City and County of San Francisco

London Breed Mayor



Department of Human Resources

Micki Callahan Human Resources Director

Date:

November 15, 2019

To:

The Honorable Civil Service Commission

Through:

Micki Callahan

Human Resources Director

From:

Joan Lubamersky, ADM

Bill Irwin / Daniel Kwon, PUC

Henry Gong, SHF Jacquie Hale, DPH Marissa Bloom, ECN Amy Nuque, MTA

Subject:

Personal Services Contracts Approval Request

This report contains ten (10) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

| Total of this Report | YTD Expedited Approvals FY2019-2020 | Total for FY2019-2020 |
|----------------------|----------------------------------------|-----------------------|
| \$36,138,160 | \$66,131,431 | \$822,236,354 |

Joan Lubamersky City Admin 1 Dr. Carlton B. Goodlett Pl., Rm. 362 San Francisco, CA 94102 (415) 554-4859

Bill Irwin / Daniel Kwon Public Utilities Commission 525 Golden Gate Ave., 8th Floor San Francisco, CA 94102 BI: (415) 934-3975 DK: (415) 934-5722

Henry Gong Sheriff 1 Dr. Carlton B. Goodlett Pl., Rm. 456 San Francisco, CA 94102 (415) 554-7241

Jacquie Hale Public Health 101 Grove Street Rom 307 San Francisco, CA 94102 (415) 554-2609

Marissa Bloom Economic and Workforce Development 1 South Van Ness Ave., 5th Floor San Francisco, CA 94103 (415) 701-4887

Amy Nuque Municipal Transportation Agency 1 South Van Ness Ave., 6th Floor San Francisco, CA 94103 (415) 646-2802

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POSTING FOR

December 02, 2019

PROPOSED PERSONAL SERVICES CONTRACTS - REGULAR

| 019-12-02 | Dept | £ | PLY | PSC Estimated | PSC Estimated | Type of |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|---------------------------------|
| SC No | Designation | PSC Amount | Description of Work | Start Date | End Date | Approval |
| | GENERAL | | Facilities selected will be charged with accepting, disposing and recycling treated sanitary biosolids on behalf of San Francisco International Airport (SFO) Mel Leong Treatment Plant and other City departments. | November 1, | October 30, | |
| 5213 - 19/20 | SERVICES AGENCY - CITY ADMIN | \$700,000.00 | Contractor will receive and dispose of one to three truckloads per week. Services are intermittent. | 2019 | 2024 | REGULAR |
| | | | All deliveries to the facility shall be made by City & County of San Francisco employees in a 45 foot sludge trailer. | | | gradu a a a dia majora menenina |
| Andrew State Control of the Control | GENERAL SERVICES | | The contractor will provide moving services for City and County of San Francisco departments on an intermittent, as-needed basis. These services will include, but not be limited to, moving items such as office | November 1. | October 31, | |
| 0794 - 19/20 | AGENCY - CITY ADMIN | \$8,000,000.00 | furniture, documents, equipment, and related articles; the set-up and breakdown of cubicle walls and furniture; and move coordination/project management and planning, as may be required by departments. | 2019 | 2026 | REGULAR |
| | | | The Emergency Firefighting Water System (EFWS), sometimes referred to as the Auxiliary Water Supply System (AWSS), is an independent high-pressure water supply system dedicated to fire protection. It was installed | | | |
| | | | in 1913 in response to the Great Earthquake and Fire of 1906 and consists of a 135-mile pipeline network, a high-elevation reservoir with two large-capacity tanks, two pumping stations, three fireboats and underground water storage tanks (cisterns). | | | |
| 1628 - 19/20 | PUBLIC UTILITIES COMMISSION | \$8,000,000.00 | The selected Consultant will work under the direction of the SFPUC to provide planning and engineering design services for the Emergency Firefighting Water System and City's Water Distribution System pipelines. Some assignments may require SFPUC engineering staff to be integrated into the consultant project team. The Consultant's work objective will be | June 10, 2020 | June 9, 2026 | REGULAF |
| | | | to perform planning and engineering design services applying all applicable codes and SFPUC Procedures and regulatory requirements/guidelines administered by the State Water Resources Control Board, Division of Drinking Water. Projects are expected to | | | |
| | | , | pertain to pipelines, pump stations, fireboat manifold systems. | | | · |
| ‡3198 - 19/20 , | PUBLIC UTILITIES COMMISSION | \$3,000,000.00 | The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection, and Power projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various | April 15, 2020 | April 14, 2025 | REGULAI |
| 19591 - 19/20 | | \$255,000.00 | procurement facilities, both national and international. The purpose of this contract is to provide maintenance, calibration and | March 1, 2020 | March 1, - | REGULA |
| | UTILITIES COMMISSION | | repair services, and certification of the truck and hopper scales throughout the Wastewater Enterprise (WWE) for the City and County of San Francisco, Public Utilities Commission (SFPUC). Work under this | | | |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|-------------------------------------------|---------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|---------------------|
| GLISA ALIKANSIA MIRANYA MARANA ANA AMBANA | | (O. M. R. S. M. S. | troubleshooting truck and hopper scale software programs. Work will also include load scale testing and calibration using contractor's certified test weights, test trailer and test truck. | | | |
| 40445 - 19/20 |) SHERIFF | \$333,160.00 | The SFSD Facilities Maintenance Manager is requesting the replacement of the obsolete TAC Intelligent Automation HVAC (Heating, Ventilation, Air Conditioning) Control System which regulate and monitor the operation of the heating and air conditioning system. | December 1, 2019 | November 30, 2020 | REGULAR |
| 41698 - 19/20 |) PUBLIC HEALTH | \$10,000,000.00 | The contractor(s) will be used on an as-needed basis to maintain and enhance existing applications used in various functional areas within the Department. Functional areas shall include both clinical and non-clinical areas, such as services supporting an integrated communicable disease data system, SharePoint development services, archiving and data management, data warehouse(s), laboratory information, connected diagnostic, financial analysis and eligibility, access to proprietary online databases, clinical and financial bench marking tools, and pharmaceutical systems. The value of this request covers estimated costs for licensing, maintenance, and related professional services such as training and consultation. | December 1, 2020 | December 31, 2024 | 보 REGULAR |
| 48448 - 18/19 |) PUBLIC HEALTH | \$1,500,000.00 | The Contractor will provide a fully hosted internet-based application to improve the Department's medical coding and clinical documentation knowledge. The application will include training assessments, training modules, testing, support, and administrator functions. The application and all related content will follow American Health Information Management Association (AHIMA) standards. | November 1, 2019 | October 31, 2023 | REGULAR |

