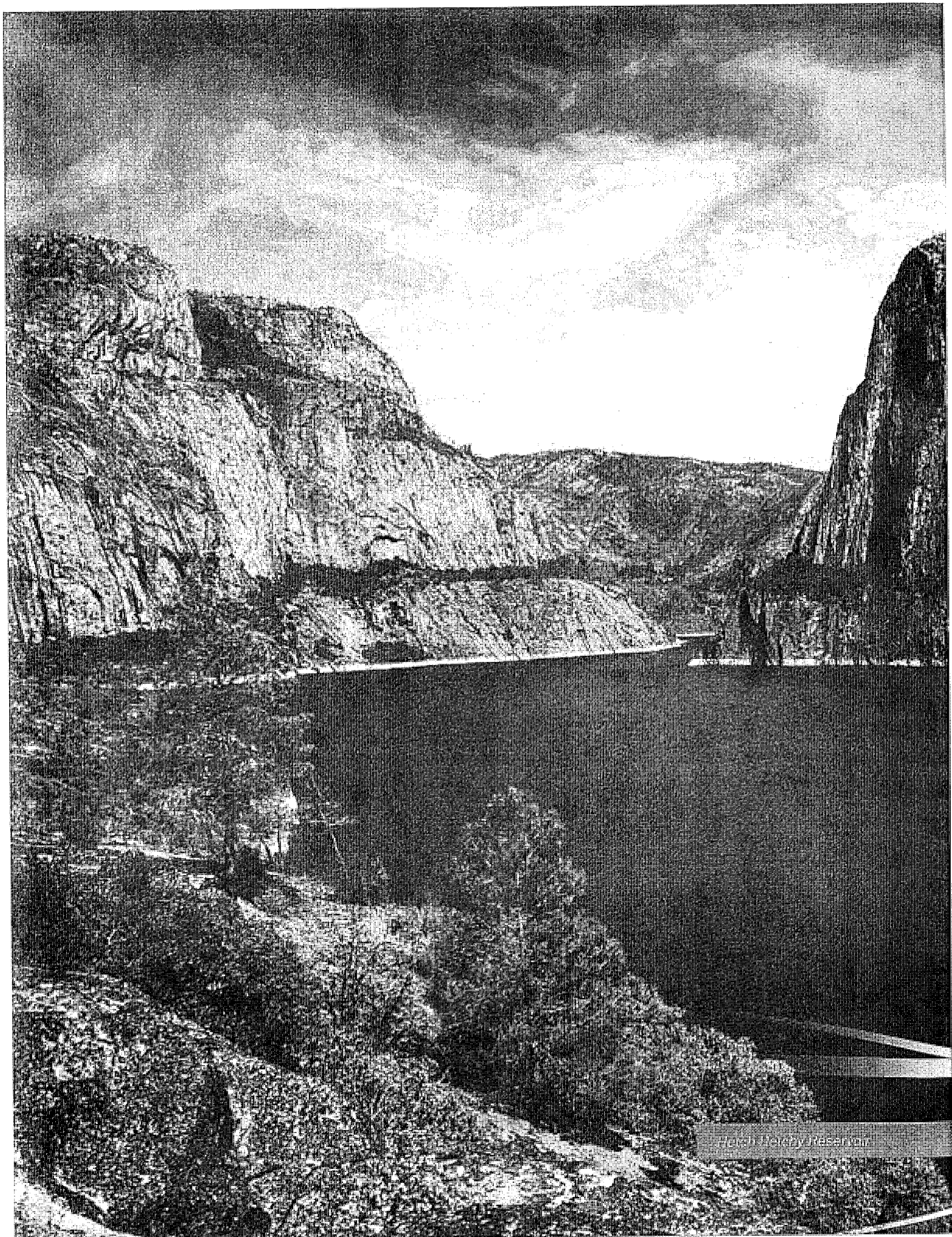
We are an innovative utility leader, recognized for excellent results in service, safety, stewardship, and inclusiveness.

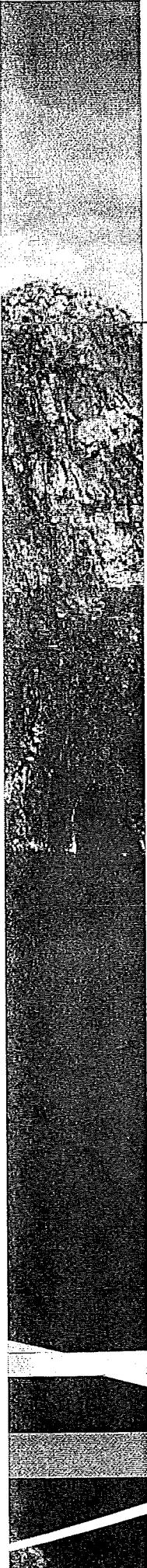
“Our agency is built on a foundation of shared values. These values are the cornerstone of what drives us every day.”

– Tommy T. Moala, Assistant General Manager, Wastewater

Our Values







Goals and Objectives

In order to achieve our vision and operationalize our mission, the SFPUC Strategic Planning Steering Committee identified six goals within the following areas:

Reliable Service and Assets

Organizational Excellence

Effective Workforce

Financial Sustainability

Stakeholder and Community Interest

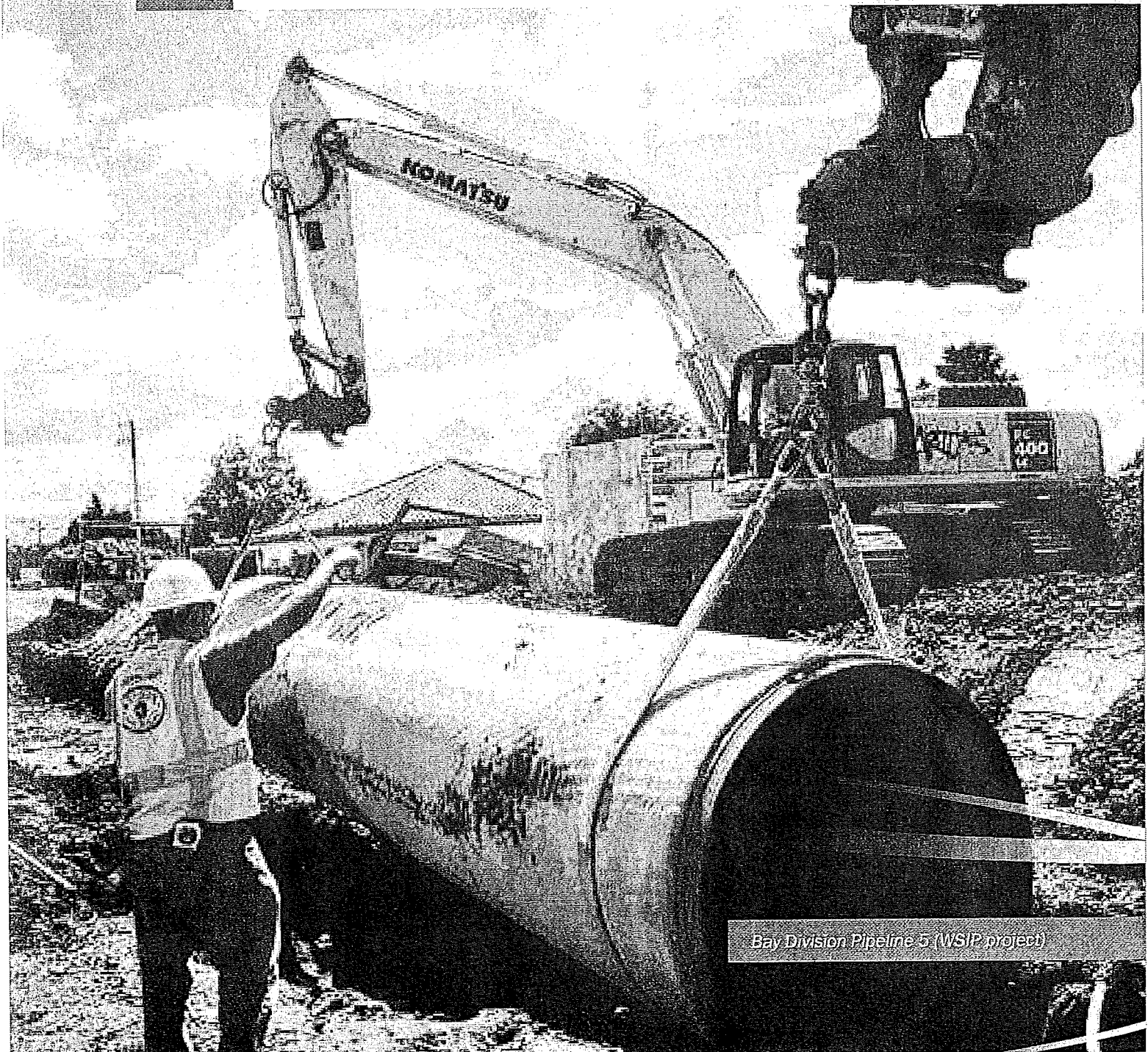
Environmental Stewardship

Each goal is led by Goal Champions from our Executive Team. While these goals and objectives do not encompass all of the SFPUC's work, they represent our organizational priorities for the next 3-5 years. The objectives listed under each goal are strategies designed to support the achievement of the overall goal.

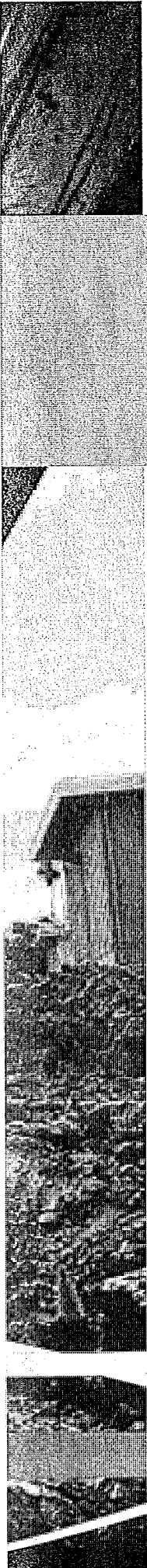
“By focusing our efforts across the agency on our six shared goals and integrating them into our day-to-day operations, we will achieve our vision and be recognized as an innovative utility.”

– Michael Carlin, Deputy General Manager and Chief Operating Officer

1. Reliable Service and Assets



Bay Division Pipeline 5 (WSIP project)



GOAL: We provide reliable service and value to our customers by optimizing the operations, maintenance, replacement, and improvement of all assets in the most cost-effective manner.

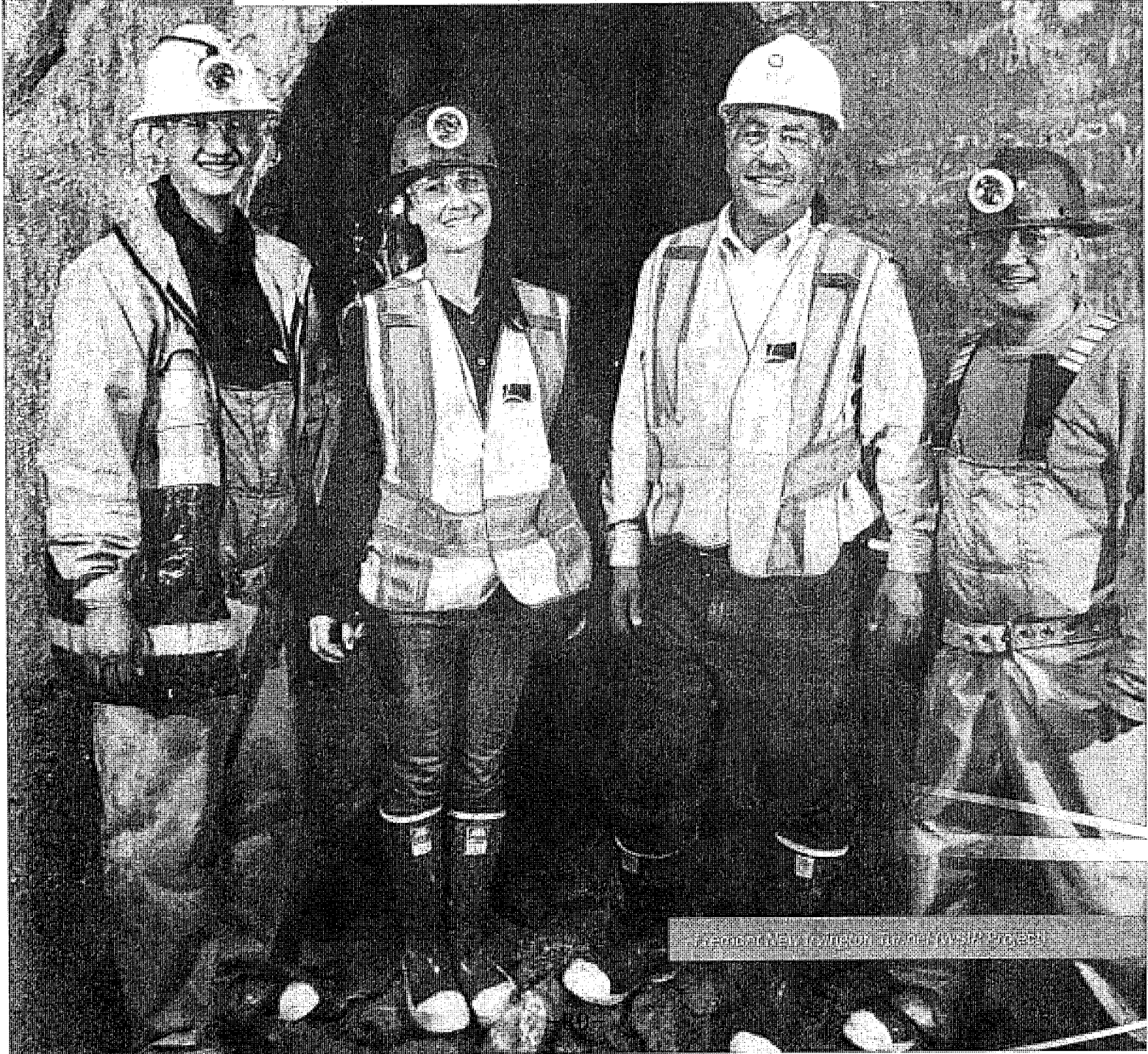
OBJECTIVES

1. Establish quantifiable operational and capital Level of Service (L.O.S) goals by enterprise.
2. Formalize our asset management approach across SFPUC.
3. Establish a uniform investment prioritization process linked to asset management priorities across SFPUC.
4. Ensure SFPUC can mitigate, respond to, and recover from threats and disasters.

