



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: October 20, 2017

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Rod Goree, MTA
Genie Wong, POL
Shamica Jackson/Stacey Lo, PUC
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains six (6) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

Total of this Report	YTD Expedited Approvals FY2017-2018	Total for FY2017-2018
\$21,800,000	\$677,906,752	\$1,286,699,502

Rod Goree
Municipal Transportation Agency
1 South Van Ness Ave., 6th Floor
San Francisco, CA 94103
(415) 646-2553

Genie Wong
Police
1245 -3rd Street, 6th Floor
San Francisco, CA 94158
(415) 837-7208

Shamica Jackson
Stacey Lo
Public Utilities Commission
525 Golden Gate Ave., 8th Floor
San Francisco, CA 94102
SJ: (415) 554-0727
SL: (415) 554-1860

Jacque Hale
Public Health
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POSTING FOR**November 06, 2017****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2017-11-06

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
45485 - 17/18	MUNICIPAL TRANSPORTATION AGENCY	\$500,000.00	The consultant team(s) will provide on-call, third-party design review and construction oversight services to the SFMTA. The purposes of the services are to a) ensure the overall design and construction quality of projects at SFMTA facilities, b) ensure that these projects are being designed in a manner that is consistent with national best practices, and c) protect the design and functional integrity of SFMTA assets that may be impacted by nearby capital projects. The design review team retained may also be tasked with providing on-call design services for minor capital projects in existing SFMTA facilities, such as minor plumbing, mechanical, and electrical design work.	December 1, 2017	November 30, 2020	REGULAR
42868 - 17/18	POLICE	\$800,000.00	Contractor will provide a specialized Employee Assistance Program (EAP) to members of the San Francisco Police Department (SFPD) and their dependents. The services will include, but not be limited to, outpatient behavioral health services, critical incidence stress response services, and a critical incident stress residential treatment program.	July 1, 2018	June 30, 2022	REGULAR
47858 - 17/18	POLICE	\$750,000.00	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.	November 1, 2017	October 31, 2019	REGULAR
49114 - 17/18	PUBLIC UTILITIES COMMISSION	\$15,000,000.00	The San Francisco Public Utilities Commission (SFPUC) Infrastructure Division, Engineering Management Bureau (EMB) is intending to enter into an agreement with multiple firms (minimum of 3) to provide as-needed engineering services. The primary role of the selected Proposer (s) will be to provide engineering design services for SFPUC Hetchy Capital Improvement Projects (HCIP) on an as-needed basis. The Proposer may perform work on a portion of a project, for an entire project, or work as part of a SFPUC project team to deliver the project. The scope of the work is divided into two categories: Category I, Engineering Design Services and Category II, Technical Staff Augmentation. The Engineering Design Services consist of providing detail design and analysis for multidiscipline work as described below. Technical Staff Augmentation consist of providing personnel for Project Coordinators and Staff Engineers to perform work that is highly technical in nature. Each task and schedule will be determined by the City's Project Manager and Project Engineer when engineering services are needed. Upon agreement with the Proposer on the scope of work, budget and schedule, a Task Order will be issued with a Notice to Proceed (NTP) date and end-of-Task-Order date. The budget and schedule for Task Orders are subject to the limitations set forth in the San Francisco Administrative Code. The selected Proposers will work under the direction of the City's Contract Manager in the SFPUC Infrastructure Division, Engineering Management Bureau.	January 31, 2018	January 31, 2023	REGULAR
49268 - 17/18	PUBLIC HEALTH	\$3,000,000.00				REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			The contractor(s) will provide services to the Health Information Management (HIM) unit throughout the course of the San Francisco Department of Public Health Electronic Health Record (SFDPH EHR) project. Service areas will include: project management and consulting services in support of the consolidation of HIM functions across the San Francisco Health Network; pre-implementation and implementation phases specifically in the area of workflow evaluation, design and redesign; coordinating, evaluating and determining the quantity of staff training; and overall oversight of HIM functions during post-EHR implementation.	November 1, 2017	December 31, 2021	

TOTAL AMOUNT \$20,050,000



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

Home >

Posting For November 06, 2017**Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2017-11-06

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
42659 - 14/15 - MODIFICATIONS	November 6, 2017	PUBLIC HEALTH -- DPH	\$1,750,000	\$2,500,000	Professional compliance, evaluation, assessment, and technical assistance services that support the evaluation needs of the Department's primary care and prevention programs. Services include independent contractor/professional consulting services to address local, State and federal compliance requirements on an as-needed project basis. Contractor(s) will evaluate findings, assess and evaluate identified findings, provide technical reports and technical assistance as required to the Department. These services will provide the Department the ability to meet required compliance directives.	07/01/2020	06/30/2025	REGULAR

TOTAL AMOUNT \$1,750,000

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

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: design review services

Funding Source: operating

PSC Duration: 3 years

PSC Amount: \$500,000

1. Description of Work

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

The consultant team(s) will provide on-call, third-party design review and construction oversight services to the SFMTA. The purposes of the services are to a) ensure the overall design and construction quality of projects at SFMTA facilities, b) ensure that these projects are being designed in a manner that is consistent with national best practices, and c) protect the design and functional integrity of SFMTA assets that may be impacted by nearby capital projects. The design review team retained may also be tasked with providing on-call design services for minor capital projects in existing SFMTA facilities, such as minor plumbing, mechanical, and electrical design work.