TOTAL AMOUNT \$31,788,160

ESTE

Posting For December 02, 2019

Proposed Modifications to Personal Services Contracts

| Commission Hea 2019-12-02 | | APPLY | | | | | | |
|----------------------------------|-------------------------------|-------------------------------------------------|----------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|------------------|
| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
| 3048-10/11 - MODIFICATIONS | December 2, 2019 | ECONOMIC AND WORKFORCE DEVELOPMENT ECN | \$350,000 | \$1,458,950 | Purchase of subscription to database program with web interface to administer non-construction First Source (FS) Hiring program and facilitate hiring of candidates case managed by the City's network of One-Stop Career Centers. The program will allow case managers to efficiently screen, match, and refer appropriate candidates to job openings using a proprietary skill matching feature. It will facilitate the sharing of open positions to ensure workers are placed quickly, allow businesses to more effectively comply with the City's First Source Hiring requirements and allow tracking of compliance of nonconstruction contractors bound by First Source (Municipal Code Chapter 83). | 07/01/2019 | 06/30/202 | 1 REGULAR |
| 46973 - 18/19 - MODIFICATIONS | December 2, 2019 | MUNICIPAL TRANSPORTATION AGENCY MTA | \$4,000,000 | \$7,500,000 | Thales shall provide SFMTA the Base Support Services described herein to secure the reliability of the Automatic Train Control System (ATCS) for its design life by obtaining from Contractor maintenance support services. Base Support Services: • Maintenance Services Management • On-Call Remote Support • Emergency On-Site Support • Remote Technical Support • Obsolescence Management Report • Software Updates and Hardware Upgrades • Planned Software Releases • Semi-Annual Support Visits • Refresher Training Sessions • ATCS Asset Evaluation | 07/01/2019 | 9 06/30/202 | 6 REGULAR |
| | | | | | Scope Change: Yes, including annual software releases a a standard for all system maintenance. | s | | |