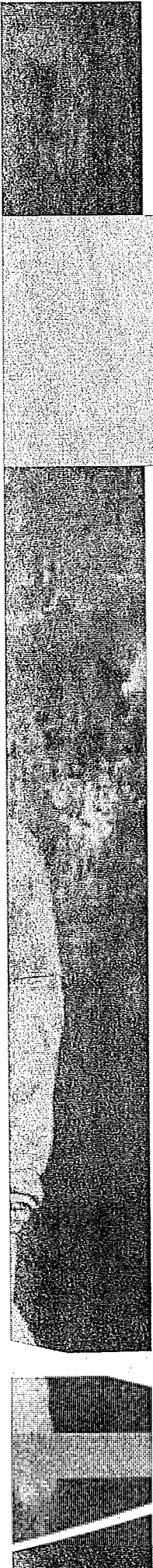
“We are committed to delivering reliable, 24/7 services to our customers. It’s critical that we invest in our infrastructure to ensure we can deliver on that commitment.”

– Kathy How, Assistant General Manager of Infrastructure

2. Organizational Excellence



Members of the tunneling team at the Nanyang Tunnel project.



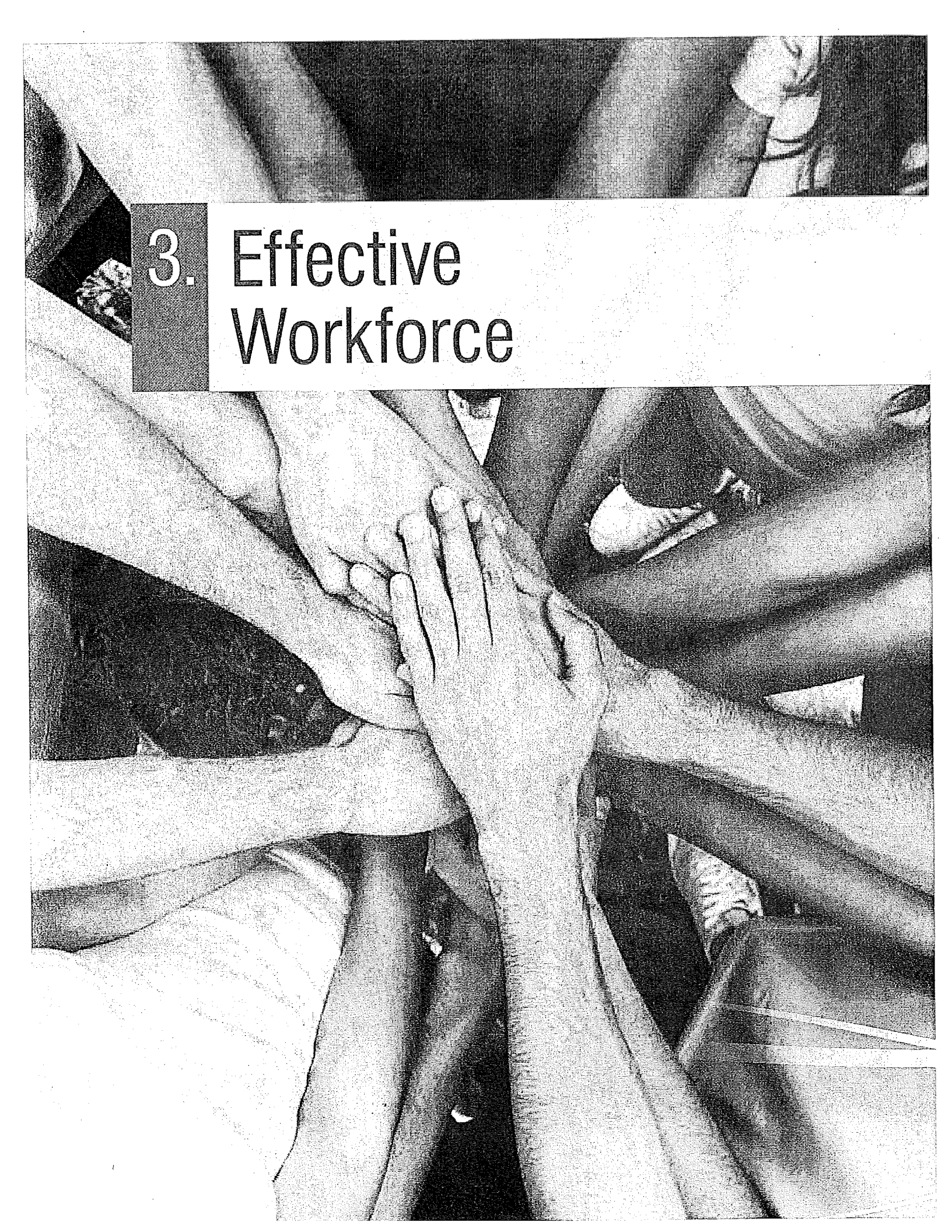
GOAL: We are a high-performing organization focused on efficiency, effectiveness, and accountability across the organization.

OBJECTIVES

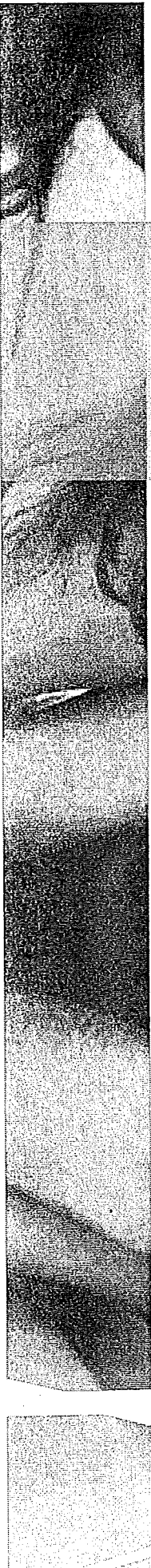
1. Foster continuous improvement across the agency.
2. Develop a consistent efficiency management framework across SFPUC.
3. Enhance the effectiveness and efficiency of standardized policies, procedures, and work processes across SFPUC.
4. Improve our operational efficiency through technology.
5. Improve the SFPUC's safety management system and culture.
6. Provide responsive and efficient service to internal and external stakeholders.

“Organizational excellence is essential to providing outstanding customer service.”

– Steve Ritchie, Assistant General Manager, Water



3. Effective Workforce



GOAL: We attract, retain, and develop an effective workforce, reflective and supportive of our communities, that consistently delivers high quality services to stakeholders

OBJECTIVES

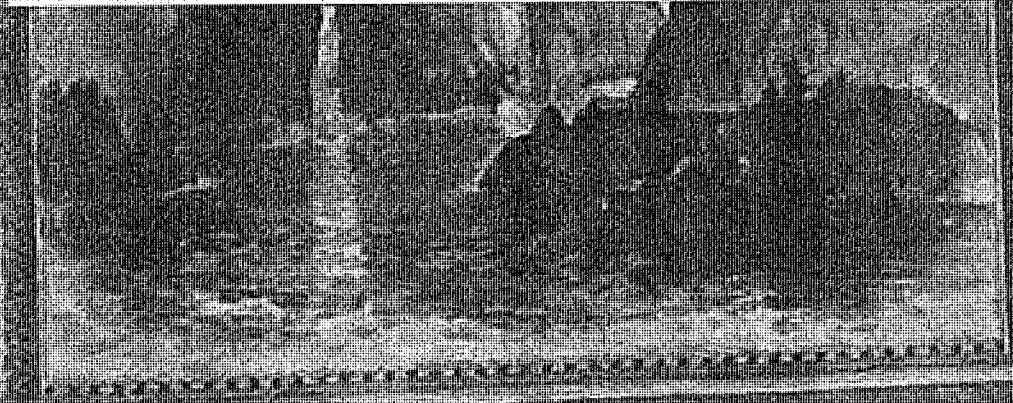
1. Develop, coordinate, and communicate a comprehensive, competency-based approach to workforce planning and management across the agency.
2. Ensure job description/classification clarity and alignment across the agency.
3. Position the SFPUC as an employer of choice by making career paths and opportunities visible to our employees, our applicants, and community.
4. Select and develop talent to support our vision for a high performance organization.
5. Develop a common performance management and recognition framework for assessing performance in our organization.
6. Establish data governance and knowledge management processes and technology solutions that are aligned with official policies and best practices to ensure effective workforce planning and utilization.

“Our workers are the backbone of our agency and we want to ensure that they are engaged, prepared and ready for the future.”

– Cindy Charan, Director of Human Resource Services

UNITED STATES OF AMERICA
STATE OF CALIFORNIA

4. Financial Sustainability




**CITY AND COUNTY OF
SAN FRANCISCO**

NUMBER
40112

WATER BOND

40

For value received, the City and County of San Francisco, a municipal corporation created and existing under the laws of the State of California, hereby acknowledges itself indebted and agrees to pay to the bearer on the first day of July, ~~1980~~ one thousand dollars with interest at the rate of 12 percentum per annum, payable semi-annually, beginning July 1st in pursuance of the coupons here attached to this certificate, and the City and County of San Francisco, California, hereby certifies that this bond is valid under the laws of the State of California, and that the City and County of San Francisco is a duly organized and existing municipal corporation under the laws of the State of California.



GOAL: We assure financial integrity and sustainability meeting today's operating and capital investment needs while managing risk and long-term affordability for the future.

OBJECTIVES

1. Develop a long-range financial plan to identify current and future funding needs.
2. Ensure rates are fair, equitable, affordable, and meet policy goals.
3. Formalize enterprise risk management across SFPUC.
4. Ensure integrity, accountability, and transparency in financial management.


“We work to continuously cultivate ratepayer trust through impeccable stewardship of the financial resources entrusted to our care.”

– Eric Sandler, Chief Financial Officer

5. Stakeholder and Community Interest



5. Stakeholder and Community Interest: A group of people, including children and adults, are gathered around several large, cylindrical metal mesh structures in an outdoor setting, possibly a garden or school project. The structures appear to be plant supports or compost bins. The people are looking at the structures with interest, and some are touching them. The background shows a fence and trees.



GOAL: We foster trust and engagement with our customers, employees, and the communities we serve through open and timely communication and education.

OBJECTIVES

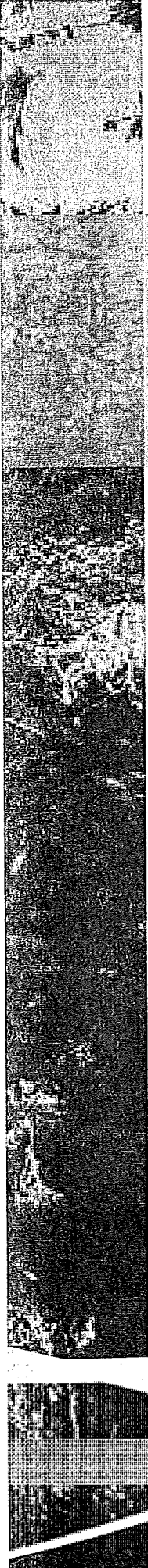
1. Improve awareness and understanding by stakeholders of mission, vision, and values to support agency services, programs, and priorities.
2. Enhance customer and user satisfaction.
3. Build and leverage long-term community partnerships, inclusive of multiple interests.
4. Build national/ industry relationships to strengthen and share local and regional innovations.
5. Improve internal communications by encouraging collaboration and strengthening our common identity.

“Our community engagement is not just about sharing information; it’s about building long-term, two-way relationships with our customers, users and neighbors.”

– Juliet Ellis, Assistant General Manager, External Affairs



6. Environmental Stewardship



GOAL: We sustainably manage the resources entrusted to our care to ensure environmental and community health.

OBJECTIVES

1. Sustainably manage our natural resources and physical systems to protect the people, water, land, and ecosystems that we affect.
2. Develop, coordinate, and communicate a comprehensive and consistent approach to mitigate and adapt to climate change.
3. Be resource efficient in all business operations.
4. Investigate the feasibility of implementing an environmental management system.

“We take great pride in serving as today’s caretakers of our utility systems, ensuring that generations to come can benefit from the services we provide and enjoy our natural areas.”