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

These services are being requested with a specific project in mind—the construction of an affordable housing development above and adjacent to the Yerba Buena/Moscone Central Subway Station. This development is a joint effort of the SFMTA and the Mayor's Office of Housing and Community Development. As the project will be immediately adjacent to the entrance to the Central Subway Station and as its foundation will rest, in part, on the station below, it is critical that the City have rigorous design and design review processes in place. The consultant team will be responsible for meticulously reviewing the structural and overall design plans of the proposed housing development to ensure that the project does not affect the design integrity of the station and does not impair the proper, on-going functions of the station. If these services are denied, there is a greater risk that the design, construction, and operations of the housing development will have an adverse impact on the subway station. The SFMTA intends to procure these design and construction review services for other SFMTA facilities projects and assets for the duration of the PSC on an as-needed basis.

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.

No, this service has not been provided in the past for the facilities and real estate divisions of the SFMTA. While the SFMTA and other City agencies have procured on-call design services previously through personal services contracts, those services were not as focused on the protection of SFMTA assets or of the breadth of structural, design, and construction management expertise for which this request requires.

D. Will the contract(s) be renewed?

The contract is envisioned to be for a three-year period, with option(s) to extend for up to two additional three-year periods.

- 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).
- 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:

Short-term or capital projects requiring diverse skills, expertise and/or knowledge –The expertise required is highly specialized, especially in the area of structural engineering and transit/transportation facility design. Services required on an as-needed, intermittent, or periodic basis - The need for these services will be on a periodic, as-needed, rather than on-going basis. As projects arise that require a third-party design review, these services will be procured. Circumstances where there is a demonstrable potential conflict of interest – The SFMTA is interested in a third-party review of certain projects to ensure that the design reviewers are unencumbered by any work on a related, previous project or by any other imperative other than the design quality of the project being reviewed. The independent, third-party nature of these services is an essential characteristic.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant team will consist of individuals with experience in structural engineering; mechanical, electrical, and plumbing design; civil engineering and utilities; comprehensive architectural design services including for mid-rise, high-rise, and residential construction; comprehensive design services for transit and transportation facilities; construction inspection and project management; and analysis of technical reports, such as soils/geotechnical reports.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5212, Engineer/Architect Principal; 5241, Engineer; 5268, Architect; 5502, Project Manager 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The SFMTA and other City agencies have existing, on-call design contracts. The facilities and real estate divisions of the SFMTA investigated the feasibility of using these contracts. However, the duration of services that are required for this work (i.e. spanning both the design and construction phases of a project) and the specialized nature of the work (e.g. transit/transportation facility design, structural engineering expertise) are beyond the purview of these existing on-call contracts. The SFMTA also investigated the possibility of using DPW resources. However, the work requires specialized expertise in structural engineering and transportation/transit design, as well as the capacity to mobilize and respond expeditiously as design review needs arise. For these reasons, the SFMTA is pursuing a personal services contract for these services.

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

A. Explain why civil service classes are not applicable.

City civil services classes cannot perform this work because the varied, specialized expertise required—in multifamily residential design; structural engineering for mid-rise and high-rise structures; structural engineering best practices; and transit and transportation facility design—is beyond the resources of City staff.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Civil service classifications already exist, but because of the depth and breadth of expertise required and the “as-needed” nature of the work required for a project of this duration, it would not be practical to perform the work with civil service 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.

No. No training will be provided because of the as-needed, short-term nature of the services to be provided.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 08/23/2017, 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: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45485 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/06/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Wednesday, August 23, 2017 2:29 PM
To: Goree, Rodney (MTA); kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Goree, Rodney (MTA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45485 - 17/18

RECEIPT for Union Notification for PSC 45485 - 17/18 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 45485 - 17/18 for \$500,000 for Initial Request services for the period 12/01/2017 – 11/30/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10006> 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: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Behavioral Health Services for Law Enforcement Employees and Dependents

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$800,000

1. Description of Work

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

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

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

This specialized service is necessary to help police officers manage stress from law enforcement duties. A network of national providers will be available for dependents who reside outside of the San Francisco Bay Area and for officers who are temporarily outside of the San Francisco Bay Area. Denial of service will reduce the SFPD's ability to provide a much needed and highly utilized stress reduction service.

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, required by the Memorandum of Understanding (MOU) by the San Francisco Police Officer Association through June 30, 2018, has been provided by Managed Health Network since July 1, 2011 and prior to that, by United Behavioral Health, another EAP provider. It is anticipated that this service will continue to be a part of the upcoming MOU effective July 1, 2018 and supported by the SFPD.

D. Will the contract(s) be renewed?

It is anticipated that the contract will be renewed.

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 service is used on an as-needed basis. The City does not have a network of specialty services available nationwide for employees and dependents.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Clinicians contracting with selected provider must have a minimum qualification of a master's degree in Psychology or Social Work and be licensed by the state board as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Licensed Professional Clinical Counselor (LPCC) or Doctor of Psychology (PsyD or PhD). Clinicians must also be culturally competent to work within first responder culture.

B. Which, if any, civil service class(es) normally perform(s) this work? 2574, Clinical Psychologist; 2576, Sprv Clinical Psychologist; 2910, Social Worker; 2912, Senior Social Worker; 2931, Marriage, Family & Child Cnslr; 2935, Sr Marriage, Fam & Cld Cnslr;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. However, individual clinicians will provide their own office space and equipment for use in counseling members.

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

Members of the SFPD Staff Services and Behavioral Science Unit have met with the City's Health Services System (HSS) to gauge the feasibility of accessing services through HSS. HSS is not adequately staffed (with only three clinicians) to provide necessary services to the SFPD. In addition, services need to be available outside of the San Francisco Bay Area.

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

A. Explain why civil service classes are not applicable.

This service needs to be available nationwide.

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

6. Additional Information

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

No.

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

No. Training is not needed.

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

No.

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

No.