TOTAL AMOUNT \$4,350,000

Regular/Continuing/Annual Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

| Department: <u>GENERAL</u> | SERVICES AGENO | CY - CITY ADI | MIN ADM | Dept. C | Code: <u>ADM</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------|------------------|-------------------------|-----------------------------------------------|
| Type of Request: | ☑Initial | ☐Modifica | ition of an exis | sting PSC (PSC # |) |
| Type of Approval: | □Expedited | ☑Regular | □Annual | ☐ Continuing | ☐ (Omit Posting) |
| Type of Service: Dispos | sal of sanitary bio | <u>solids</u> | | | |
| Funding Source: <u>Gener</u> | al Fund | | PSC | Duration: <u>5 year</u> | <u>.</u> <u>S</u> |
| PSC Amount: \$700,000 | <u>D</u> | | | | |
| Description of Work A. Scope of Work/Ser Facilities selected wire behalf of San Francis departments. | ll be charged with | accepting, | | | - |
| · · | | | | | |
| Contractor will recei | ve and dispose of | one to thre | e truckloads p | er week. Services a | are intermittent. |
| | | | | | |
| All deliveries to the f trailer. | acility shall be ma | ade by City 8 | c County of Sa | n Francisco employ | yees in a 45 foot sludg |
| B. Explain why this se If this request is deni the City could dispos capability to do so. | ied, the City woul | d need to pr | ovide the serv | vice internally and | secure a location wher , site or equipment |
| C. Has this service be PSC, attach copy Services have be Personal Services | of the most recei en by SFO throug | ntly approve h CCSF procu | d PSC. | service was provid | |
| D. Will the contract(s Yes. |) be renewed? | • | | | |
| E. If this is a request to existing PSC by an not applicable | | | | our request is to ex | tend (modify) an |
| 2. Reason(s) for the Re A. Indicate all that ap | | nd attach ar | ny relevant sup | oporting document | rs): |
| | | | | | |

☑ 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 does not have the required facilities, equipment and permits to provide these services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must: Have a facility capable of receiving 1 3 loads per week of Sanitary Biosolids, delivered by a SFO City & County of San Francisco employee, in a 45-foot Sludge Trailer for disposal only. Produce Marketable Class A Biosolids products that meet the U.S. Environmental Protection Agency guidelines Have National Pollutant Discharge Elimination System (NPDES) Permit Have a Bay Area Clean Water Agencies (BACWA) Permit
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide a disposal site, equipment and services.

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

SFO inquired about using the waste treatment plants of the San Francisco Public Utilities Commission (SFUPC) to dispose of its treated biosolid waste. It was determined that the SFPUC's waste treatment plants do not have the space or capability to receive and hold SFO's biosolid waste until it can be picked up by a hauler. In addition, they do not have any sites currently under contract that are approved to accept and dispose of SFO's treated biosolid waste.

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 would not have the necessary disposal site, regulatory approval, equipment and abilities necessary to perform the work. Services are intermittent.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. These services are intermittent. The City does not have the necessary disposal site, regulatory approval, equipment and ability to provide the services necessary 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. No training will be provided.
- 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? 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. <u>Union Notification</u>: On <u>10/02/2019</u>, the Department notified the following employee organizations of this PSC/RFP request: <u>all unions were notified</u>

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

Name: <u>Joan Lubamersky</u> Phone: <u>4155544859</u> Email: <u>joan.lubamersky@sfgov.org</u>

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45213 - 19/20

DHR Analysis/Recommendation: Commission Approval Required DHR Approved for 12/02/2019 Civil Service Commission Action:

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: Sent:

To:

dhr-psccoordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org

Wednesday, October 02, 2019 3:44 PM

Lubamersky, Joan (ADM); camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; 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;

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; Christina@sfmea.com;

ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Lubamersky, Joan (ADM); DHR-

PSCCoordinator, DHR (HRD)

Subject:

Receipt of Notice for new PCS over \$100K PSC # 45213 - 19/20

RECEIPT for Union Notification for PSC 45213 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 45213 - 19/20 for \$700,000 for Initial Request services for the period 11/01/2019 - 10/30/2024. Notification of 30 days (60

days for SEIU) is required.

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

http://apps.sfgov.org/dhrdrupal/node/14029 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: <u>GENERALS</u> | ERVICES AGENCY | - CITY ADMI | N ADM | Dept. 0 | Code: <u>ADM</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Type of Request: | ☑Initial | □Modifica | ition of an exi | sting PSC (PSC # | |
| Type of Approval: | □Expedited | ☑Regular | □Annual | ☐ Continuing | ☐ (Omit Posting) |
| Type of Service: Moving | services | | | | |
| Funding Source: Genera | l fund | | PSO | C Duration: 7 year | s 1 day |
| PSC Amount: \$8,000,00 | <u>0</u> | | | | |
| furniture, documents, | ovide moving served basis. These se equipment, and | vices for City rvices will in related artic | clude, but not les; the set-up | t be limited to, mov and breakdown o | ving items such as office |
| B. Explain why this ser Moving services are n and to relocate furnitivial be relocating to d needs for such service without the expertise upcoming new location damage to City proper | ecessary to help of ure, equipment, a ifferent work loca es on a smaller sca of moves from won move, resulting | departments and materials ations in earl ale. Consequ ork stations, g in inefficier | relocate enti s whenever th y 2020 and ot ences of denia equipment, a | re agencies or grouse need arises. Seven the need arises. Seven her departments wall would be the Citer and animals (Anima | vill have intermittent y performing tasks al Care & Control |
| attach copy of the | most recently ap | proved PSC. | | ervice was provide | ed under a previous PSC, |
| D. Will the contract(s) Yes. | be renewed? | | | | |
| E. If this is a request for PSC by another fix not applicable | | | years, or if yo | ur request is to ext | end (modify) an existing |
| 2. Reason(s) for the Rec | | nd attach any | y relevant sup | porting document: | s): |
| ☑ Services required o | n an as-needed, i | ntermittent, | or periodic ba | asis (e.g., peaks in v | workload). |
| B. Explain the qualifyir Departments only period. The need | occasionally mov | ve, and mult | iple departme | ents may move dur | ing the same time |