– Barb Hale, Assistant General Manager, Power

Special Thanks To The Strategic Planning Steering Committee

Harlan L. Kelly, Jr.

Michael Carlin

Steve Ritchie

Barbara Hale

Tommy Moala

Juliet Ellis

Kathy How

Eric Sandler

Cindy Charan

Sunderjeet Bajwa

David Briggs

Kay Fernandez Smith

Ivy Fine

Margaret Harmsford

Lewis Harrison

Brian Henderson

Nancy Horn

Pam Husinec

Carlos Jacobo

Tyrone Jue

Karen Kubick

Frances Lee

Ellen Levin

Linda Marini

Lori Mitchell

Tom Regier

Bosanna Russell

Charles Per

Dan Wade



San Francisco
Water Power Sewer

Source: City of San Francisco Public Utilities Commission

For more information, contact:
Juliet Ellis, jellis@sfwater.org, (415) 554-3155

San Francisco Public Utilities Commission
525 Golden Gate Avenue, San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: As-Needed Underground Utilities Location Services

Funding Source: Capital and Operating Funds

PSC Duration: 5 years

PSC Amount: \$300,000

1. Description of Work

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

Contractor will provide underground utility location services in support of projects that involve excavation in the airfield and surrounding areas at San Francisco International Airport (Airport), including but not limited to the location and marking of utility lines such as gas, high pressure water, sewer, industrial waste, high voltage electrical, telecommunications, storm drain, and fuel lines.

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

Currently there exists no exact mapping of underground utilities at the Airport, with only general location information that is not specific enough for excavation purposes. If a utility is not properly located, the possibility of striking a gas line, high voltage electrical line, or other utility line could occur, potentially risking Airport property, personnel, or equipment. Denial of services would impact Airport's ability to safely support projects that involve excavation in the airfield or surrounding areas.

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

This is a new request

D. Will the contract(s) be renewed?

It is 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.

The request is to align with the term of the resulting contracts from a Request for Qualifications.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The City lacks the necessary equipment and expertise to conduct these investigations. The requested services are not required on a regular basis, but only intermittently for capital projects that involve underground excavations in the airfield and surrounding areas of the Airport.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise with the operation of the specialized equipment for the location of underground utility lines and the ability to interpret the results of the investigation.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7250, Utility Plumber Supervisor 1; 7334, Stationary Engineer; 7345, Electrician; 7347, Plumber; 7388, Utility Plumber; 9240, Airport Electrician;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide specialized geotechnical utility location equipment that the City does not possess, such as ground penetrating radar with global positioning system, and non-metallic pipe location devices.

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

None, the City lacks staff to conduct this highly specialized work.

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 existing civil service classes that perform this highly specialized work. Existing staff do not have the required expertise and technical skills to perform the required services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the work is intermittent and the amount of services that may be required do not make it practical to adopt a new civil service class.

6. Additional Information

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

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

7. **Union Notification:** On 08/20/2018, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; Plumbers, Local 38; Stationary Engineers, Local 39

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

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

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 37057 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/05/2018

Receipt of Union Notification(s)

Sung Kim (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, August 20, 2018 4:27 PM
To: Cynthia Avakian (AIR); MRainsford@Local39.org; grojo@Local39.org;
oashworth@ibew6.org; khughes@ibew6.org; Sung Kim (AIR); DHR-PSCCoordinator,
DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 37057 - 18/19

RECEIPT for Union Notification for PSC 37057 - 18/19 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 37057 - 18/19 for \$300,000 for Initial Request services for the period 01/01/2019 – 12/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11748> 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

Sung Kim (AIR)

From: John Chiarenza <jchiarenza@ualocal38.org>
Sent: Tuesday, October 02, 2018 10:50 AM
To: Sung Kim (AIR)
Cc: Larry Mazzola Jr.
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 37057 - 18/19

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

Hello Sung,

* Local 38 is willing to waive the 30 day waiting period for this PSC only . Local 38 will require proper notification on all future PCS as required by the MOU .

Thank you,

John Chiarenza
Business Agent
Sent from my iPhone

On Sep 24, 2018, at 4:20 PM, Sung Kim (AIR) <Sung.Kim@flysfo.com> wrote:

Hi John – sorry for being a pest but DHR has given Airport until COB today to get L38 waiver if we want to get this before the Civil Service Commission on October 15.

Given the rush, I'm hoping you can get a response to us today, but if you need additional time to review, please let me know.

Many thanks,

<image001.png>

Sung Kim
(650) 821-2026
Sung.Kim@flysfo.com

From: Sung Kim (AIR)
Sent: Friday, September 21, 2018 12:47 PM
To: 'jchiarenza@ualocal38.org' <jchiarenza@ualocal38.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 37057 - 18/19

John – here is the .pdf of the PSC, thanks again for reviewing.

<image001.png>

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION -- ART

Dept. Code: ART

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

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

Type of Service: World Cities Culture Summit

Funding Source: Public & Private

PSC Amount: \$370,750

PSC Est. Start Date: 10/12/2018

PSC Est. End Date: 12/31/2018

1. Description of Work

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

The World Cities Culture Forum's member organizations, SF Travel and the San Francisco Arts Commission, are responsible for hosting the annual international summit November 13-16, 2018. The two organizations are expected to partner to execute the terms of the agreement for cohosting, which includes working together to produce the program; create and manage cultural tours and events; create and manage the budget and fundraising; negotiate and manage all sub-contracts; and provide staffing and volunteers.

The summit is a four day event that is held in a different member city every year. SF Travel and the San Francisco Arts Commission are the exclusive organizations representing San Francisco at the World Cities Culture Forum.

All of the funds raised for the summit will be expended on the direct costs incurred (transportation, venue rental, artist performers, etc). The summit is primarily privately funded.

NEITHER THE ARTS COMMISSION NOR SF TRAVEL WILL RECEIVE ANY FUNDING FOR ADMINISTRATIVE OR OTHER INDIRECT COSTS INCURRED.

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

The Arts Commission committed in 2017 to partner with SF Travel to host the annual World Cities Culture Summit November 13-16, 2018. The two organizations have been working closely together in good faith for many months to plan the summit. Travel arrangements have been made for Deputy Mayors of Culture and Heads of Culture from around the world. The program has been planned, venues and equipment have been rented, artists hired, etc. The consequences of denial would be that the Arts Commission would be unable to legally fulfill their contractual obligations to their partner, SF Travel. The Arts Commission would owe SF Travel \$350,750 but would not be able to receive approval from the Office of Contract Administration and would therefore be unable to expend the funds as agreed. Dozens of vendors would be left unpaid. Potentially, the entire summit would be cancelled, which would be an international embarrassment for the Department and for the City and County of San Francisco.

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 year is the first year that San Francisco will host the World Cities Culture Summit.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The Arts Commission is working in partnership to host the World Cities Culture Summit with SF Travel, November 13-16, 2018.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Arts Commission is required to partner with SF Travel to host the Summit because SF Travel is the only other San Francisco member of the World Cities Culture Forum. SF Travel's mission is "To enhance the local economy by marketing San Francisco and the Bay Area as the premier destination for conventions, meetings, events and leisure travel. Acting as a specialized economic development agency, San Francisco Travel works to promote the destination worldwide while ensuring that tourism, the top generator of outside revenue into the city's economy, is kept in the forefront as citywide decisions and policies are made." SF Travel is the only organization of its kind in San Francisco.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

This is a public/private partnership between the Arts Commission and SF Travel. An interdepartmental work order is not relevant.

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

- A. Explain why civil service classes are not applicable.
The World Cities Culture Forum expects its members to share the responsibilities of hosting the summit, which is what the Arts Commission and SF Travel are doing. The work is being shared between the two organizations, it is a true public/private partnership. The Arts Commission and SF Travel are both investing financial resources as well as staff time to produce the Summit.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, a new civil service class is not necessary because this is a four day summit that is a partnership between two unique organizations.

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 Arts Commission is working with SF Travel in partnership to plan and produce the summit. No training is required.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
Yes. Please see p3 RESOLUTION NO. 0806-18-239
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

- 7. Union Notification:** On 10/16/2018, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association

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

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

Address: 401 Van Ness Avenue, Suite 325 San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47357 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/05/2018

Receipt of Union Notification(s)

Krell, Rebekah (ART)

From: dhr-psccordinator@sfgov.org on behalf of Kevin.r.quan@sfgov.org
Sent: Monday, October 15, 2018 10:25 AM
To: Quan, Kevin (ART); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Krell, Rebekah (ART); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47357 - 18/19

RECEIPT for Union Notification for PSC 47357 - 18/19 more than \$100k

The ARTS COMMISSION -- ART has submitted a request for a Personal Services Contract (PSC) 47357 - 18/19 for \$370,750 for Initial Request services for the period 10/12/2018 – 12/31/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12075> 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

Krell, Rebekah (ART)

From: dhr-psccordinator@sfgov.org on behalf of Kevin.r.quan@sfgov.org
Sent: Tuesday, October 16, 2018 11:42 AM
To: Quan, Kevin (ART); camaguey@sfmea.com (contact); staff@sfmea.com; Krell, Rebekah (ART); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47357 - 18/19

RECEIPT for Union Notification for PSC 47357 -18/19 more than \$100k

The ARTS COMMISSION -- ART has submitted a request for a Personal Services Contract (PSC) 47357 - 18/19 for \$370,750 for Initial Request services for the period 10/12/2018 -- 12/31/2018. Notification of 30 days (60 days for SEIU) is required.

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<http://apps.sfgov.org/dhrDrupal/node/12075> 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

Krell, Rebekah (ART)

From: Amihan Milman <amakayan@ifpte21.org>
Sent: Wednesday, October 17, 2018 2:28 PM
To: Krell, Rebekah (ART)
Cc: Bobila, Marites (HRD); Choi, Suzanne (HRD); Brusaca, Christina; Paul Kim
Subject: RE: Error/Correction - Receipt of Notice for new PCS over \$100K PSC # 47357 - 18/19

Christina,

After additional review and discussion internally and with MEA, Local 21 do not contest this PSC and approves it being scheduled for November 5th.

For the Union,

Amihan M. Milman, Representative/Organizer IFPTE Local 21
1167 Mission St, Rm 201
San Francisco, CA 94103
415.864.2100 Local 21 Main
415.914.7344 Direct Line
415.864.2166 Fax
www.ifpte21.org

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

From: Krell, Rebekah (ART) <rebekah.krell@sfgov.org>
Sent: Wednesday, October 17, 2018 1:57 PM
To: Amihan Milman <amakayan@ifpte21.org>
Cc: Bobila, Marites (HRD) <marites.bobila@sfgov.org>; Choi, Suzanne (HRD) <Suzanne.Choi@sfgov.org>; Brusaca, Christina <christina.brusaca@sfgov.org>; Paul Kim <pkim@ifpte21.org>
Subject: RE: Error/Correction - Receipt of Notice for new PCS over \$100K PSC # 47357 - 18/19
Importance: High

Hello Amihan,

Per Christina's (DHR) note below, the Civil Service Commission requires an email from you stating that Local 21 does not contest the PSC, and approves of the PSC being scheduled for November 5.

Thank you in advance.

Best,

Rebekah

Rebekah Krell
Deputy Director of Cultural Affairs
Chief Financial Officer

San Francisco Arts Commission
401 Van Ness Avenue, Suite 325

San Francisco Arts Commission

October 16, 2018

London Breed
Mayor

Tom DeCaigny
Director of Cultural Affairs

401 Van Ness Avenue, Suite 325
San Francisco, CA 94102

SFAC Galleries
401 Van Ness Avenue, Suite 126
San Francisco, CA 94102

tel 415-252-2100
fax 415-934-1022
sfartscommission.org
facebook.com/sfartscommission
twitter.com/SFAC



City and County of San Francisco

To: Members of the Civil Service Commission

From: Rebekah Krell, Deputy Director of Cultural Affairs

Re: PSC 47357 - 18/19

In reviewing the draft general agreement between the Arts Commission and SF Travel, I realized that SF Travel's scope of work aligns best with the O922 Manager I classification, represented by the Municipal Executives Association.

The work involves overseeing and supervising multiple vendor contracts, logistics, and events associated with the World Cities Culture Summit taking place for the first time in San Francisco, November 13-16.

The work does not involve administrative analysis, as initially and incorrectly selected.

Thank you for your consideration.

Encl

cc: Suzanne Choi, Department of Human Resources

10/16/2018

Union Receipt: 47357 - 18/19

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

Home > Union Receipt: 47357 - 18/19

Union Receipt: 47357 - 18/19

Posted October 16, 2018 - 11:51 by camaguey.corvinelli

30 Day waiver - PLEASE CHECK the box if you agree to waive your 30 day right: Yes, I waive my rights to the 30 day period

Union Contact (verify correct user name): camaguey.corvinelli

Modified PSC Record:

Initial PSC Record: 47357 - 18/19

Date Accessed: October 16, 2018

Additional Attachment(s)

Sole Source Waiver Request

Administrative Code Section 21.5(b) provides that commodities or services available only from a sole source shall be procured in accordance with Purchaser's regulations. Purchaser's regulations provide that, "If a department needs a commodity or service which is unique and which is known to be provided by only one vendor, then only one price quotation is solicited from the single vendor. The requesting department must submit documentation to the Purchaser justifying the transaction as a sole source. From time to time, the Purchaser may conduct a formal bid to determine the continuing validity of the sole source determination." (Procurement Instruction 12.06, Exhibit A, Section IX.D, dated April 28, 1989)

Directions: Use this form to justify a sole source transaction. The department requestor must complete the information below and attach a written memo with appropriate supporting documentation to justify this request. The memo must provide specific and comprehensive information that explains why the requested transaction should be considered a sole source. Departments are encouraged to consult with the Human Rights Commission and the City Attorney prior to submitting this request.