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

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

7. **Union Notification:** On 08/11/2017, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: 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# 42868 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/06/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Wong, Genie (POL); thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; peter.masiak@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42868 - 17/18
Date: Friday, August 11, 2017 1:08:03 PM

RECEIPT for Union Notification for PSC 42868 - 17/18 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 42868 - 17/18 for \$800,000 for Initial Request services for the period 07/01/2018 – 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/9950> 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

Wong, Genie (POL)

From: XiuMin Li <XiuMin.Li@seiu1021.org>
Sent: Wednesday, September 13, 2017 5:37 PM
To: Wong, Genie (POL); Al Fernandez
Cc: Arcelia Montoya; David Canham; Joseph Bryant; Theresa Rutherford; DHR-PSCCoordinator, DHR (HRD); Ramirez, Willie (DPH); McGuire, Catherine (POL); Yin, Kirk (POL); Long, Stephanie (POL); Pengel, Maura (POL); Howard, Art (POL); Rodelas, Dennis (POL)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42868 - 17/18

Hi Genie,
Thank you for a very informative meeting and the additional information you provided. The Union is ok with this PSC for this duration.

Cheers,

Xiu Min Li
Field Supervisor

SEIU 1021 SF Office
350 Rhode Island, South Building Suite 100 San Francisco, CA 94103

Phone: 415-848-3686
Fax: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021 For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>

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

From: Wong, Genie (POL) [mailto:Genie.Wong@sfgov.org]
Sent: Wednesday, September 13, 2017 1:35 PM
To: XiuMin Li; Al Fernandez
Cc: Arcelia Montoya; David Canham; Peter Masiak; Joseph Bryant; Theresa Rutherford; DHR-PSCCoordinator, DHR (HRD); Ramirez, Willie (DPH); McGuire, Catherine (POL); Yin, Kirk (POL); Long, Stephanie (POL); Pengel, Maura (POL); Howard, Art (POL); Rodelas, Dennis (POL)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42868 - 17/18

Hi XiuMin and Al,

I'm adding one more attachment, the current PSC which resulted in the contract with Managed Health Network for the period from July 1, 2011-June 30, 2018.

Best Regards,

Genie Wong
Contracts Analyst
Fiscal Division

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

<https://sfcitypartner.sfgov.org/>

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

From: Wong, Genie (POL)

Sent: Wednesday, September 13, 2017 11:52 AM

To: 'XiuMin Li' <XiuMin.Li@seiu1021.org>

Cc: Arcelia Montoya <Arcelia.Montoya@seiu1021.org>; David Canham <david.canham@seiu1021.org>; Peter Masiak <peter.masiak@seiu1021.org>; Joseph Bryant <Joseph.Bryant@seiu1021.org>; Theresa Rutherford <Theresa.Rutherford@seiu1021.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Al Fernandez <Al.Fernandez@seiu1021.org>; Alfred Fernandez <alfernandez1021@gmail.com>; Ramirez, Willie (DPH) <willie.ramirez@sfdph.org>; McGuire, Catherine (POL) <catherine.mcguire@sfgov.org>; Yin, Kirk (POL) <kirk.yin@sfgov.org>; Long, Stephanie (POL) <stephanie.long@sfgov.org>; Pengel, Maura (POL) <maura.pengel@sfgov.org>; Howard, Art (POL) <art.howard@sfgov.org>; Rodelas, Dennis (POL) <dennis.rodelas@sfgov.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42868 - 17/18

Hi XiuMin and Al,

Thank you joining us at our office this morning. As a follow-up, I am sending you the EAP brochure that our Behavioral Science Unit (BSU) regularly provides to our members, a copy of the previous PSC which resulted in a contract with United Behavioral Health from 7/1/07-6/30/11, and a brochure of the West Coast Post Trauma Retreat, one of the current EAP benefits. Please let us know if you have additional questions.

I will be out of the office from 9/18/17-10/9/17. During this time, please contact Catherine McGuire, SFPD CFO, who is cc'd on this email, on SFPD contract matters.

Best Regards,

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

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

From: XiuMin Li [mailto:XiuMin.Li@seiu1021.org]

Sent: Tuesday, September 12, 2017 2:56 PM

To: Wong, Genie (POL) <Genie.Wong@sfgov.org>; Butler, Rosland (POL) <rosland.butler@sfgov.org>

Cc: Arcelia Montoya <Arcelia.Montoya@seiu1021.org>; David Canham <david.canham@seiu1021.org>; Peter Masiak <peter.masiak@seiu1021.org>; Joseph Bryant <Joseph.Bryant@seiu1021.org>; Theresa Rutherford <Theresa.Rutherford@seiu1021.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Al Fernandez <Al.Fernandez@seiu1021.org>; Alfred Fernandez <alfernandez1021@gmail.com>; Ramirez, Willie (DPH) <willie.ramirez@sfdph.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42868 - 17/18

Hi Genie,

I want to give you some questions ahead of time so our meeting will be more productive:

- Why are services needed nationwide since this is for SFPD which is located in SF?
- How often were services needed outside of the SF Bay Area?
- Can HSS increase their staffing to provide the necessary services? How many more clinicians would hypothetically be needed?
- Who are the three clinicians currently staffed at HSS EAP?

Please also confirm that your Department has secured released for Mr.Fernandez to attend meeting. I've also forwarded my request to Mr. Ramirez.