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experience in moving large organizations, relocation coordination, and move logistics. The Contractor will also be required to provide all moving staff, vehicles, equipment, and supplies necessary for the moves.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor has the vehicles, facilities, and equipment necessary to efficiently move and relocate departments and their furniture and equipment.

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

These services are not available within the City.

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

- A. Explain why civil service classes are not applicable.
 No civil service class is licensed to perform this work and this type of work is only required intermittently on an as-needed basis.
- 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. Work is intermittent and as-needed.

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. No training will 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.
- 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. <u>Union Notification</u>: On <u>09/26/2019</u>, the Department notified the following employee organizations of this PSC/RFP request:

 Bldg Mtl & Constr Teamsters, <u>L 853</u>

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

Name: <u>Joan Lubamersky</u> Phone: <u>4155544859</u> Email: <u>joan.lubamersky@sfgov.org</u>

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40794 - 19/20

DHR Analysis/Recommendation: Commission Approval Required DHR Approved for 12/02/2019 Civil Service Commission Action:

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From:

Lubamersky, Joan (ADM)

Sent:

Thursday, September 26, 2019 3:01 PM

To:

connections@teamsters853.org; lpinedo@teamsters853.org

Subject:

City of San Francisco Proposed Personal Services Contract

Attachments:

PSC 40794 19.20 to send to Teamsters 853.pdf; Union notice email PSC 40794 19.20 not

delivered to Teamsters 853.pdf

To: Teamsters Local 853

The Office of Contract Administration of the City and County of San Francisco proposes to do a Personal Services Contract (PSC) to contract for intermittent, as-needed moving services. Information on this PSC is attached.

City departments are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when requesting to contract for services that City employees could possibly perform. In this case, Class 7355 Teamster could possibly perform some of the duties of the PSC. Your union is listed as one that would be notified through the City's on line system, however it appears that you were not. Typically, unions have seven or 30 days to raise questions about a PSC.

If you should have any questions, please let me know at Joan. Lubamersky@sfgov.org or contact the Department of Human Resources, DHR-PSC coordinator at dhr-psccoordinator@sfgov.org

Thank you.

Attachments: Proposed PSC 40794 19.20

Email sent through online PSC system

Joan Lubamersky

General Services Agency-Office of the City Administrator

City Hall

One Carlton B. Goodlett Place, Room 362

San Francisco, CA 94102 Direct: 1-415-554-4859

Direct: Main 1-415-554-4148 or 1-415-554-4851

Fax: 1-415-554-4849

Lubamersky, Joan (ADM)

From:

dhr-psccoordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org

Sent:

Wednesday, September 25, 2019 3:57 PM

To:

Lubamersky, Joan (ADM); Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)

Subject:

Receipt of Notice for new PCS over \$100K PSC # 40794 - 19/20

RECEIPT for Union Notification for PSC 40794 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 40794 - 19/20 for \$8,000,000 for Initial Request services for the period 11/01/2019 - 10/31/2026. 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/13996 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)



OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor Naomi M. Kelly, City Administrator

September 25, 2019

MEMORADUM

TO:

Honorable Civil Service Commission

FROM:

Joan Lubamersky

City Administrator Contracts Coordinator

SUBJ:

Request for Seven Year Duration

Office of Contract Administration PSC 40794 19.20

Moving Services

The department is requesting a seven year duration for this Personal Services Contract because the need for moving services may arise unexpectedly. The need may be relatively immediate, which would not allow time to issue a Request for Proposal. Having an as-needed contract in place for this period would be the most efficient way to handle the intermittent moving needs of various City departments.

Please let me know if you should have any questions.

Thank you for your consideration.