Department: San Francisco Arts Commission Date Submitted: 7/30/2018
 Contact: Rachelle Axel Phone: 415.252.2237
 Vendor Name: San Francisco Travel Association Vendor # 0000011503
 Type of Contract: Commodity _____ Professional Services x Non-Professional Service _____
 Other: _____
 Amount: \$370,750 ADPICS Doc #: _____

Describe the product or service:

The Arts Commission seeks a San Francisco organization that is a partner of our agency's and a dues-paying member of the World Cities Culture Forum, charged with marketing all aspects and disciplines within the arts and culture sector to a global audience of cultural policymakers and elected officials. A contract with San Francisco Travel - whose executive leadership has attended prior World Cities Culture Summits with San Francisco's Director of Cultural Affairs - will enable them to co-host the summit here in San Francisco. Similar to a destination management agency but with the added expertise of marketing local arts and culture through a citywide publication and other platforms, having relationships with hotels to accommodate international delegates for conventions, conferences and summits; being an umbrella organization to help promote citywide cultural events and attractions (e.g., 50th Anniversary of the Summer of Love, Illuminate SF and the Pan Pacific International Exposition's 100th Anniversary); and having a global outreach are all part of the services and expertise we require, in addition to being a dues-paying member of the WCCF.

Has the Contract Monitoring Division granted a sole source waiver on this transaction? no
 If yes, when was the sole source granted? _____ Please attach a copy of the HRC Waiver.

Check the appropriate statement. Attach a memo and documentation to address the questions following each statement.

x Goods or services are available from only one source.

Explain why this is the only product or service that will meet the City's needs. Why is this the only vendor or contractor that can provide the services or products? What steps were taken to verify that the goods or services are not available from another source? Explain what efforts were made to obtain the best possible price. Why do you feel the price to be fair and reasonable? How was this vendor chosen? How long has the vendor been providing goods or services for your department?

The San Francisco Arts Commission in partnership with the San Francisco Travel Association are the only San Francisco dues-paying members to the World Cities Culture Forum and have been for the past four years. This year, San Francisco is hosting the World Cities Culture Summit and this is the first time the 3-day summit, modeled after the World Economic Summit (but with a sole focus on arts and culture policy and legislation for urban renewal) is being hosted in the Americas. San Francisco Travel is co-hosting with the Arts Commission and beyond being the only other local dues-paying member to the WCCF they will be holding the contract with the Greater London Authority that outlines hosting obligations, such as underwriting hotel accommodations, airport transfers, translation services and other event-related costs for the WCCF delegates who are coming to San Francisco for the summit from more than 33 cities across the globe. The summit is an invitation-only event and the 90-100 delegates represent Deputy Mayors from the member cities and Directors of Cultural Affairs - typically the two senior most arts and culture policymakers in metropolitan cities. We must co-host with another member and San Francisco Travel Association is the only agency that qualifies.

X Only one prospective vendor is willing to enter into a contract with the City.

Explain why no other vendors are willing to contract with the City. If there are compliance issues, what have you done to get other possible sources to become compliant? Have you contacted HRC? Have you received a waiver from HRC?

Only one City supplier/vendor is a dues-paying member of the World Cities Culture Forum. Memberships by invitation only by the WCCF based out of the Greater London Authority (i.e., the Mayor's Office of London). San Francisco Travel Association is that single vendor and their CEO/President has joined the Arts Commission's Director of Cultural Affairs at previous summits in Seoul, Moscow and London. Two of the three days of the summit are closed sessions for the delegates; it would be inappropriate to have a non-member in contract to help manage the events related to the summit and not be able to attend.

X Item has design and/or performance features that are essential to the department, and no other source satisfies the City's requirements.

Explain why the design/performance features are essential. Have you contacted other suppliers to evaluate items/services with similar features and capabilities? If no, explain why not. If yes, list the suppliers and explain why their goods or services do not meet the department's needs.

Similar to the response above, the Arts Commission must work with a vendor to help produce the World Cities Culture Summit that is a member of the WCCF. San Francisco Travel Association is the only member vendor in San Francisco. (The only other California member city is Los Angeles.) Since much of the summit hosting obligations revolve around hotel accommodations, transport to and from SFO as well as populating panel sessions with local (and international member) field experts and coordinating related events, San Francisco Travel with its global reach is the single contractor suited to these tasks.

 Licensed or patented good or service.

Provide proof that the license or patent limits the availability of the product or service to only one source.

 Other: _____

INSTRUCTIONS:

The Sole Source request must be approved before the department makes a commitment to the vendor, and before funds are encumbered. If the Sole Source request is denied, the department will be advised to conduct a competitive process to select the vendor/contractor. If the Sole Source request is to extend an existing professional service contract, attach a copy of the original contract and any prior sole source determinations made by HRC or Purchasing. When processing professional service contracts and modifications for signature, attach the approved sole source waiver form to the contract documents.

This form is required for every transaction, contract, or contract modification that the department wishes to be treated as a sole source. For additional information call the Purchaser assigned to your department.

The Department Head must sign this request before it is sent to OCA Purchasing.

This Sole Source request is being submitted by:

Department Head Signature: [Signature] Date: July 31, 2018

Name of Department: San Francisco Arts Commission

OCA Review and Approval:

Sole Source Approved: X

Sole Source Denied: _____

Reason for Determination: Pursuant to the terms of most agreement only
SF Travel + CCSF may represent / sponsor the World Cities Culture
Forum.

OCA Staff: _____

Date: _____

OCA Staff: Alai [Signature] for Jan Fong

Date: _____

OCA Director: _____

Date: 10/15/2018

Received By:
AUG 3 '18 PM 1:09
Purchasing Department

WORLD
CITIES
CULTURE
FORUM

Global Leadership on Culture in Cities

Rachelle Axel
Director of Public & Private Partnerships
San Francisco Arts Commission
401 Van Ness Avenue, Suite 325
San Francisco, CA 94102
USA

21 September 2018

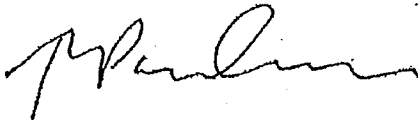
Dear Rachelle,

I am delighted that this year the World Cities Culture Forum's member organisations, SF Travel and the San Francisco Arts Commission, are responsible for hosting our summit in November. In line with our agreement with SF Travel, these two organisations are expected to partner to execute the terms of the agreement for cohosting.

SF Travel and San Francisco Arts Commission are the exclusive organisations representing San Francisco at the World Cities Culture Forum.

Our annual Summit is at the heart of the Forum's activity and is attended by Deputy Mayors for Culture and Heads of Culture from our member cities. In previous years the Summit has been hosted by Seoul (2017), Moscow (2016), London (2015 and 2012), Amsterdam (2014) and Istanbul (2013). I know that our members are very excited to visit San Francisco and learn more about your outstanding cultural programme.

With kind regards,



Paul Owens
Director, World Cities Culture Forum

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 37847 - 14/15)

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

Type of Service: Driving safety curriculum and training development

Funding Source: work orders

PSC Original Approved Amount: \$95,000

PSC Original Approved Duration: 07/01/15 - 06/30/17 (2 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 09/19/17-09/17/18 (1 year 11 weeks)

PSC Mod#2 Amount: \$47,000

PSC Mod#2 Duration: 09/18/18-10/15/19 (1 year 4 weeks)

PSC Cumulative Amount Proposed: \$142,000

PSC Cumulative Duration Proposed: 4 years 15 weeks

1. Description of Work

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

The contractor will develop and provide on-line defensive driver's training program that will be used by all users of City vehicles on a bi-annual basis. Students' training history will be entered into the City's Peoplesoft Enterprise Learning Management system.

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

The City recently adopted a city wide vehicle use policy that mandates all users of city vehicles receive defensive driver's training on a bi-annual basis. Various Departments have requested an on-line curriculum that could work into work schedules and business operations, while complying with the policy. At this time, no comprehensive on-line training program has been developed by city staff.

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.
By contract PSC 37847

D. Will the contract(s) be renewed?

This is a short term pilot project. Depending upon the use of the training by multiple departments during the term of the contract, the program may be expanded. If demand is significant then a larger contract may be warranted. If that is the case, a new formal RFP process would be initiated.

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 will be a short term effort requiring expertise in driver training, defensive driving and delivery of an on line training system.

B. Reason for the request for modification:

To train additional employees.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in safety training and development of online course curriculum with a focus on defensive driver's training
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1053, IS Business Analyst-Senior; 1232, Training Officer; 5177, Safety Officer; 0932, Manager IV;
- 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.
Requires expertise in developing on-line course content and making the content available to city staff on a 24/7 basis, that is then compatible to the City's Peoplesoft system.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This a short term project requiring specialized 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.
- 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.
Training will be provided to more city employees

7. **Union Notification:** On 09/26/18, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 37847 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/05/2018

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Wednesday, September 26, 2018 3:28 PM
To: Lubamersky, Joan (ADM); camaguey@sfmea.com (contact); staff@sfmea.com; Wanless, Annie (HRD); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 37847 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$47,000 for services for the period September 18, 2018 – October 15, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10119>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.org annie.wanless@sfgov.org staff@sfmea.com camaguey@sfmea.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # 37847 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Driving safety curriculum and training developmentFunding Source: work ordersPSC Original Approved Amount: \$95,000PSC Original Approved Duration: 07/01/15 - 06/30/17
(2 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 09/19/17-09/17/18 (1 year 11 weeks)PSC Cumulative Amount Proposed: \$95,000PSC Cumulative Duration Proposed: 3 years 11 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will develop and provide on-line defensive driver's training program that will be used by all users of City vehicles on a bi-annual basis. Students' training history will be entered into the City's Peoplesoft Enterprise Learning Management system.

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

The City recently adopted a city wide vehicle use policy that mandates all users of city vehicles receive defensive driver's training on a bi-annual basis. Various Departments have requested an on-line curriculum that could work into work schedules and business operations, while complying with the policy. At this time, no comprehensive on-line training program has been developed by city staff.

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

Services have been provided in the past through earlier PSC request. See 37847 - 14/15

D. Will the contract(s) be renewed?

This is a short term pilot project. Depending upon the use of the training by multiple departments during the term of the contract, the program may be expanded. If demand is significant then a larger contract may be warranted. If that is the case, a new formal RFP process would be initiated.

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 will be a short term effort requiring expertise in driver training, defensive driving and delivery of an on line training system.

B. Reason for the request for modification:

To add one year to duration. No added funds

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in safety training and development of online course curriculum with a focus on defensive driver's training
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1053, IS Business Analyst-Senior; 1232, Training Officer; 5177, Safety Officer; 0932, Manager IV;
- 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.
Requires expertise in developing on-line course content and making the content available to city staff on a 24/7 basis, that is then compatible to the City's Peoplesoft system.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This a short term project requiring specialized 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.
- 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.
Training will be provided to more city employees

7. **Union Notification:** On 09/19/17, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 37847 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/03/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 4007 12/13)

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

Type of Service: Engineering and Technical Support for Vehicle Rehabilitation and Procurement Projects

Funding Source: Local and Federal Funds

PSC Original Approved Amount: \$5,000,000

PSC Original Approved Duration: 07/01/12 - 12/31/18 (6 years 26 weeks)

PSC Mod#1 Amount: \$1,250,000

PSC Mod#1 Duration: 01/01/19-12/04/20 (1 year 48 weeks)

PSC Mod#2 Amount: \$2,250,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$8,500,000

PSC Cumulative Duration Proposed: 8 years 22 weeks

1. Description of Work

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

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

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

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

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

Yes

D. Will the contract(s) be renewed?

No

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

No

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

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

B. Reason for the request for modification:

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

3. Description of Required Skills/Expertise

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

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

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

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

6. Additional Information

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

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

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, HR, 6th Fl, San Francisco, CA, 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4007 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/05/2018

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Wednesday, September 19, 2018 2:34 PM
To: Nuque, Amy; annie.wanless@sfgov.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdenvoter@aol.com; thomas.vitale@seiu1021.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4007 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$2,250,000 for services for the period July 1, 2012 – December 4, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10901>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.org annie.wanless@sfgov.org speedy4864@aol.com agonzalez@iam1414.org khughes@ibew6.org oashworth@ibew6.org

Additional Attachment(s)

ACRONYMS

- OEM - Original Equipment Manufacturer
- FTA - Federal Transit Administration

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # 4007 12/13)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Engineering and Technical Support for Vehicle Rehabilitation and Procurement ProjectsFunding Source: Local and Federal FundsPSC Original Approved Amount: \$5,000,000PSC Original Approved Duration: 07/01/12 - 12/31/18 (6 years 26 weeks)PSC Mod#1 Amount: \$1,250,000PSC Mod#1 Duration: 01/01/19-12/04/20 (1 year 48 weeks)PSC Cumulative Amount Proposed: \$6,250,000PSC Cumulative Duration Proposed: 8 years 22 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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

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

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

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

Yes

D. Will the contract(s) be renewed?

No

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

No, the duration requested is increased the term of the Agreement by two years.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

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

B. Reason for the request for modification:

To extend the Contract with Jacobs Engineering Group, Inc. by increasing the amount of the consultant contract by 25% of the original contract amount (from \$5,000,000 to \$6,250,000) and increasing the term of the Agreement by one and a half years (Extend contract end date to 12/4/2020) so that the contractor can continue the on-going as-needed engineering supports for rubber tire vehicle procurements.