Thank you,

Xiu Min Li
Field Supervisor

SEIU 1021 SF Office
350 Rhode Island, South Building Suite 100 San Francisco, CA 94103

Phone: 415-848-3686
Fax: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021 For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>

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

From: Wong, Genie (POL) [mailto:Genie.Wong@sfgov.org]

Sent: Tuesday, September 12, 2017 10:32 AM

To: XiuMin Li; Butler, Rosland (POL)

Cc: Arcelia Montoya; David Canham; Peter Masiak; Joseph Bryant; Theresa Rutherford; DHR-PSCCoordinator, DHR (HRD); Al Fernandez; Alfred Fernandez
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42868 - 17/18

Hi Xiu Min,

I have a couple meetings in the morning. When you and your colleagues arrive, please let the lobby staff know that Rosland Butler, our 6th Floor receptionist, is expecting you. Rosland will take you to the conference room.

Best Regards,

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

<https://sfcitypartner.sfgov.org/>

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

From: XiuMin Li [mailto:XiuMin.Li@seiu1021.org]
Sent: Tuesday, September 12, 2017 10:25 AM
To: Wong, Genie (POL) <Genie.Wong@sfgov.org>
Cc: Arcelia Montoya <Arcelia.Montoya@seiu1021.org>; David Canham <david.canham@seiu1021.org>; Peter Masiak <peter.masiak@seiu1021.org>; Joseph Bryant <Joseph.Bryant@seiu1021.org>; Theresa Rutherford <Theresa.Rutherford@seiu1021.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Al Fernandez <Al.Fernandez@seiu1021.org>; Alfred Fernandez <alfernandez1021@gmail.com>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42868 - 17/18

Hi Genie,
Please release Al Fernandez from DPH for this meeting.

Thanks,

Xiu Min Li
Field Supervisor

SEIU 1021 SF Office
350 Rhode Island, South Building Suite 100 San Francisco, CA 94103

Phone: 415-848-3686
Fax: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021 For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>

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

From: Wong, Genie (POL) [mailto:Genie.Wong@sfgov.org]

Sent: Thursday, September 07, 2017 2:47 PM

To: XiuMin Li

Cc: Arcelia Montoya; David Canham; Peter Masiak; Joseph Bryant; Theresa Rutherford; DHR-PSCCoordinator, DHR (HRD)

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42868 - 17/18

Hi Xiu Min,

I reserved conference room #6122 for the meeting at the Police Commission office on the 6th floor at 1245-3rd Street. Please let me know names of members attending so that I can inform lobby and reception staff.

Best Regards,

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

<https://sfcitypartner.sfgov.org/>

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

From: XiuMin Li [mailto:XiuMin.Li@seiu1021.org]

Sent: Wednesday, September 6, 2017 4:49 PM

To: Wong, Genie (POL) <Genie.Wong@sfgov.org>

Cc: Arcelia Montoya <Arcelia.Montoya@seiu1021.org>; David Canham <david.canham@seiu1021.org>; Peter Masiak <peter.masiak@seiu1021.org>; Joseph Bryant <Joseph.Bryant@seiu1021.org>; Theresa Rutherford <Theresa.Rutherford@seiu1021.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42868 - 17/18

Hi Genie,

Please hold the date and time - 9/13 at 10am. We should be able to meet at that time. I am identifying some members who can come with me for the discussion.

Cheers,

Xiu Min Li
Field Supervisor

SEIU 1021 SF Office
350 Rhode Island, South Building Suite 100 San Francisco, CA 94103

Phone: 415-848-3686
Fax: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021 For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>

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

From: Wong, Genie (POL) [mailto:Genie.Wong@sfgov.org]
Sent: Wednesday, September 06, 2017 2:02 PM
To: XiuMin Li
Cc: Arcelia Montoya; David Canham; Peter Masiak; Joseph Bryant; Theresa Rutherford; DHR-PSCCoordinator, DHR (HRD)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42868 - 17/18

Hi XiuMin,

Just want to follow-up with you to schedule this meeting. If 9/13 does not work for you, please propose a few other dates and times that work for you. Thank you.

Best Regards,

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

<https://sfcitypartner.sfgov.org/>

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

From: Wong, Genie (POL)
Sent: Monday, August 28, 2017 1:47 PM
To: 'XiuMin Li' <XiuMin.Li@seiu1021.org>
Cc: Arcelia Montoya <Arcelia.Montoya@seiu1021.org>; David Canham <david.canham@seiu1021.org>; Peter Masiak <peter.masiak@seiu1021.org>; Joseph Bryant <Joseph.Bryant@seiu1021.org>; Theresa Rutherford <Theresa.Rutherford@seiu1021.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42868 - 17/18

Hi Xin Min,

We are available on 9/13 morning or afternoon. I can reserve a conference room at our office located at 1245-3rd St. (cross st. is Mission Rock). Please let me know name of attendees for lobby staff.

If this date does not work for SEIU, please propose other dates/times starting on 9/11/17.

Best Regards,

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

<https://sfcitypartner.sfgov.org/>

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

From: XiuMin Li [mailto:XiuMin.Li@seiu1021.org]

Sent: Monday, August 28, 2017 10:12 AM

To: Wong, Genie (POL) <Genie.Wong@sfgov.org>

Cc: Arcelia Montoya <Arcelia.Montoya@seiu1021.org>; David Canham <david.canham@seiu1021.org>; Peter Masiak <peter.masiak@seiu1021.org>; Joseph Bryant <Joseph.Bryant@seiu1021.org>; Theresa Rutherford <Theresa.Rutherford@seiu1021.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42868 - 17/18

Hi Genie,

SEIU is protesting this PSC and would like to request a meeting. Please let me know your availability.