Copy to: Daniel J. Sanchez, Office of Contract Administration

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

| Department: PUBLIC UTILIT | TIES COMMISSI | ON PUC | | Dept. C | ode: <u>PUC</u> |
|---------------------------------|------------------|------------|------------------|--------------------------|---------------------|
| Type of Request: | ☑Initial | □Modifica | tion of an exist | ting PSC (PSC # |) |
| Type of Approval: | □Expedited | ⊠Regular | □Annual | ☐ Continuing | ☐ (Omit Posting) |
| Type of Service: Engineerin | g Services for E | mergency F | irefighting and | Water Distributio | n System (PRO.0163) |
| Funding Source: <u>GO Bonds</u> | ESER 2014 and | 2020 | PSC | Duration: <u>6 years</u> | <u>S</u> |
| PSC Amount: \$8,000,000 | | | | • | |
| a = | | | | | |

1. Description of Work

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

The Emergency Firefighting Water System (EFWS), sometimes referred to as the Auxiliary Water Supply System (AWSS), is an independent high-pressure water supply system dedicated to fire protection. It was installed in 1913 in response to the Great Earthquake and Fire of 1906 and consists of a 135-mile pipeline network, a high-elevation reservoir with two large-capacity tanks, two pumping stations, three fireboats and underground water storage tanks (cisterns).

The selected Consultant will work under the direction of the SFPUC to provide planning and engineering design services for the Emergency Firefighting Water System and City's Water Distribution System pipelines. Some assignments may require SFPUC engineering staff to be integrated into the consultant project team. The Consultant's work objective will be to perform planning and engineering design services applying all applicable codes and SFPUC Procedures and regulatory requirements/guidelines administered by the State Water Resources Control Board, Division of Drinking Water. Projects are expected to pertain to pipelines, pump stations, fireboat manifold systems.

- B. Explain why this service is necessary and the consequence of denial:
- The Emergency Firefighting Water System (EFWS) has unique capabilities, including the ability to deliver water at extremely high pressures and to use water from the Bay to battle fire. The Emergency Firefighting Water System is used as the secondary defense against large fires, specifically those that could occur after a large earthquake when the domestic water system may be impacted. If the City's domestic water system is damaged because of an earthquake as it previously has been sufficient water from the domestic water system will not be available to suppress fires. The EFWS will serve as the alternative water source and will be vital to extinguishing large fires, thus saving lives and protecting against the loss of buildings and homes after a large earthquake or other disaster.
- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC. Similar specialized fire flow hydraulic modeling and seismic planning services to address delivery of the AWSS were performed under PSC 4114-10/11 for Contract CS-199, Planning Support Services for Auxiliary Water Supply System.
- 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 duration of the project from planning, design, engineering services during construction, and project closeout will take approximately 6 years, due to complexity of the planning, design and construction support given the various existing underground utilities that will need to be relocated and the the major construction impacts along the streets of San Francisco.

2. Reason(s) for the Request

- A. Indicate all that apply (be specific and attach any relevant supporting documents):
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☑ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

This project requires specialized skills, expertise and knowlege to complete the work. The SFPUC will provide project engineer(s) to lead, coordinate and oversee consulting engineers. In addition, the PUC project engineer(s) will ensure the project meets SFPUC-Infrastructure standards and procedures.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Consultant will be asked to provide supplemental geotechnical information, perform condition assessment tasks, prepare operations and maintenance plans, or develop designs for portions of the EFWS and City's Water Distribution System. Such services could include specialized technical expertise (e.g. trenchless installations, fire flow) and other services at the discretion of the SFPUC.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling and other equipment for geotechnical/hazardous material investigation and pipeline condition assessments that will be required.

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

SFPUC has reviewed the staffing plan and confirmed that such expertise is not available within current City resources for the trenchless installations, fire flow hydraulic modeling, seismic, and geotechnical services. All related services that City can provide - such as project engineering efforts, coordination with utility conflicts, environmental approval work, pump station, water distribution pipeline design will be performed by City resources, in collaboration with the selected consultant team.

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

A. Explain why civil service classes are not applicable.

Typically, the design of large diameter pipelines, earthquake resistant ductile iron pipes, and trenchless installations in seismically active areas requires extensive specialized engineering support services (e.g. geotechnical, utility engineering and potholing, and pipeline finite element modeling in seismic hazard zones). These projects will be lead City and consultant staff support as needed. Depending on available funding, portions of the work can be intermittent and of a short-term duration and/or these engineering services will be utilized as needed during peak workloads.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, there is insufficient continuous long-term workload to support the staffing of these types of specialized trenchless installations, fire flow hydraulic modeling, seismic, and geotechnical services.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
- 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. Yes. To foster the transfer of technical expertise relevant to tunnel design and construction to City staff, this contract will include provisions for consultant-led, in-office training sessions at the SFPUC. Training topics will be determined jointly between Consultant the the SFPUC during each phase of work.

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

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

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

 No.
- 7. <u>Union Notification</u>: On <u>10/02/2019</u>, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

Address: 525 Golden Gate Avenue San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41628 - 19/20

DHR Analysis/Recommendation: Commission Approval Required DHR Approved for 12/02/2019 Civil Service Commission Action:

Receipt of Union Notification(s)

Irwin, William

dhr-psccoordinator@sfgov.org on behalf of wirwin@sfwater.org From: Sent:

Wednesday, October 02, 2019 3:53 PM

Irwin, William; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org;

L21PSCReview@ifpte21.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)

Receipt of Notice for new PCS over \$100K PSC # 41628 - 19/20

Subject:

<u>ö</u>

RECEIPT for Union Notification for PSC 41628 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41628 - 19/20 for \$8,000,000 for Initial Request services for the period 06/10/2020-06/09/2026. Notification of 30 days

days for SEIU) is required.