3. Description of Required Skills/Expertise

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

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

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

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

6. Additional Information

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

7. Union Notification: On 04/05/18, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, HR, 6th Fl, San Francisco, CA, 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4007 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/25/2018



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

4007-12/13
#5M

RECEIVED
12 SEP 26 AM 9:17
PUBLIC TRANSPORTATION
HUMAN RESOURCES

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

September 21, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBER 4007-12/13.

At its meeting of September 17, 2012 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.

SANDRA ENG
ACTING EXECUTIVE OFFICER

The Commission:
Adopted the report; Approved the amended duration of 12/31/18.
Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION
Suz Morgan for
SANDRA ENG
Acting Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Leorah Dang, Department of Human Resources
- Marie de Vera, Department of Human Resources
- Jaci Fong, Office of Contract Administration
- Ben Rosenfield, Controller
- Commission File
- Chron

POSTING FOR
7/16/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4005-12/13	28	Art Commission	Regular	\$330,000	Eight Writers Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops, compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.	9/1/2012 - 6/30/2013
4005-12/13	77	Emergency Management	Regular	\$285,000	This project will 1) assess the state of medical surge planning and patient tracking efforts in the Bay Area UASI (BAUAS) region and provide technical assistance to counties; and 2) develop a final report including a gap analysis regarding regional medical surge planning, a feasibility assessment related to patient tracking, and a road map for next steps.	7/15/2012 - 1/1/2014
4006-12/13	31	Fire Department	Regular	\$258,719	The Fire Department currently owns a FireTrainer T-1000 Training Simulator, which is used at the Division of Training for conducting live fire simulations to recruits and uniformed members. Based on the manufacturer's preventive maintenance tasks outlined in the product's service manual, the contract will be for quarterly inspections, cleaning, checking/verifying, calibrating/adjusting and/or flushing of the product's various pilot lights, burners, valves, sensors, fans, blowers, wires, filters, batteries and cabinet housing. Additionally, if any of the product's elements listed above were to break down and need repair or replacement, the contract includes corrective maintenance at a pre-set hourly rate for labor plus the cost of parts.	7/1/2012 - 6/30/2015
4007-12/13	35	Municipal Transportation Agency	Regular	\$5,000,000	The consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neoplan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task at will include detailed and structural analysis of the new coaches; quality control and resident inspection at the production facilities; reviewing test plans, quality control and inspection procedures; ensuring all required test, measurement are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per Federal Transit Administration (FTA) guidelines; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements.	7/1/2012 - 12/31/2012
4008-12/13	29	City Planning	Regular	\$75,000	The SF Public Utilities Commission applied for and received a grant from the US Environmental Protection Agency in September 2010 to develop the Civic Center Sustainable District Plan that will evaluate opportunities for sustainable management of water, wastewater, stormwater and energy resources within the District and develop projects and strategies that will result in measurable reductions in water, wastewater and power demands over time. \$75,000 was budgeted for the Planning Department to develop background documentation and a cultural landscape survey of the Civic Center Historic District. The existing designation materials do not fully document the important landscape features that, together with the buildings, comprise the character of the District. The documentation is intended to update and consolidate all background information regarding the District into one information source and identify all character-defining features that contribute to the significance. The consultant will provide a matrix outlining survey findings, and prepare a single document based on a review of all previous documentation and primary research.	7/20/2012 - 12/31/2013

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 4, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER # 35

TYPE OF APPROVAL: () EXPEDITED (x) REGULAR (OMIT POSTING ___)
() CONTINUING () ANNUAL
TYPE OF REQUEST: (x) INITIAL REQUEST () MODIFICATION (PSC# _____)

TYPE OF SERVICE: ENGINEERING AND TECHNICAL SUPPORT FOR VEHICLE REHABILITATION AND PROCUREMENT PROJECTS

FUNDING SOURCE: Federal Transit Authority (FTA) San Francisco's Prop-K Funds and Bridge Toll Funds

PSC AMOUNT: \$ 5,000,000.00 PSC DURATION: July, 2012 thru December 31, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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

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

This service is necessary to ensure that the coaches being rehabilitated or being built are according to OEM specifications and SFMTA's requirements. Resident inspectors at the production plants are necessary to ensure that all required tests, measurements and quality control checkpoints are performed and documented to the satisfaction of SFMTA. The consultants will provide the FTA requirements for independent audits and cost analysis for FTA funded projects.

Denial of this request may affect the finished quality of the rehabilitated coaches and the new diesel hybrid and electric trolley buses, and SFMTA will not be able to provide the independent audits and cost analysis required by the FTA.

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

Similar service contract has been provided in the past through Personal Services Contract # 4009-05/06 approved May 5, 2005 for the procurement of the hybrid diesel coaches CN-350ESR.

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

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

IFPTE Local 21 Union Name Signature of person mailing / faxing form Date
IAM Local 1414 Union Name Signature of person mailing / faxing form Date
IBEW Local 6 Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4007-12/13

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

There are no civil service classifications that normally perform this type of work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

No because the City does not design and build transit vehicles.

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

Yes **No**

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|
| A. Will the contractor directly supervise City and County employees? | () | (X) |
| B. Will the contractor train City and County employees? | () | (X) |
| C. Are there legal mandates requiring the use of contractual services? | () | (X) |
| D. Are there federal or state grant requirements regarding the use of Contractual services? | () | (X) |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?
<i>The approval of the SFMTA Board and the Board of Supervisors will be acquired prior to awarding the Contract.</i> | (X) | () |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | () | (X) |

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

Signature of Departmental Personal Services Contract Coordinator Parveen Boparai	415- 701-5377
Print or Type Name	Telephone Number
San Francisco Municipal Transportation Agency, Human Resources	

401 Van Ness Avenue, Room 320, San Francisco, CA 94103
Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4004 - 07/08)

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

Type of Service: Specialized Engineering to complete Utility Engineering Projects (CS-879)

Funding Source: Project funded

PSC Original Approved Amount: \$39,200,000

PSC Original Approved Duration: 09/04/07 - 09/30/14 (7 years 4 weeks)

PSC Mod#1 Amount: \$6,000,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$18,300,000

PSC Mod#2 Duration: 10/01/14-09/30/16 (2 years 1 day)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 10/01/16-12/06/16 (9 weeks 4 days)

PSC Mod#4 Amount: \$2,000,000

PSC Mod#4 Duration: 12/07/16-12/06/19 (3 years)

PSC Mod#5 Amount: \$3,500,000

PSC Mod#5 Duration: 12/07/19-12/20/22 (3 years 2 weeks)

PSC Cumulative Amount Proposed: \$69,000,000

PSC Cumulative Duration Proposed: 15 years 15 weeks

1. Description of Work

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

Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility training projects. Consultants will be working on project designs and engineering support for the following types of work: construction for large diameter pipeline crossing a seismic fault with a large anticipated design fault offset; geotechnical investigation for subsurface conditions; geotechnical recommendations for soil mitigation measures; slope stabilization design; treatment plant upgrades and seismic retrofit of basins, vaults and tanks; modification to reservoir culvert to prevent loss of water during maintenance; modifications and repairs to existing tunnels; repair of reservoir outlet structures; reinforce an existing pipeline for increased pressure; design of new treatment train to an existing treatment facility and other project designs requiring specialties that are not available within the City engineers. These projects will be completed with teams consisting of Consultants and City engineers.

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

The San Francisco Public Utilities Commission (SFPUC) has been working on the Water System Improvement Program, a \$3.6 billion program. The engineering workload has substantially increased and consultants are needed to complete engineering design for projects. Some of these projects require expertise which is not available from City employees. Projects currently in design cannot be completed if the services from these modifications are not available.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
This service is currently being provided via PSC No. 4004-07/08.

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The services under this PSC is more than 5 years so that the Consultant can continue to provide engineering design and engineering services during construction for the Regional Groundwater Storage and Recovery Project and the San Francisco Groundwater Supply Project.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The specialized areas of engineering needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class and are so specialized that the expertise is not available from City employees. The specialized engineering needed is not normally performed by engineers in the applicable City classifications, such as design of pipeline seismic fault crossings, corrosion engineering, and materials testing/inspection.

B. Reason for the request for modification:

Modification No. 5 is being requested for \$3,500,000, and a time extension for a total agreement duration of 15 years, in order to provide continued engineering design and engineering services during construction for the Regional Groundwater Storage and Recovery Project and the San Francisco Groundwater Supply (SFGW) Project, and to provide fluoride compliance evaluation for the SFGW Project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Civil, structural, electrical and mechanical engineering in designing water conveyance and treatment facilities is needed. Engineering support is needed during construction to respond to questions from the field. Also, areas of specialized engineering experience are also needed to complete projects.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Specialized engineers are required to perform engineering design for these projects, but this level of resources is not a long term need.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The specialized areas of engineering needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class.

6. Additional Information

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

No.

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

No training will be provided. These projects will be completed with teams consisting of Consultants and City engineers.

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

No.

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

No.

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

No.

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

Kennedy/Jenks Consultants

7. Union Notification: On 10/02/18, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: 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# 4004 - 07/08

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 11/05/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
Sent: Tuesday, October 02, 2018 11:32 AM
To: Irwin, William (PUC); amakayan@ifpte21.org; Wanless, Annie (HRD);
ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com;
tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org;
eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org;
dsanchez@sfgwater.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4004 - 07/08 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$3,500,000 for services for the period December 7, 2019 – December 20, 2022. For all Modification requests, there is a 7-Day notice 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/7663>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org
kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com
WendyWong26@yahoo.com ecassidy@ifpte21.org annie.wanless@sfgov.org amakayan@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4004 - 07/08)

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

Type of Service: Specialized Engineering to complete Utility Engineering Projects (CS-879)

Funding Source: Project fundedPSC Original Approved Amount: \$39,200,000PSC Original Approved Duration: 09/04/07 - 09/30/14 (7 years 4 weeks)PSC Mod#1 Amount: \$6,000,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$18,300,000PSC Mod#2 Duration: 10/01/14-09/30/16 (2 years 1 day)PSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 10/01/16-12/06/16 (9 weeks 4 days)PSC Mod#4 Amount: \$2,000,000PSC Mod#4 Duration: 12/07/16-12/06/19 (3 years)PSC Cumulative Amount Proposed: \$65,500,000PSC Cumulative Duration Proposed: 12 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility training projects. Consultants will be working on project designs and engineering support for the following types of work: construction for large diameter pipeline crossing a seismic fault with a large anticipated design fault offset; geotechnical investigation for subsurface conditions; geotechnical recommendations for soil mitigation measures; slope stabilization design; treatment plant upgrades and seismic retrofit of basins, vaults and tanks; modification to reservoir culvert to prevent loss of water during maintenance; modifications and repairs to existing tunnels; repair of reservoir outlet structures; reinforce an existing pipeline for increased pressure; design of new treatment train to an existing treatment facility and other project designs requiring specialties that are not available within the City engineers. These projects will be completed with teams consisting of Consultants and City engineers.

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

The San Francisco Public Utilities Commission (SFPUC) has been working on the Water System Improvement Program, a \$3.6 billion program. The engineering workload has substantially increased and consultants are needed to complete engineering design for projects. Some of these projects require expertise which is not available from City employees. Projects currently in design cannot be completed if the services from these modifications are not available.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
This service is currently being provided via PSC No. 4004-07/08.

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The services under this PSC is more than 5 years so that the Consultant can continue to provide engineering design and engineering services during construction for the Regional Groundwater Storage and Recovery Project and the San Francisco Groundwater Supply Project.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The specialized areas of engineering needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class and are so specialized that the expertise is not available from City employees. The specialized engineering needed is not normally performed by engineers in the applicable City classifications, such as design of pipeline seismic fault crossings, corrosion engineering, and materials testing/inspection.

B. Reason for the request for modification:

To align the PSC value and duration with the contract value and duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Civil, structural, electrical and mechanical engineering in designing water conveyance and treatment facilities is needed. Engineering support is needed during construction to respond to questions from the field. Also, areas of specialized engineering experience are also needed to complete projects.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Specialized engineers are required to perform engineering design for these projects, but this level of resources is not a long term need.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The specialized areas of engineering needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class.