Thanks,

Xiu Min Li
Field Supervisor

SEIU 1021 SF Office
350 Rhode Island, South Building Suite 100 San Francisco, CA 94103

Phone: 415-848-3686
Fax: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021 For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of Genie.Wong@sfgov.org
Sent: Friday, August 11, 2017 1:08 PM
To: Genie.Wong@sfgov.org; Thomas Vitale; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Peter Masiak; Ricardo.lopez@sfgov.org; kbasconcillo@sfgov.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; PSCreview; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Genie.Wong@sfgov.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 42868 - 17/18

RECEIPT for Union Notification for PSC 42868 - 17/18 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 42868 - 17/18 for \$800,000 for Initial Request services for the period 07/01/2018 - 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhr Drupal/node/9950> 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)

1 [Memorandum of Understanding, Amendment No. 5 - San Francisco Police Officers'
2 Association (Unit P-2B)]

3 **Ordinance adopting and implementing Amendment No. 5 to the 2007-2015**
4 **Memorandum of Understanding between the City and County of San Francisco and the**
5 **San Francisco Police Officers' Association (Unit P-2B) by implementing specified**
6 **terms and conditions of employment for FYs 2013-2014, 2014-2015, 2015-2016, 2016-**
7 **2017, and 2017-2018.**

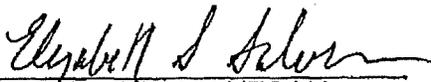
8 NOTE: Additions are single-underline italics Times New Roman;
9 deletions are ~~strike-through italics Times New Roman~~.
10 Board amendment additions are double-underlined;
11 Board amendment deletions are ~~strikethrough normal~~.

11 Be it ordained by the People of the City and County of San Francisco:

12 Section 1. The Board of Supervisors hereby adopts and implements Amendment No. 5
13 to the 2007-2015 Memorandum of Understanding between the City and County of San
14 Francisco and the San Francisco Police Officers' Association (Unit P-2B) by implementing
15 specified terms and conditions of employment for fiscal years 2013-2014, 2014-2015, 2015-
16 2016, 2016-2017, and 2017-2018.

17 Amendment No. 5 to the Memorandum of Understanding so implemented is on file in
18 the office of the Board of Supervisors in Board File No. 130763.

19
20 APPROVED AS TO FORM:
21 DENNIS J. HERRERA, City Attorney

22 By: 
23 ELIZABETH S. SALVESON
24 Chief Labor Attorney
25 n:\labor\as2013\0200064\00868994.doc

ARTICLE III - PAY, HOURS AND BENEFITS

following premiums for the respective coverage levels: \$5/month for employee-only, \$10/month for employee + 1 dependent, or \$15/month for employee + 2 or more dependents.

291. E. Employees shall be permitted to choose which available City plan they wish to participate in.

292. F. Benefits that are made available by the City to the domestic partners of other City employees shall simultaneously be made available to the domestic partners of members of the Department.

G. Hepatitis B Vaccine.

293. The City shall provide, at its cost, Hepatitis B vaccine immunization for employees whose health plans do not provide the benefit.

H. Annual Tuberculosis Screening.

294. The City will provide, at its cost, annual tuberculosis screening for employees.

I. Employee Assistance Program.

295. The City shall continue to provide the existing or equivalent employee assistance benefits presently provided by United Behavioral Health.

Section 9. Retirement.

A. Mandatory Employee Retirement Contribution.

296. For the duration of this Agreement, employees shall pay their own retirement contributions. Tier 1 employees will contribute an amount equal to 7% of covered gross salary; Tier 2 employees and Harbor Police Officers will contribute an amount equal to 7.5% of covered gross salary. The parties acknowledge that said contributions satisfy the requirements of Charter Sections A8.595-11(d) and A8.597-11(d) for the duration of this Agreement.

296a. Notwithstanding paragraph 296. above, the parties agree to further extend employee cost sharing by increasing the retirement contribution for all employees by three percent (3%) for the two-year period beginning July 1, 2011 and ending June 30, 2013. As of July 1, 2013, the parties agree to effectuate any applicable cost sharing provisions of a Charter amendment initiated by the Mayor, approved by the Board of Supervisors, and approved by the voters in the November 2011 election.

297. If the majority of City & County of San Francisco employees agree to an employee contribution to fund retiree health benefits, the parties agree to reopen the MOU on the subject of an employee contribution to fund retiree health benefits. This reopener is subject to the impasse resolution procedures as set forth in Charter Section A8.590-1 et seq.

298. B. Employees with twenty (20) years' service who leave the Department, but who retain their

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Compliance Review and Reporting

Funding Source: General Fund

PSC Duration: 1 year 52 weeks

PSC 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:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/06/2017

Receipt of Union Notification(s)

Wong, Genie (POL)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Tuesday, October 10, 2017 12:05 PM
To: Wong, Genie (POL); kschumacher@ifpte21.org; kgeneral@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47858 - 17/18

RECEIPT for Union Notification for PSC 47858 - 17/18 more than \$100k

The POLICE-- POL has submitted a request for a Personal Services Contract (PSC) 47858 - 17/18 for \$750,000 for Initial Request services for the period 11/01/2017 – 10/31/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10180> 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

Wong, Genie (POL)

From: Ken Page <kpage@ifpte21.org>
Sent: Tuesday, October 10, 2017 1:14 PM
To: Wong, Genie (POL)
Cc: McGuire, Catherine (POL); Kristen Schumacher; Katherine General; Paul Kim; L21PSC Review; DHR-PSCCoordinator, DHR (HRD); Amihan Makayan
Subject: Re: PSC # 47858 - 17/18

After consultation with our members in the affected titles and since this is connected to a former DOJ collaboration, important toward institutionalizing DOJ recommendations for the Department --Local 21, under these narrow circumstances agrees to waive --only here -- our 30 day review period. Kenneth Page.