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

onttp://apps.sfgov.org/dhrdrupal/node/14007 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you 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. 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 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

EDWIN M. LEE MAYOR

E. DENNIS NORMANDY PRESIDENT

DONALD A. CASPER VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG COMMISSIONER

LISA SEITZ GRUWELL COMMISSIONER

ANITA SANCHEZ EXECUTIVE OFFICER MINUTES
Regular Meeting
June 6, 2011

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

CALL TO ORDER

2:08 p.m.

ROLL CALL

President E. Dennis Normandy Present (Left at 5:15 p.m. Missed Item #s16 to 18)

Vice President Donald A. Casper Present

Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Mary Y. Jung
Commissioner Lisa Seitz Gruwell
Present
Present
Present

President E. Dennis Normandy presided on Items #s 1 to 15. Vice President Donald A. Casper presided on Item #s 16 to 18.

The Commission convened its meeting with a moment of silence in honor of Lieutenant Vincent Perez and Firefighter/Paramedic Anthony Valerio, who recently gave their lives in the service of the City in a recent fire in Diamond Heights.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

Larry Wong, IFPTE Local 21 spoke regarding the conditional approval on April 19, 2010 of PSC #4123-09/10 from the Public Utilities Commission. Mr. Wong stated that in accordance with the conditional approval, the PUC has not provided the biannual report on the use of consultants and City staff for the period ending March 31, 2011. The Commission requested the Executive Officer to obtain the report from the PUC and calendar the item at the next Civil Service Commission meeting.

APPROVAL OF MINUTES

Special Meeting of May 16, 2011

Action:

Adopt. (Vote of 5 to 0)

Regular Meeting of May 16, 2011

Action:

Adopt. (Vote of 5 to 0)

0161-11-1

ELECTION OF OFFICERS (Item No. 5)

Action:

Commissioner E. Dennis Normandy was elected President for

the term of office ending May 31, 2012. (Vote of 5 to 0)

Commissioner Donald A. Casper was elected Vice President for

the term of office ending May 31, 2012. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

0162-11-1 Report on Department Budget Allocation Process – Response to Commissioners'

Request. (Item No. 7)

Speakers:

Anita Sanchez, Executive Officer

Action:

Accept the report. (Vote of 5 to 0)

0154-11-8

Review of request for approval of proposed personal services contract.

(Item No. 8)

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|------------|-----------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------|
| 4107-10/11 | Adult Probation | \$80,000 | The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders. | Regular | 06/30/12 |
| 4108-10/11 | Airport Commission | \$500,000 | Staffing/consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise. | Regular | 06/30/14 |