6. Additional Information

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

7. Union Notification: On 07/11/16, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4004 - 07/08

DHR Analysis/Recommendation:

Commission Approval Not Required
Approved by DHR on 07/20/2016



San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
T 415.551.4603
F 415.554.3225

MEMORANDUM

DATE: December 12, 2011
 TO: Maria Ryan, DHR-PSC Coordinator
 Department of Human Resources (Dept. 33)
 FROM: David E. Scott, PSC Coordinator 3
 San Francisco Public Utilities Commission (Dept. # 40)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No:	<u>4004-07/08</u>	CSC Approval Date:	<u>09/04/2007 (Original)</u>
Description of Service(s):	Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects (CS-879).		
Original Approved Amount:	<u>\$ 39,200,000</u>	Original Approved Duration:	<u>09/04/2007 to 09/30/2014</u>
Modification One Amount:	<u>\$ 6,000,000</u>	Modification of Duration:	<u>10/11/2007 to 09/30/2014</u>
Modification Two Amount:	<u>\$ 18,300,000</u>	Modification of Duration:	<u>08/17/2009 to 09/30/2016</u>
Modification Three Amount:	<u>\$ 0</u>	Modification of Duration:	<u>12/15/2011 to 12/06/2016</u>
Total Amount as Modified:	<u>\$ 63,500,000</u>	Total Duration as Modified:	<u>09/04/2007 to 12/06/2016</u>

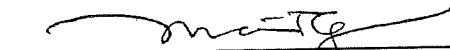
Reason for the modification:
 This modification will align the approved Civil Service authority with the term in the executed contract.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 12 / 19 / 11

By: 
 MR Micki Callahan, Human Resources Director

- Edwin M. Lee
Mayor
- Francesca Vietor
President
- Anson Moran
Vice President
- Ann Moller Caen
Commissioner
- Art Torres
Commissioner
- Vince Courtney
Commissioner
- Ed Harrington
General Manager





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

August 19, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4025-09/10 THROUGH 4029-09/10; 4055-05/06; 4004-07/08; 4041-08/09 AND 4019-08/09.

At its meeting of August 17, 2009 the Civil Service Commission had for its consideration the above matter.

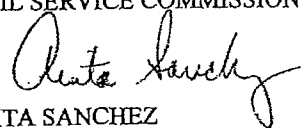
PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the information gathered from the car sharing services program with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrondo dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)
- ~~*~~ (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Vivian Day, Department of Building Inspection
Jacquie Hale, Department of Public Health
Jessica Huey, Department of Human Resources
Shamica Jackson, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Florence Kyaun, Public Utilities Commission
Joan Lubamersky, General Services Agency
Sheila Maxwell, Department of Technology
Brigitte Rockett, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron

POSTING FOR
August 17, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No.	DeptNo	DeptName	Approval Type	Increase Amount	New Amount	Description of work	Duration
4029-09/10 <i>KS-820</i>	81	Public Health	Modification	\$21,000	\$70,000	Will provide clinical plastic and reconstructive surgery for residents of Laguna Honda Hospital, approximately 16 hours per month. Modification of original PSC is for an enhanced package of services.	30-Jun-10
4055-05/06 <i>KS-874</i>	40	Public Utilities Commission	Modification	\$3,900,000	\$15,900,000	Will consist of engineering and design services for a 3,000 ft. 96" diameter pipeline, crossing the Calaveras Fault and a 18,200 ft. long 10 ft diameter tunnel.	30-Jun-14
4004-07/08 <i>KS-824</i>	40	Public Utilities Commission	Modification	\$16,300,000	\$63,500,000	Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	30-Sep-14
4041-08/09	75	Dept. of Technology	Modification	\$0	\$3,188,966	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	31-Aug-10
4019-08/09	70	GSA - Animal Care & Control	Modification	\$74,000	\$158,000	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	30-Jun-10

Kate →

DAUSON

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 40044 - 13/14)

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

Type of Service: Payment Card Industry Professional (PCIP) - Compliance Consultant

Funding Source: General Fund (Depts Billed)

PSC Original Approved Amount: \$500,000

PSC Original Approved Duration: 11/01/13 - 06/30/19 (5 years 34 weeks)

PSC Mod#1 Amount: \$1,500,000

PSC Mod#1 Duration: 07/01/19-01/31/23 (3 years 30 weeks)

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

PSC Cumulative Duration Proposed: 9 years 13 weeks

1. Description of Work

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

Payment Card Industry ("PCI") Council mandates that all merchant accepting debit and credit card payments are PCI compliant. PCI compliance means adherence to PCI Data Security Standard which covers secure handling, processing and/or storing of cardholder data. As City-wide banker, the Office of the Treasurer & Tax Collector (Treasurer) needs to engage a certified Payment Card Industry Professional (PCIP) as an expert in PCI compliance to assist the City in evaluating its compliance and re-mediating if individual departments are out of compliance.

The PCIP will work with TTX and all city departments that accept credit card payments. They will educate personnel in each department about the necessity for PCI compliance, act as a technical resource and assist the departments in ensuring that their systems are PCI compliant each year.

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

The City doesn't have a PCIP to perform this type of work. It is critical to find vendors as soon as possible to ensure the City is PCI compliant. Risks associated with denial include exposing the City to substantial financial and legal liabilities if the City does not hire resources that are PCI certified experts to help City departments become PCI compliant. In addition, the City could lose the ability to accept credit cards for payment of City services.

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

Services have been provided in the past through earlier PSC request. See 40044 - 13/14

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
There was a delay in starting the PSC and we need extra time to work with other City Departments on Payment Card Industry compliance.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The City does not have a payment card industry professional in house to ensure the City is PCI compliant.

B. Reason for the request for modification:
Add time and money.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: PCI Council certified Payment Card Industry Professional (PCIP) with expertise and experience in assisting organizations in coming into compliance with PCI rules and regulations.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The City doesn't have PCIP in house to perform this type of work. It is critical to find vendors as soon as possible to ensure the City is PCI compliant. Risks associated with denial include exposing the City to substantial financial and legal liabilities, data breaches and/or the City losing its ability to accept credit cards. The potential vendor could analyze for the City the work effort and expertise required to maintain compliance into the future with City personnel.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The City doesn't have an in-house PCIP to perform the initial work, but a civil service classification could be amended or created to maintain compliance once the City understands the work effort required for compliance.

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.

Coalfire will be conducting training in November 2018 for all City employees who handle credit card acceptance in their respective departments and a separate one for MTA. Coalfire will also be available to assist departments in completing their Self Assessment Questionnaires to ensure Payment Card Industry compliance.

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, Coalfire Systems Inc.

7. Union Notification: On 09/20/18, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Kimie Wu Phone: 415-554-4513 Email: Kimie.wu@sfgov.org

Address: 1 Dr Carlton B Goodlett Pl, Room 140, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40044 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/05/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of Kimmie.wu@sfgov.org
Sent: Thursday, September 20, 2018 8:33 AM
To: Wu, Kimmie (TTX); Wanless, Annie (HRD); kcartermartinez@cirseiu.org;
ecassidy@ifpte21.org; WendyWong26@yahoo.com;
wendywong26@yahoo.com; sarah.wilson@seiul021.org;
kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com;
eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org;
jb@local16.org; Ricardo.lopez@sfgov.org; Basconciello, Katherine (PUC);
Sandeep.lal@seiul021.me; pcamarillo_seiu@sbcglobal.net;
MRainsford@Local39.org; Wendy.Frigillana@seiul021.org;
pscreview@seiul021.org; pkim@ifpte21.org; agonzalez@iam1414.org;
ted.zarzecki@seiul021.net; leah.berlanga@seiul021.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@seiul021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org;
rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com;
staff@sfmea.com; mike@dc16.us; khughes@ibew6.org;
L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us;
david.canham@seiul021.org; jtanner940@aol.com; oashworth@ibew6.org;
L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com;
local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com
(contact); ecdemvoter@aol.com; thomas.vitale@seiul021.org; DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 40044 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The TREASURER/TAX COLLECTOR -- TTX has submitted a modification request for a Personal Services Contract (PSC) for \$1,500,000 for services for the period July 1, 2019 □ January 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/11930>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTXDept. Code: TTXType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Payment Card Industry Professional (PCIP) - Compliance ConsultantFunding Source: General Fund (Depts Billed)PSC Amount: \$500,000PSC Est. Start Date: 11/01/2013PSC Est. End Date: 06/30/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Payment Card Industry ("PCI") Council mandates that all merchant accepting debit and credit card payments are PCI compliant. PCI compliance means adherence to PCI Data Security Standard which covers secure handling, processing and/or storing of cardholder data. As City-wide banker, the Office of the Treasurer & Tax Collector (Treasurer) needs to engage a certified Payment Card Industry Professional (PCIP) as an expert in PCI compliance to assist the City in evaluating its compliance and re-mediating if individual departments are out of compliance.

The PCIP will work with TTX and all city departments that accept credit card payments. They will educate personnel in each department about the necessity for PCI compliance, act as a technical resource and assist the departments in ensuring that their systems are PCI compliant each year.

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

The City doesn't have a PCIP to perform this type of work. It is critical to find vendors as soon as possible to ensure the City is PCI compliant. Risks associated with denial include exposing the City to substantial financial and legal liabilities if the City does not hire resources that are PCI certified experts to help City departments become PCI compliant. In addition, the City could lose the ability to accept credit cards for payment of City services.

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

This is a new service.

D. Will the contract(s) be renewed?

Unknown.

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

not applicable

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

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

- B. Explain the qualifying circumstances:
Not Applicable

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: PCI Council certified Payment Card Industry Professional (PCIP) with expertise and experience in assisting organizations in coming into compliance with PCI rules and regulations.
- B. Which, if any, civil service class(es) normally perform(s) this work?
- 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?

TTX has had extensive meetings with Department of Technology and the Controller to address this issue. There are no in house experts at the City to conduct this process.

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

- A. Explain why civil service classes are not applicable.
The City doesn't have PCIP in house to perform this type of work. It is critical to find vendors as soon as possible to ensure the City is PCI compliant. Risks associated with denial include exposing the City to substantial financial and legal liabilities, data breaches and/or the City losing its ability to accept credit cards. The potential vendor could analyze for the City the work effort and expertise required to maintain compliance into the future with City personnel.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The City doesn't have an in-house PCIP to perform the initial work, but a civil service classification could be amended or created to maintain compliance once the City understands the work effort required for compliance.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training City Staff as PCIP to maintain compliance, hours TBD.
- 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 09/13/2013, the Department notified the following employee organizations of this PSC/RFP request:

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

Name: Greg Kato Phone: 415-554-6888 Email: greg.kato@sfgov.org

Address: 1 Dr Carlton B Goodlett Pl, Room 140 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40044 - 13/14

DHR Analysis/Recommendation:

action date: 01/06/2014

Commission Approval Required

Approved by Civil Service Commission with conditions

01/06/2014 DHR Approved for 01/06/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 4083 12/13)

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

Type of Service: Data migration and business process development professional services

Funding Source: General fund

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 03/01/13 - 06/30/18 (5 years 17 weeks)

PSC Mod#1 Amount: \$1,400,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/18-12/31/20 (2 years 26 weeks)

PSC Mod#3 Amount: \$700,000 PSC Mod#3 Duration: 09/20/18-06/30/22 (1 year 25 weeks)

PSC Cumulative Amount Proposed: \$5,100,000 PSC Cumulative Duration Proposed: 9 years 17 weeks

1. Description of Work

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

The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.

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

Data migration and business process development must occur in order for the Treasurer & Tax Collector to collect taxes and fees totaling approximately \$500 million annually. Denial would result in the City failing to meet the voter mandated timeline and put millions of tax dollars at risk.

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 4083 12-13

D. Will the contract(s) be renewed?
Potentially, if needed.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
There was a delay in starting the PSC and we need extra time.

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 agreement will provide additional resources to support Treasurer-Tax Collector work as the Department seeks to implement the complex requirements of the new Gross Receipts Tax over a phased implementation period lasting until 2018.

B. Reason for the request for modification:

Add money.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in data migration and business process development and documentation. Experience working with the GRM application as an analyst and knowledge of the GRM software functionality and file structure.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;

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 agreement will provide additional resources to support Treasurer-Tax Collector work. The Department has the classifications and the contractors will work in tandem on the project. In addition, Treasurer-Tax Collector staff will be hired to complete ongoing and daily tasks.

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: N/A

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.
Business process and administrative user training. Estimated 40 hours of 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.

PSC 4083 12-13

7. **Union Notification:** On 09/20/18, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B Goodlett Pl, Room 140, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4083 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/05/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of Kimmie.wu@sfgov.org
Sent: Thursday, September 20, 2018 4:31 PM
To: Wu, Kimmie (TTX); Wanless, Annie (HRD); ecassidy@ifpte21.org;
WendyWong26@yahoo.com; wendywong26@yahoo.com;
tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org;
eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Finkle,
Erica (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4083 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The TREASURER/TAX COLLECTOR -- TTX has submitted a modification request for a Personal Services Contract (PSC) for \$700,000 for services for the period September 20, 2018 □ June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5589>
Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org
wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.org
annie.wanless@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTORDept. Code: TTXType of Request: Initial Modification of an existing PSC (PSC # 4083 12/13)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Data migration and business process development professional servicesFunding Source: General fundPSC Original Approved Amount: \$3,000,000PSC Original Approved Duration: 03/01/13 - 06/30/18 (5 years 17 weeks)PSC Mod#1 Amount: \$1,400,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 07/01/18-12/31/20 (2 years 26 weeks)PSC Cumulative Amount Proposed: \$4,400,000PSC Cumulative Duration Proposed: 7 years 43 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.

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

Data migration and business process development must occur in order for the Treasurer & Tax Collector to collect taxes and fees totaling approximately \$500 million annually. Denial would result in the City failing to meet the voter mandated timeline and put millions of tax dollars at risk.

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

Yes

D. Will the contract(s) be renewed?

Potentially, if needed.

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

There was a delay in starting the PSC and we need extra time.

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 agreement will provide additional resources to support Treasurer-Tax Collector work as the Department seeks to implement the complex requirements of the new Gross Receipts Tax over a phased implementation period lasting until 2018.