Sent from my iPhone

> On Oct 10, 2017, at 12:58 PM, Wong, Genie (POL) <Genie.Wong@sfgov.org> wrote:

>

> Hi Kenneth,

>

> Catherine McGuire has been in touch with you regarding this urgent PSC I just entered to contract for an independent review service on SFPD Reforms. Can you review and immediately approve on behalf of Local 21, so that I can make a request to DHR to expedite processing? Thank you.

>

>

> Best Regards,

>

> Genie Wong

> Contracts Analyst

> Fiscal Division

> San Francisco Police Department

> 1245-3rd Street, 6th Floor

> San Francisco, CA 94158

> (415) 837-7208

> Genie.Wong@sfgov.org

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> <https://sfcitypartner.sfgov.org/>

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> -----Original Message-----

> From: dhr-psccordinator@sfgov.org

> [mailto:dhr-psccordinator@sfgov.org] On Behalf Of

> Genie.Wong@sfgov.org

> Sent: Tuesday, October 10, 2017 12:05 PM

> To: Wong, Genie (POL) <Genie.Wong@sfgov.org>; kschumacher@ifpte21.org;
> kgeneral@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org;
> Wong, Genie (POL) <Genie.Wong@sfgov.org>; DHR-PSCCoordinator, DHR
> (HRD) <dhr-psccordinator@sfgov.org>
> Subject: Receipt of Notice for new PCS over \$100K PSC # 47858 - 17/18
>
> RECEIPT for Union Notification for PSC 47858 - 17/18 more than \$100k
>
> The POLICE -- POL has submitted a request for a Personal Services
> Contract
> (PSC)
> 47858 - 17/18 for \$750,000 for Initial Request services for the period
> 11/01/2017 – 10/31/2019. Notification of 30 days (60 days for SEIU) is required.
>
> After logging into the system please select link below, view the information and verify receipt:
>
> <http://apps.sfgov.org/dhrdrupal/node/10180> 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 <PSC Documents.pdf>

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: Hetchy Capital Improvement Program, As-Needed Engineering Services (PRO.0085)

Funding Source: Hetchy 10-Year Capital Plan

PSC Duration: 5 years 1 day

PSC Amount: \$15,000,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) Infrastructure Division, Engineering Management Bureau (EMB) is intending to enter into an agreement with multiple firms (minimum of 3) to provide as-needed engineering services. The primary role of the selected Proposer(s) will be to provide engineering design services for SFPUC Hetchy Capital Improvement Projects (HCIP) on an as-needed basis. The Proposer may perform work on a portion of a project, for an entire project, or work as part of a SFPUC project team to deliver the project. The scope of the work is divided into two categories: Category I, Engineering Design Services and Category II, Technical Staff Augmentation. The Engineering Design Services consist of providing detail design and analysis for multidiscipline work as described below. Technical Staff Augmentation consist of providing personnel for Project Coordinators and Staff Engineers to perform work that is highly technical in nature. Each task and schedule will be determined by the City's Project Manager and Project Engineer when engineering services are needed. Upon agreement with the Proposer on the scope of work, budget and schedule, a Task Order will be issued with a Notice to Proceed (NTP) date and end-of-Task-Order date. The budget and schedule for Task Orders are subject to the limitations set forth in the San Francisco Administrative Code. The selected Proposers will work under the direction of the City's Contract Manager in the SFPUC Infrastructure Division, Engineering Management Bureau.

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

The SFPUC Infrastructure Division is responsible for providing internal resources for SFPUC capital projects. Organizational capacity and in-house capabilities continue to expand and increase. Past experience has shown that staff augmentation is required when the available staff is insufficient when the workload exceeds the existing resources. When the Infrastructure Division does not have the expertise, lack of staff due to remote location, or chooses to augment existing staff, supplemental staff needs to be hired. Infrastructure Division also do not retain engineers with work required specialized experience or extremely rare project such as design and rehabilitation of dams, penstocks, and substations. In addition, this Request For Proposal (RFP) will provide continuation for existing work that is being done under contract CS-296 which is expected to expire and will be at maximum capacity. Lack of staffing resources will lead to inability to produce designs that will address the aging infrastructure and complete existing design work that will address the aging infrastructure.

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. 4099-12/13 (CS-296A-D). The contract expires on June 30, 2018.

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.

This is to support the Hetchy Capital Improvement Projects 10-year plan. The projects are spread over the 10 year period starting and ending at various time. Some projects may start as early as 2018 and as late as 2022. Typical project delivery from planning to complete construction could take 3 years for moderately complex project to 5 or more years for highly complex projects.

2. Reason(s) for the Request

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

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

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

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

B. Explain the qualifying circumstances:

The SFPUC Infrastructure Division intends to retain the services of multiple firms who will provide: - transition and design services for existing contracts that will expire or have reached their capacity. - capital planning and design for dams, substations, penstocks, other assets that are highly complex. - provide as-needed staff augmentation to work at remote locations outside of San Francisco.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Proposers have been an established business for 20 years or more and have successfully delivered at least three dams, penstocks, substations, and large diameter pipeline projects. Minimum personnel qualifications include: - Project Manager with 20 years of experience in delivering large infrastructure projects - Civil or Structural Engineer with 15 or more years of experience in dam and penstock retrofit and design - Mechanical Engineer with 15 or more years of experience in design of large diameter valves, pumps and hydropower generation - Electrical Engineer with 20 or more years of experience in design of power houses, transformers, and substations

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5601, Utility Analyst; 5602, Utility Specialist;

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

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

We have reviewed past and present projects and the areas of expertise of the existing engineering staff. We have also researched the availability of the staff working in remote locations or local staff that may have the desire to relocate to a remote office. So far there are no candidates who had desire to work in remote locations. Before we issue specific task orders, we will again request for available resources within the SFPUC Infrastructure Engineering Management Bureau prior using the consultants' engineers. This type of request will occur for each and every new task.