Civil Service Commission Meeting Minutes

| | | | | Danilen | 10/21/16 |
|------------|-------------------|-------------|--------------------------------------------------------|---------|----------|
| 4109-10/11 | Airport . | \$600,000 | The proposed work includes using Engineered | Regular | 12/31/15 |
| | Commission | | Arresting Systems Corporation's (ESCO) proprietary, | | |
| | | | FAA-validated computer modeling to conduct | | |
| | | | performance modeling evaluations for four EMAS | | |
| | | | bed configurations at both ends of runways 1R-19L | | |
| | | , | and 1L-19R; providing detailed product installation | | |
| | | • | requirements and guidance to support Airport | | |
| | · | | Engineers in preparation of detailed construction | | |
| | | | drawings; reviewing construction drawings specific | | |
| | | | to arrestor bed design; and providing comments and | | * |
| | | • | recommendations to ensure EMAS product | | |
| | | , | specifications and requirements have been met. | | |
| 4110-10/11 | Controller | \$500,000 | Identify and correct sales and use tax allocations | Regular | 06/30/16 |
| 4110-10/11 | Controller | \$500,000 | errors, identify businesses from which the City has | | |
| | | | not been receiving sales/use tax revenue, conduct | | |
| | | | local sales and use tax audits of State Board of | i | |
| • | | | Equalization records and provide legislative impact | | |
| 1 | | · | analyses, identify and correct improperly registered | | |
| · | | | analyses, identity and correct improperty registered | | 1 . |
| | | | permits, develop and maintain a database of sales tax | | |
| | | ٠. | information for use by City employees, and provide | | İ |
| | | | as-needed tax revenue enhancement services. | 201 | 06/30/12 |
| 4111-10/11 | District Attorney | \$72,500 | This contract will provide services to women and | Regular | 00/30/12 |
| • | | | transgender individuals who have experienced sexual | | |
| | | | exploitation and violence and professional services | | ľ |
| | | | coordinating monthly FOPP classes as a diversion | | |
| , | | | model for men arrested for their first prostitution | _ | j |
| | | | offense. The proposed contract would include | | |
| | Ì | | speakers, logistics, training and support of FOPP | | |
| | | | speakers. This program also acts as a diversion model | | I |
| | | | for women, providing them an opportunity to receive | | |
| | | | counseling and education as an alternative to | | |
| | | | incarceration. | | |
| 4112-10/11 | General Services | \$375,000 | This is a request to contract for after-hours, weekend | Regular | 06/30/16 |
| 4112-10/11 | Agency | φ5/5,000 | and holiday emergency veterinary services on an as- | | |
| | Agency | | needed basis. Department will pay only for work | | |
| | | | actually performed. The department is initiating a | | |
| | | | RFP process for a 1-year contract with 4 possible 1- | | |
| · | | · | year extensions. | | |
| 4712 10/11 | Dod | \$600,000 | Development of a comprehensive media and strategic | Regular | 06/30/14 |
| 4113-10/11 | Port | \$000,000 | marketing program targeting national, regional and | | |
| | Commission | | local audiences. This proactive media campaign is | | 1 . |
| | | 1 | necessary as a result of the Port/City undertaking the | | |
| | | | 34th America's Cup event and the Port's 150th | | |
| | | | | | |
| | | ****** | Anniversary Celebration. | Regular | 06/30/16 |
| 4114-10/11 | Public Utilities | \$2,000,000 | The primary role of the selected Proposer will be to | Vednisi | 00/30/10 |
| | Commission | | provide professional services to assist in engineering | | 1 |
| | | , , | planning and alternative analysis for improvements to | | |
| * | | | Auxiliary Water Supply System (AWSS) pipelines | | |
| 1 | 1 | i | and associated facilities. | | |

Civil Service Commission Meeting Minutes

| | | | | | 4 - 14 - 1- 4 |
|-------------|---------------|-----------------|--------------------------------------------------------|-----------|---------------|
| 3154-07/08 | Children & | Increase Amount | The audit will provide opinions as to whether the | Modi- | 11/01/12 |
| | Families | \$16,400 | Commission's basic financial statements are fairly | fication) | |
| | Commission | New Amount | presented, in all material respects, in conformity | | |
| | | \$65,600 | with the accounting principles generally accepted in | | |
| | | · | the United States of America (GAAP), and certain | | |
| | | | laws and regulations under the Children and | | |
| | , | | Families Program, issued by the State Controllers | · | |
| | | | Office. The audit will include testing of accounting | · | |
| | | | records of the Commission and an evaluation of | | |
| | | | the Commission's compliance with the following | | |
| • | | | requirements: contracting and procurement, | | |
| | | | administrative costs, conflicts of interest, County | | |
| | | | ordinance, long-range financial plans, financial | 1 | |
| | | | conditions of the Commission, program evaluation, | | |
| | , | | salaries and benefits policies. The auditor will also | . • | ļ |
| | | | prepare the fiscal portion of the annual report. | | |
| 4049-05/06 | Department of | Increase Amount | Due to more delays in finalizing the agreement terms | Modi | 08/31/12 |
| 10.15 05.00 | Technology | \$0 | to the federally mandated requirement to complete | fication | |
| | | New Amount | reconfiguration of the radio frequencies used by the | | |
| | | \$7,150,000 | City and even further delays in securing approvals for | • | |
| | | | re-design of the work, this contract requires an | | |
| | | | additional extension of time to complete work | | |
| | | | originally planned to be completed in June 2011. This | | |
| • | | | frequency reconfiguration requires that all the | | |
| | | | frequency dependent devices must be retuned, | | |
| | | | reprogrammed or replaced. This will involve work on | | |
| | | | over 9,250 subscriber units, over 250 fixed stations, | | |
| | | | and associated frequency sensitive equipment. The | | |
| • | | , | radio systems affected are Citywide Emergency | | 1 |
| | | , | Radio System (CERS) and the Public Works | | Į |
| | | | Emergency System (PERS), as well as the backup | | |
| | | | system. This effort requires specialized skill to plan | <u> </u> | |
| | | <u>.</u> | and implement the reconfiguration in these complex | | |
| ł | , | | systems. | | <u> 1 </u> |

Speakers:

Cynthia Avakian and E.R. Ganoung, Jr., Airport Commission spoke on PSC #4108-10/11.

Cynthia Avakian, Airport Commission spoke on PSC #4109-10/11. Michelle Allersma, Office of the Controller spoke on PSC #4110-10/11.