B. Reason for the request for modification:

Add time.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in data migration and business process development and documentation. Experience working with the GRM application as an analyst and knowledge of the GRM software functionality and file structure.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- 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 agreement will provide additional resources to support Treasurer-Tax Collector work. The Department has the classifications and the contractors will work in tandem on the project. In addition, Treasurer-Tax Collector staff will be hired to complete ongoing and daily tasks.
- 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: N/A

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.
Please see attachment.
- 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.
PSC 4083 12-13

7. Union Notification: On 05/14/18, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

Name: Phone: 415-554-4513 Email: Kimmmie.wu@sfgov.org

Address: 1 Dr. Carlton B Goodlett Pl, Room 140, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4083 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/29/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 4083 12/13)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Data migration and business process development professional services

Funding Source: General fund

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

PSC Original Approved Duration: 03/01/13 - 06/30/18 (5 years 17 w

PSC Mod#1 Amount: \$1,400,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$4,400,000

PSC Cumulative Duration Proposed: 5 years 17 weeks

1. Description of Work

A. Scope of Work:

The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.

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

Data migration and business process development must occur in order for the Treasurer & Tax Collector to collect taxes and fees totaling approximately \$500 million annually. Denial would result in the City failing to meet the voter mandated timeline and put millions of tax dollars at risk.

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

PSC 4083 12-13

D. Will the contract(s) be renewed? Potentially, if needed.

2. Union Notification: On 07/22/15, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4083 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/04/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise in data migration and business process development and documentation. Experience working with the GRM application as an analyst and knowledge of the GRM software functionality and file structure.

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

1053,1054,1062,1063,1064,

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

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This agreement will provide additional resources to support Treasurer-Tax Collector work. The Department has the classifications and the contractors will work in tandem on the project. In addition, Treasurer-Tax Collector staff will be hired to complete ongoing and daily tasks.

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

N/A

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

YES NO

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

B. Will the contractor train City and County employee?

Please see attachment: Training

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service?

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? PSC 4083 12-13

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

ON 07/22/15 BY:

Name: Erica Finkle Phone: (415) 554-4513 Email: erica.finkle@sfgov.org

Address: 1 Dr. Carlton B Goodlett Pl, Room 140 San Francisco, CA, 94102

March 18, 2013 Regular Meeting

MINUTES

Regular Meeting

March 18, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 P.M.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of March 4, 2013



4083-12/13	Treasurer/Tax Collector	\$3,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	Regular	06/30/18
4084-12/13	Treasurer/Tax Collector	\$6,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	Regular	06/30/18
4085-12/13	Adult Probation	\$335,000	A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients	Regular	06/30/16
4086-12/13	Airport Commission	\$4,500,000	Staff is proposing to implement an Asset Management program to create a new way of managing the Airport's facilities, which provides the Airport with the ability to cost-effectively manage its assets across their life cycles. The Airport seeks to hire a consultant that has expertise in asset management, facility condition assessments, and asset-related system integrations for medium or large hub U.S. airports, similar non-U.S. airports, and/or multi-functional facilities found on campuses of comparable size that are varied in building type, renewal life cycles, and occupancy.	Regular	09/08/18
4087-12/13	Airport Commission	\$35,000,000	The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.	Regular	12/31/18
4088-12/13	Airport Commission	\$1,000,000	Provide programming and the overview schematic design of the entire recycled water system at SFO, including, but not limited to: system overview, source identification, construction needed and point of use treatment evaluation for the San Francisco International Airport campus from the terminals to the production of the recycled water.	Regular	12/31/16
4089-12/13	Fire Department	\$1,200,000	Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing, at least once, possibly twice for each uniformed member over the life of the contract.	Regular	06/30/15

4090-12/13	Mayor	\$150,000	Perform up to 24 detailed cost estimates in general conformance with CSI format at various stages of preconstruction for up to 8 multifamily affordable housing construction projects with an aggregate hard cost value of at least \$100,000,000. Scope also includes associated meetings, reports, bid analyses, and some limited change order analyses.	Regular	06/30/16
4091-12/13	Public Utilities Commission	\$400,000	Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep.	Regular	05/31/15
4092-12/13	Public Utilities Commission	\$600,000	The proposed work includes preparation of geotechnical exploration program and report providing criteria for design of new cisterns to increase capacity of Auxiliary Water Supply System (AWSS) for firefighting. Cisterns will be located throughout the City.	Regular	04/30/16
4093-12/13	Municipal Transportation Agency	\$32,000,000	The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation.	Regular	06/01/19
4094-12/13	Department of Technology	\$3,000,000	Installation of surveillance camera and related security equipment for signaling and monitoring.	Regular	06/30/16
4095-12/13	Emergency Management	\$1,092,648	The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.	Regular	03/31/18
4096-12/13	Emergency Management	\$650,000	WebEOC is a web-based crisis information management system currently used by San Francisco and San Mateo. WebEOC enables users from multiple locations and jurisdictions to collaborate and manage multiple incidents and events, provide situation reports, manage resources, and prepare Incident Command System (ICS) and Incident Action Plan (IAP) reports. The renewal contract includes license and support for both San Francisco and San Mateo Counties.	Regular	01/31/18
4034-11/12	Police	Current Approved Amount \$3,000,000 Increase Amount Requested \$5,000,000 New Total Amount Requested \$8,000,000	The proposed work is to enhance the SFPD Crime Data Warehouse to allow the implementation of full mobile computing capabilities which will allow full update access to the application by all secured mobile devices. In addition, the SFPD Crime Data Warehouse will be expanded and enhanced to allow for Property Evidence Tracking, managing of the Crime Lab workflow and to facilitate, and make accessible, local Criminal History data. All of these systems and future systems in the SFPD Crime Data Warehouse will be tied together by a full implementation of the Oracle Web Portal product that will for the first time allow SFPD Officers and other Law Enforcement agency personnel to access the full gamut of needed information from a single source.	Modification	12/31/17

Speakers: Andy Zanoff, Fire Department spoke on PSC #4089-12/13.
Pauson Yun and Yolanda Manzone, Public Utilities Commission spoke on PSC #4091-12/13.

Rod Castillo, Police Department spoke on PSC #4034-11/12.

- 1) Approved PSC # 4089-12/13 on the condition that the PSC summary form reflects the correct duration date. (Vote of 4 to 0)

Action:



- 2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0086-13-2

Request to Grant Permanent Civil Service Status to Coco Rajerison, Temporary Provisional 2303 Patient Care Assistant at the Department of Public Health, upon Completion of the Applicable Probationary Period (Item No. 8)

Speakers:

Elaine Lee, Department of Public Health

Gus Feldman, SEIU Local 1021

Action:

Adopted the report. Approved the request to correct Mr. Rajerison's appointment history to reflect a TCS appointment for his reassignment effective April 16, 2011, and to include Mr. Rajerison in the Civil Service Commission action of April 2, 2012 to grant status to TCS employees in class 2303 Patient Care Assistant, upon successful completion of the forty (40) work hour probationary period. (Vote of 4 to 0)

0051-13-4

0052-13-4

0053-13-4

0054-13-4

0057-13-4

0064-13-4

0065-13-4

0066-13-4

0069-13-4

0083-13-4

Appeals by Attica D. Bowden (Item No. 9), John Darmanin (Item No. 10), Daniel E. De Cossio (Item No. 11), Theresa A. Fogarty (Item No. 12), Kathleen T. Harold (Item No. 13), Laura R. Kelly (Item No. 14), Sofia M. Mathews (Item No. 15), Tyrone Prnitt (Item No. 16), Mary M. Tse (Item No. 17) and Michie L. Wong (Item No. 18), of their Rejection of their Applications for H-32 Captain.

Speakers:

Dave Johnson, Department of Human Resources

Tom Harvey, San Francisco Fire Department

Jesusa Bushong, San Francisco Fire Department

John Darmanin, Appellant

Tyrone Pruitt, Appellant

Brian Ballard

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 44125 - 15/16)

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

Type of Service: Electronic Claiming and Follow up Services for Retroactive Recoveries

Funding Source: Medi-Cal, MediCare, Comm.Insuran

PSC Original Approved Amount: \$600,000

PSC Original Approved Duration: 07/01/16 - 06/30/21 (5 years)

PSC Mod#1 Amount: \$774,000

PSC Mod#1 Duration: 07/01/18-06/30/22 (1 year)

PSC Cumulative Amount Proposed: \$1,374,000

PSC Cumulative Duration Proposed: 6 years

1. Description of Work

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

Provision of retroactive electronic claims submissions to Medi-Cal, Medicare and commercial insurance payers and processing of those claims for the San Francisco Health Network (SFHN). Accounts that would otherwise be written off as Medicare, Worker's Compensation or Third Party Payer Information. When patient name matches are found the appropriate program or commercial insurance is billed electronically.

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

Vendor's automated data matches assists in the identification and billing of accounts eligible for retroactive recovery when recipient eligibility was not previously identified by the San Francisco Health Network (SFHN). This requires a database that includes Medicare and Medi-Cal and their associated Managed Care Plans and/or Worker's Compensation or other Third Payer sources information, which is continuously updated. This retroactive claim recovery service acts as "safety net" catching patient accounts that would otherwise go uncollected. Consequences of denial could result in the City losing million dollars in revenue annually.

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

Services have been provided in the past through earlier PSC request. See 44125 - 15/16

D. Will the contract(s) be renewed?

Yes

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

The Department expects the need for these services to continue.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The City lacks the extensive Medi-Cal and Medicare eligibility database information for the retroactive claims of recovery services.

B. Reason for the request for modification:

To extend the contract term with a corresponding increase in the amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized software and hardware to install at the San Francisco Health Network (SFHN) sites as well as a network to submit to all payers, extensive database of current and past Medi-Cal and Medicare eligibility data; capacity to process enormous quantities of data contained in the SFHN patient accounting files; ability to submit claims via electronic media with no patient contact and highly qualified data processing professionals capable of reformatting multiple payer remittance advices.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1636, Health Care Billing Clerk 2; 1637, Patient Accounts Clerk;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor provides hardware, data lines, wiring, networks, software and database.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The City lacks the extensive Medi-Cal and Medicare eligibility database information for the retroactive claims recovery 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. City lacks the required equipment, software and networking with various payers. It would not be practical for the City to program, establish and maintain an extensive and ever changing national database.

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 is no training of civil service staff included under this PSC.

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

7. **Union Notification:** On 08/10/18, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44125 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/05/2018

Receipt of Union Notification(s)

From: DHR-PSCCoordinator, DHR (HRD)
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; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 44125 - 15/16 - MODIFICATIONS
Date: Friday, August 10, 2018 5:50:06 PM

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 \$774,000 for services for the period July 1, 2018 – June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/11848>

Email sent to the following addresses: jtanner940@aol.com
david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org
ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net
pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org
pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org
Ricardo.lopez@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: 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: Electronic Claiming and Follow up Services for Retroactive RecoveriesFunding Source: Medi-Cal, MediCare, Comm.InsuranPSC Amount: \$600,000 PSC Est. Start Date: 07/01/2016 PSC Est. End Date: 06/30/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provision of retroactive electronic claims submissions to Medi-Cal, Medicare and commercial insurance payers and processing of those claims for the San Francisco Health Network (SFHN). Accounts that would otherwise be written off as Medicare, Worker's Compensation or Third Party Payer Information. When patient name matches are found the appropriate program or commercial insurance is billed electronically.

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

Vendor's automated data matches assists in the identification and billing of accounts eligible for retroactive recovery when recipient eligibility was not previously identified by the San Francisco Health Network (SFHN). This requires a database that includes Medicare and Medi-Cal and their associated Managed Care Plans and/or Worker's Compensation or other Third Payer sources information, which is continuously updated. This retroactive claim recovery service acts as "safety net" catching patient accounts that would otherwise go uncollected. Consequences of denial could result in the City losing million dollars in revenue annually.

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 Personal Services Contract Summary was provided under PSC 4122-02/03 and PSC 4116-07/08.

D. Will the contract(s) be renewed?

Yes

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

The Department expects the need for these services to continue.

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

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

B. Explain the qualifying circumstances:

The City lacks the extensive Medi-Cal and Medicare eligibility database information for the retroactive claims of recovery services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized software and hardware to install at the San Francisco Health Network (SFHN) sites as well as a network to submit to all payers, extensive database of current and past Medi-Cal and Medicare eligibility data; capacity to process enormous quantities of data contained in the SFHN patient accounting files; ability to submit claims via electronic media with no patient contact and highly qualified data processing professionals capable of reformatting multiple payer remittance advices.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1636, Health Care Billing Clerk 2; 1637, Patient Accounts Clerk;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes. Contractor provides hardware, data lines, wiring, networks, software and database.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The City lacks the extensive Medi-Cal and Medicare eligibility database information for the retroactive claims recovery 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. City lacks the required equipment, software and networking with various payers. It would not be practical for the City to program, establish and maintain an extensive and ever changing national database.