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

A. Explain why civil service classes are not applicable.

Design work on dams, penstocks and substation is extremely rare and may occur once in the life-cycle of an asset. Therefore the existing civil service classes do not perform specialized designs. The SFPUC intends to seek expertise on a nationwide level.

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. For the typical and routine design work, it is already covered by the existing classifications. The RFP intends to augment the existing City staff only when there is a shortage of resources. For specialized work, the need is not consistent and work on dams will not be needed again for many decades in future. Therefore, it would not be practical to adopt a new civil service class to perform the specialized work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. There will be technology transfer tasks where the Designer will provide demonstration of specialty tools such as dam analysis and transient analysis software. For each design deliverable, there will be a one full day of design workshop conducted to ensure the City staff is aware of new design concepts, information on latest code and practices, and understanding of the new facility and how it will operate. The types of City staff that will receive training includes: Civil Engineers, Structural Engineers, Electrical Engineers, and Mechanical Engineers. The types of City staff that will receive training includes: Civil Engineers, Structural Engineers, Electrical Engineers, and Mechanical Engineers.

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

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

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

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

7. Union Notification: On 08/31/2017, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49114 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/06/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica](mailto:Jackson,Shamica); kgeneral@ifpte21.org; amakayan@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org;
pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Irwin, William](mailto:Irwin,William); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator,DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49114 - 17/18
Date: Thursday, August 31, 2017 11:19:19 AM

RECEIPT for Union Notification for PSC 49114 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49114 - 17/18 for \$15,000,000 for Initial Request services for the period 01/31/2018 – 01/31/2023. 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/9965> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Health Information Management Consulting, Implementation and Coordination of Training Services

Funding Source: General Fund

PSC Duration: 4 years 8 weeks

PSC Amount: \$3,000,000

1. Description of Work

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

The contractor(s) will provide services to the Health Information Management (HIM) unit throughout the course of the San Francisco Department of Public Health Electronic Health Record (SFDPH EHR) project. Service areas will include: project management and consulting services in support of the consolidation of HIM functions across the San Francisco Health Network; pre-implementation and implementation phases specifically in the area of workflow evaluation, design and redesign; coordinating, evaluating and determining the quantity of staff training; and overall oversight of HIM functions during post-EHR implementation.

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

The services are necessary in order for the Department to achieve a successful implementation of the new Electronic Health Record system. In addition, in order to effectively consolidate and integrate the HIM functions throughout the Department outside assistance with expertise in the chosen EHR application is needed. Denial of the request will result in delays and added cost to the overall project.

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?

Only if there is a continued need and funding is available.

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

not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The services are needed to part of the SFDPH EHR project. This is a time-limited project and requires highly specialized skills, typically found in the private sector.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have a comprehensive breadth of knowledge of modern HIM process and techniques and have completed at least 3 successful HIM conversions of the chosen EHR provider in the last 5 years. Contractor resources will need to possess any relevant licenses or certification in the sub-matter.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

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 services are as-needed, limited in term, and specific to the SFDPH EHR project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Because the services are as-needed, limited in term, and specific to the SFDPH EHR project, it not feasible to adopt a new civil service class to perform the work.

6. Additional Information

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

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

No. Civil service employees will have the opportunity to interact with the contractor and through this interaction the employees will be exposed to the latest techniques and skills related to HIM services. Current civil service staff will have the opportunity to have significant knowledge transfer from the contractors.

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 08/08/2017, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 101 Grove St., Rm. 405 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49268 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/06/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Tuesday, August 08, 2017 5:32 PM
To: Hale, Jacquie (DPH); kgeneral@ifpte21.org; amakayan@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49268 - 17/18

RECEIPT for Union Notification for PSC 49268 - 17/18 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49268 - 17/18 for \$3,000,000 for Initial Request services for the period 11/01/2017 – 12/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/9935> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 42659 - 14/15)

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

Type of Service: Professional Compliance, Evaluation, Assessment, and Technical Assistance Services

Funding Source: General Fund, Grants

PSC Original Approved Amount: \$750,000

PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)

PSC Mod#1 Amount: \$1,750,000

PSC Mod#1 Duration: 07/01/20-06/30/25 (5 years 1 day)

PSC Cumulative Amount Proposed: \$2,500,000

PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work

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

Professional compliance, evaluation, assessment, and technical assistance services that support the evaluation needs of the Department's primary care and prevention programs. Services include independent contractor/professional consulting services to address local, State and federal compliance requirements on an as-needed project basis. Contractor(s) will evaluate findings, assess and evaluate identified findings, provide technical reports and technical assistance as required to the Department. These services will provide the Department the ability to meet required compliance directives.

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

In the event that the Department is audited by local, State and/or federal agencies, the use of an independent contractor and/or professional consultation firm to provide evaluation services are highly beneficial and for some audits, may be a requirement in some cases. If this request is denied, critical public health services and programs could be ordered by regulators to stop services and significant financial penalties might be imposed.

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

Yes, PSC 42659 14/15

D. Will the contract(s) be renewed?

Yes, if needed and funding is available.

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

This is a request to continue professional compliance, assessment and technical assistance services that support the evaluation needs of the Department's Primary Care and Prevention Programs.

2. Reason(s) for the Request

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- 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:

In the ever-increasingly regulated field of public health care, maximum compliance with the myriad of local, State and federal regulations and funding requirements (e.g. for Medi-Cal, Medicare, mental health/substance abuse/HIV funding, etc.) is critical. The consulting firm(s) planned to be hired under this PSC will provide project-based, as-needed, intermittent services to DPH executive and senior level staff, including assessment and targeted recommendations on how to maximize compliance for various needs and funders, and must possess the specific expertise to do so effectively and in a timely manner, with objectivity and an independent point of view.

B. Reason for the request for modification:

Modification to extend the term and increase the amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must be an independent, professional consulting firm with specialty in public health planning, Affordable Care Act evaluation, behavioral health and substance abuse services, HIV services, primary care, MediCal planning, and other critical public health programs and issues.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0943, Manager VIII;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Physical facilities and equipment are expected to be provided only to the extent they are required for the consultant's normal business operations. Specific expertise, objectivity and independent perspective not available from civil service staff are expected to be provided.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Services are intermittent and intended to provide short-term, expert consultation in order to assist the Department in assessing, achieving, and maintaining ongoing compliance with regulatory requirements and as a support to upper level senior and executive staff in creating and implementing long term civil service programs. The consultant(s) will have both individual and team expertise not available through existing civil service staff, who generally have a similar level of expertise in only specific Department of Public Health (DPH) programs.

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 Department already has senior staff serving as ongoing compliance officers. The consulting firm will enhance the work of existing Department staff and improve specific programs at the Department, reporting directly to the Director of Health and Deputy Directors on an intermittent, and project-focused basis.

6. Additional Information

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

No.

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

Please refer to 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.

No.

7. Union Notification: On 09/26/17, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association;

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

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42659 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/06/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Tuesday, September 26, 2017 9:43 AM
To: Hale, Jacquie (DPH); camaguey@sfmea.com (contact); staff@sfmea.com; Carmona, Irene (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 42659 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$1,750,000 for services for the period July 1, 2020

-- June 30, 2025. 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/10144>

Email sent to the following addresses: staff@sfmea.com camaguey@sfmea.com

Additional Attachment(s)

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

(cont.)

The consultant also is able to provide independent analysis and recommendations to executive staff with a degree of objectivity and avoidance of potential conflict of interest not available from civil service staff.

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

B. Will the contractor train City and County employee?

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain:

(cont.)

Knowledge transfer will be accomplished during the course of the consultant's work as appropriate, as part of the consultant's services will be to provide information to executive and senior staff. The consultant will also provide training as needed to civil service staff to prepare for implementation of new ICD-10 billing codes. (ICD-10 refers to the tenth revision of the International Statistical Classification of Diseases and Related Health Problems, a medical classification list established by the World Health Organization of diseases, symptoms, findings, etc. for medical billing purposes.)

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: Professional Compliance, Evaluation, Assessment, and Technical Assistance ServicesFunding Source: General Fund, GrantsPSC Amount: \$750,000PSC Est. Start Date: 07/01/2015PSC Est. End Date 06/30/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Professional compliance, evaluation, assessment, and technical assistance services that support the evaluation needs of the Department's primary care and prevention programs. Services include independent contractor/professional consulting services to address local, State and federal compliance requirements on an as-needed project basis. Contractor(s) will evaluate findings, assess and evaluate identified findings, provide technical reports and technical assistance as required to the Department. These services will provide the Department the ability to meet required compliance directives.

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

In the event that the Department is audited by local, State and/or federal agencies, the use of an independent contractor and/or professional consultation firm to provide evaluation services are highly beneficial and for some audits, may be a requirement in some cases. If this request is denied, critical public health services and programs could be ordered by regulators to stop services and significant financial penalties might be imposed.

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

These are new services.

D. Will the contract(s) be renewed?

Yes, if needed and funding is available.

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

The Department anticipates an intermittent, yet continued need for these services, as the requirements for maintaining full compliance with the historically changing health care business environment is expected to continue to evolve for at least the next five years.

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

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

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

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

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

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:

In the ever-increasingly regulated field of public health care, maximum compliance with the myriad of local, State and federal regulations and funding requirements (e.g. for Medi-Cal, Medicare, mental health/substance abuse/HIV funding, etc.) is critical. The consulting firm(s) planned to be hired under this PSC will provide project-based, as-needed, intermittent services to DPH executive and senior level staff, including assessment and targeted recommendations on how to maximize compliance for various needs and funders, and must possess the specific expertise to do so effectively and in a timely manner, with objectivity and an independent point of view.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must be an independent, professional consulting firm with specialty in public health planning, Affordable Care Act evaluation, behavioral health and substance abuse services, HIV services, primary care, MediCal planning, and other critical public health programs and issues.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0943, Manager VIII;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Physical facilities and equipment are expected to be provided only to the extent they are required for the consultant's normal business operations. Specific expertise, objectivity and independent perspective not available from civil service staff are expected to be provided.

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

The nature of the services is to support existing City/DPH upper management resources with the broader and deeper expertise than would be available through civil service staff alone.

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

- A. Explain why civil service classes are not applicable.
Services are intermittent and intended to provide short-term, expert consultation in order to assist the Department in assessing, achieving, and maintaining ongoing compliance with regulatory requirements and as a support to upper level senior and executive staff in creating and implementing long term civil service programs. The consultant(s) will have both individual and team expertise not available through existing civil service staff, who generally have a similar level of expertise in only specific Department of Public Health (DPH) programs.
- 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 Department already has senior staff serving as ongoing compliance officers. The consulting firm will enhance the work of existing Department staff and improve specific programs at the Department, reporting directly to the Director of Health and Deputy Directors on an intermittent, and project-focused basis.

6. Additional Information

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

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

7. **Union Notification:** On 05/23/2015, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association

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

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

Address: 101 Grove Street, Room 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42659 - 14/15

DHR Analysis/Recommendation:

action date: 07/20/2015

Commission Approval Required

Approved by Civil Service Commission

07/20/2015 DHR Approved for 07/20/2015