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

- 7. Union Notification:** On 09/07/2016, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44125 - 15/16

DHR Analysis/Recommendation:

action date: 10/03/2016

Commission Approval Required

Approved by Civil Service Commission with conditions

10/03/2016 DHR Approved for 10/03/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 49509 - 13/14)

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

Type of Service: Medical Dictation, As-needed Transcription Svcs. at SFGH, LHH

Funding Source: General Fund

PSC Original Approved Amount: \$3,981,376

PSC Original Approved Duration: 07/01/14 - 12/31/19 (5 years 26 weeks)

PSC Mod#1 Amount: \$8,000,000

PSC Mod#1 Duration: 06/01/18-05/31/24 (4 years 21 weeks)

PSC Cumulative Amount Proposed: \$11,981,376

PSC Cumulative Duration Proposed: 9 years 48 weeks

1. Description of Work

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

Vendor will provide efficient, specialized, state-of-the-art equipment—a hardware and dictation software system—to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces with standard software used for creating medical charts and progress notes. The system will support quick turnaround time for SFGHMC and LHH Transcriptionists on a 24/7 basis, with the capability of tracking up to 500 individual staff's dictation. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.

Scope Change

In addition to current software and systems related to dictation, transcription and speech recognition, the scope changes related to this PSC includes ongoing as-needed transcription services and project implementation services.

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

Use of technology for these services is a long-established industry standard fully integrated into modern health care operations as is needed at SFGHMC and LHH. Denial would compromise both hospitals' abilities to provide quality patient care and might result in adverse 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.

Yes the current services are being provided under this PSC. This is a request to modify this PSC in order to extend and increase the stated duration and amounts.

D. Will the contract(s) be renewed?

Yes, if funding is available.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The cumulative duration of this PSC will extend beyond 5 years as the Department anticipates an ongoing need to provide as-needed transcription services in order to provide quality patient care.

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

Vendor will provide a hardware and dictation software system to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces for standard software used for creating medical charts and progress notes, allowing quick turnaround on a 24/7 basis, with the capacity of tracking dictation of up to 500 individual staff.

- B. Reason for the request for modification:

To extend the duration an additional 6 years, with a corresponding increase in amount, in order to continue support of current and ongoing software, transcription, speech recognition software, and transcription services. Such softwares, systems and services will include implementation support, ongoing maintenance and hosting, critical for the Electronic Health Records Project.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Vendor must have an efficient hardware and dictation software system to provide services as described.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1440, Medical Transcriber Typist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, vendor will provide efficient hardware and dictation software system capable of providing the services described above.

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.
Use of technology for these services is a long-established industry standard fully integrated into modern health care operations as is needed at SFGHMC and LHH. The Department does not anticipate sufficient funding or operations to provide the number of FTEs necessary to approximate this technology.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, there are existing classifications that perform transcription services, as noted above.

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.

Contractor will provide the City with as-needed training for approximately 2 Medical Transcriber Typists (1440) and 3 Medical Records Clerks (2110). Contractor will analyze The Department's training needs, build training materials and assess effectiveness of end-user training. Training will be categorized into three parts: end user training, train the trainer (City Employees), and remote software training. The contractor will provide up to 216 hours of onsite training before and after the EPIC Electronic Health Records system Go-Live on August 3, 2019. On-site training hours are expected to decrease after EPIC Go-Live on August 3, 2019. The Contractor will provide ongoing training through webinars and remote training, as needed. End user continued support will be available via contractor's hot line and web support.

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

No.

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

No.

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

No.

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

No.

- 7. Union Notification:** On 07/27/18, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021;

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

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

Address: 1380 Howard Street #421b, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49509 - 13/14

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 11/05/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

Li, Joanna (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, July 27, 2018 3:39 PM
To: Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Li, Joanna (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 49509 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$8,000,000 for services for the period June 1, 2018

– May 31, 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/11304>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Sandeep.lal@seiu1021.me Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH Dept. Code: DPH

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

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

Type of Service: Medical Dictation, As-needed Transcription Svcs. at SFGH, LHH

Funding Source: General Fund PSC Duration: 5 years 26 weeks
PSC Amount: \$3,981,376 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 12/31/2019

1. Description of Work

A. Scope of Work:

Vendor will provide efficient, specialized, state-of-the-art equipment--a hardware and dictation software system--to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces with standard software used for creating medical charts and progress notes. The system will support quick turnaround time for SFGHMC and LHH Transcriptionists on a 24/7 basis, with the capability of tracking up to 500 individual staff's dictation. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.

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

Use of technology for these services is a long-established industry standard fully integrated into modern health care operations as is needed at SFGHMC and LHH. Denial would compromise both hospitals' abilities to provide quality patient care and might result in adverse outcomes.

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

D. Will the contract(s) be renewed? Yes, if funding is available.

2. Union Notification: On 03/22/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49509 - 13/14

DHR Analysis/Recommendation:

06/16/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
Vendor must have an efficient hardware and dictation software system to provide services as described.

B. Which, if any, civil service class(es) normally perform(s) this work?
1440,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, vendor will provide efficient hardware and dictation software system capable of providing the services described above.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Use of technology for these services is a long-established industry standard fully integrated into modern health care operations as is needed at SFGHMC and LHH. The Department does not anticipate sufficient funding or operations to provide the number of FTEs necessary to approximate this technology.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, there are existing classifications that perform transcription services, as noted above.

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

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
The needed services do not include training.
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of
contractual services?
- E. Has a board or commission determined that contracting is the most effective
way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC
contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/21/2014 BY:

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

Address: 1380 Howard Street #421b San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 47858 - 17/18)

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

Type of Service: Compliance Review and Reporting

Funding Source: General Fund

PSC Original Approved Amount: \$750,000

PSC Original Approved Duration: 11/01/17 - 10/31/19 (1 year 52 weeks)

PSC Mod#1 Amount: \$110,000

PSC Mod#1 Duration: 04/01/18-03/31/20 (21 weeks 5 days)

PSC Mod#2 Amount: \$420,000

PSC Mod#2 Duration: 03/31/20-03/31/21 (1 year)

PSC Cumulative Amount Proposed: \$1,280,000

PSC Cumulative Duration Proposed: 3 years 21 weeks

1. Description of Work

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

The contractor will independently monitor and report on the San Francisco Police Department's (SFPD) Reform process, a task previously conducted by a consulting firm under contract with the United States Department of Justice (US DOJ). The US DOJ cancelled the program that was providing this service to the SFPD. Therefore, the SFPD needs to continue the work through contracting.

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

Independent external monitoring and reporting is critical to ensure that public trust in the SFPD is built and maintained. Denial would force the Department to self-report on topics including accountability, bias in enforcement, and community policing. All topics are more widely accepted when performed from an external perspective.

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

Services have been provided in the past through earlier PSC request. See 47858 - 17/18

D. Will the contract(s) be renewed?

Possible very short term contract extension. However, most work must be performed by 2019.

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

2. Reason(s) for the Request

A. Display all that apply

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

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

Unexpected cancellation of program by the US DOJ requires the SFPD to procure a contract for service to continue a reform program in process to implement changes in an 18-month timeline. External monitoring and reporting of the reform program is critical to ensure that public trust in the department is built and maintained.

B. Reason for the request for modification:

The project team identified additional scope of work is needed. Therefore, the contract will be amended to include additional deliverables requiring increased cost and time.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consulting firm must have extensive management and law enforcement related consulting experience: management of multi-echelon and multi-divisional programs, oversight of a law enforcement agencies, program management, and law enforcement expertise.

B. Which, if any, civil service class(es) normally perform(s) this work? 1803, Performance Analyst I; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Levels of expertise, experience and previous access to policies and procedures are not available within the current workforce and are immediately needed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The US DOJ Reform program mandated an 18-month timeline to implement all changes (from October 2016). Due to the unexpected withdrawal of the US DOJ, the SFPD proposes an additional 18-month engagement from this point to ensure a uniform monitoring and reporting period. This timeline, however, assumes work on monitoring and reporting to commence immediately as project momentum and improving SFPD training/actions can have an immediate, lifesaving effect. Although classifications exist for this work, employees currently in the classifications cannot be repurposed for this function at this time. The independent nature of the required work, the knowledge transfer to

existing classifications, and the potential inconsistency of approach that is already in place, are all barriers to the use of existing classifications and employees.

6. Additional Information

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

7. Union Notification: On 09/17/18, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47858 - 17/18

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 11/05/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

Wong, Genie (POL)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Monday, September 17, 2018 9:22 AM
To: Wong, Genie (POL); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 47858 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$420,000 for services for the period March 31, 2020 – March 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10732>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICEDept. Code: POLType of Request: Initial Modification of an existing PSC (PSC # 47858 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Compliance Review and ReportingFunding Source: General FundPSC Original Approved Amount: \$750,000PSC Original Approved Duration: 11/01/17 - 10/31/19 (1 year 52 weeks)PSC Mod#1 Amount: \$110,000PSC Mod#1 Duration: 04/01/18-03/31/20 (21 weeks 5 days)PSC Cumulative Amount Proposed: \$860,000PSC Cumulative Duration Proposed: 2 years 21 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will independently monitor and report on the San Francisco Police Department's (SFPD) Reform process, a task previously conducted by a consulting firm under contract with the United States Department of Justice (US DOJ). The US DOJ cancelled the program that was providing this service to the SFPD. Therefore, the SFPD needs to continue the work through contracting.

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

Independent external monitoring and reporting is critical to ensure that public trust in the SFPD is built and maintained. Denial would force the Department to self-report on topics including accountability, bias in enforcement, and community policing. All topics are more widely accepted when performed from an external perspective.

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

Services have been provided in the past through earlier PSC request. See 47858 - 17/18

D. Will the contract(s) be renewed?

Possible very short term contract extension. However, most work must be performed by 2019.

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

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

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

Unexpected cancellation of program by the US DOJ requires the SFPD to procure a contract for service to continue a reform program in process to implement changes in an 18-month timeline. External monitoring and reporting of the reform program is critical to ensure that public trust in the department is built and maintained.

B. Reason for the request for modification:

Add contract value and change estimated start and end date.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consulting firm must have extensive management and law enforcement related consulting experience: management of multi-echelon and multi-divisional programs, oversight of a law enforcement agencies, program management, and law enforcement expertise.

B. Which, if any, civil service class(es) normally perform(s) this work? 1803, Performance Analyst I; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Levels of expertise, experience and previous access to policies and procedures are not available within the current workforce and are immediately needed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The US DOJ Reform program mandated an 18-month timeline to implement all changes (from October 2016). Due to the unexpected withdrawal of the US DOJ, the SFPD proposes an additional 18-month engagement from this point to ensure a uniform monitoring and reporting period. This timeline, however, assumes work on monitoring and reporting to commence immediately as project momentum and improving SFPD training/actions can have an immediate, lifesaving effect. Although classifications exist for this work, employees currently in the classifications cannot be repurposed for this function at this time. The independent nature of the required work, the knowledge transfer to existing classifications, and the potential inconsistency of approach that is already in place, are all barriers to the use of existing classifications and employees.

6. Additional Information

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

7. **Union Notification:** On 02/15/18, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47858 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/26/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POLDept. Code: POLType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Compliance Review and ReportingFunding Source: General FundPSC Duration: 1 year 52 weeksPSC Amount: \$750,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will independently monitor and report on the San Francisco Police Department's (SFPD) Reform process, a task previously conducted by a consulting firm under contract with the United States Department of Justice (US DOJ). The US DOJ cancelled the program that was providing this service to the SFPD. Therefore, the SFPD needs to continue the work through contracting.

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

Independent external monitoring and reporting is critical to ensure that public trust in the SFPD is built and maintained. Denial would force the Department to self-report on topics including accountability, bias in enforcement, and community policing. All topics are more widely accepted when performed from an external perspective.

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

This service was previously provided by the US DOJ. Since the US DOJ cancelled the program, this is a new program now required by the SFPD.

D. Will the contract(s) be renewed?

Possible very short term contract extension. However, most work must be performed by 2019.

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

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

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:

Unexpected cancellation of program by the US DOJ requires the SFPD to procure a contract for service to continue a reform program in process to implement changes in an 18-month timeline. External monitoring and reporting of the reform program is critical to ensure that public trust in the department is built and maintained.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consulting firm must have extensive management and law enforcement related consulting experience: management of multi-echelon and multi-divisional programs, oversight of a law enforcement agencies, program management, and law enforcement expertise.

B. Which, if any, civil service class(es) normally perform(s) this work? 1803, Performance Analyst I; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst;

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

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

Current staffing at the SFPD manages and assists with the implementation of the reform program; however, the review of the program is best handled by an independent perspective with law enforcement oversight experience outside of the City.

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

A. Explain why civil service classes are not applicable.

Levels of expertise, experience and previous access to policies and procedures are not available within the current workforce and are immediately needed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The US DOJ Reform program mandated an 18-month timeline to implement all changes (from October 2016). Due to the unexpected withdrawal of the US DOJ, the SFPD proposes an additional 18-month engagement from this point to ensure a uniform monitoring and reporting period. This timeline, however, assumes work on monitoring and reporting to commence immediately as project momentum and improving SFPD training/actions can have an immediate, lifesaving effect. Although classifications exist for this work, employees currently in the classifications cannot be repurposed for this function at this time. The independent nature of the required work, the knowledge transfer to existing classifications, and the potential inconsistency of approach that is already in place, are all barriers to the use of existing classifications and employees.

6. Additional Information

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

No.

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

No. Training is not needed

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

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

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

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

7. **Union Notification:** On 10/10/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47858 - 17/18

DHR Analysis/Recommendation:

action date: 11/06/2017

Commission Approval Required

Approved by Civil Service Commission

11/06/2017 DHR Approved for 11/06/2017