David Myerson, Public Utilities Commission spoke on PSC #4114-10/11.

Derik Aoki, Children and Families Commission, 1st Five-SF spoke on PSC #3154-07/08.

Action:

- (1) Sever PSC #4099-09/10 and move to Regular agenda as an appeal by IFPTE Local 21. (Vote of 5 to 0)
- (2) Adopt the report; Approve request for PSC #4108-10/11. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 1; Commissioner Seitz Gruwell dissents.)
- (3) Continue PSC #4115-10/11 to the meeting of June 20, 2011, with the presence of a DPW representative. (Vote of 5 to 0)
- (4) Adopt the report; Approve request for all remaining contracts.

 Notify the Office of the Controller and the Office of Contract

 Administration. (Vote of 5 to 0)

Civil Service Commission Meeting Minutes

0142-11-8 Review of request for approval of proposed personal services contract. (Item No. 9)

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|---------------------|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------|
| 4106-10/11 | Public Works | \$100,000 | The Furniture Fixtures & Equipment (FF&E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the Bureau of | Regular | 12/31/13 |
| Withdrawn by DPW | - | | Architecture in the development and maintenance of the furniture program and create a base building | | |
| | | | database for the Public Safety Building (PSB) that accurately catalogs FF&B and related systems required for preparing a solicitation to the prospective | | |
| | | | vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturers | | ļ |
| | | | and/or vendors selected through a separate RFQ process. | , | |

May 16, 2011:

Postpone PSC #4106-10/11 to the meeting of June 6, 2011 by mutual agreement of the Department of Public Works and

IFPTE Local 21.

Speakers:

None.

Action:

Withdraw PSC #4106-10/11 at the request of the Department of

Public Works. (Vote of 5 to 0)

0156-11-8

Appeal by IFPTE Local 21 of PSC #4099-09/10 from the Airport Commission. (Item No. 10)

Speakers:

Cynthia Avakian, Airport Commission and Larry Wong, IFPTE

Local 21

Action:

Adopt the report; Approve request for proposed personal services contract. Notify the Office of the Controller and the

Office of Contract Administration. (Vote of 5 to 0)

0155-11-2

Proposed Secondary Criteria for Q-60 Lieutenant, San Francisco Police Department. (Item No. 11)

Speakers:

Saru Cownan, Department of Human Resources

Action:

Accept the recommendation of the Human Resources Director

and approve the proposed secondary criteria for Q-60

Lieutenant, San Francisco Police Department. (Vote of 5 to 0)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

| Department: PUBLIC UTILITIES COMMISSION PUC | | Dept. Code: <u>PUC</u> | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------|
| Type of Request: ☑Initial | ☐ Modification of an exis | sting PSC (PSC #) | |
| Type of Approval: ☐ Expedited | ☑Regular □Annual | ☐Continuing ☐ (Omit Posting | <u>;</u>) |
| Type of Service: <u>Specialized Services for I</u> | Factory Inspection and Sur | veillance (PRO.0112) | |
| Funding Source: SFPUC Project Funds | PSC | Duration: <u>5 years</u> | |
| PSC Amount: \$3,000,000 | | | |
| Description of Work A. Scope of Work/Services to be Contra The proposed work includes inspection to be furnished for Water and Wastew and Power projects. Services include in fabricated steel pipe, mechanical and e procurement facilities, both national and | and observation of testing ater Treatment Plants, wat spection, surveillance, sam lectrical equipment and la | er distribution and wastewater collect pling and testing of structural steel, | ction, |
| B. Explain why this service is necessary This service is necessary to insure that project requirements and deficiencies shipped to the project. Consequences not facilities at the project site to perfo | the material, equipment o can be corrected in the fac of denial are that testing o | r machinery being installed meets the tory before the equipment or machin f equipment is not possible since ther | nery is |
| Many City employees do not want locations. There is also limited noti difficult for the employee. CS-328 A | oproved PSC. ed by City employees or by to/cannot travel to these f ce given before the inspec As-Needed Factory Inspect | Consultants on a project specific bas | is. |
| D. Will the contract(s) be renewed? No. | | | |
| E. If this is a request for a new PSC in early PSC by another five years, please e Our practice is to put this contract | xplain why. | | isting |
| Reason(s) for the Request A. Indicate all that apply (be specific as | nd attach any relevant sup | porting documents): | |
| ☑ Short-term or capital projects requir | ing diverse skills, expertise | and/or knowledge. | |
| ☑ Services required on an as-needed, i | ntermittent, or periodic ba | asis (e.g., peaks in workload). | |

B. Explain the qualifying circumstances:

There are a wide range of certifications required to test equipment, coatings, and materials. It would not be practical to have staff certified in all the various areas of expertise. For example: a welding inspection certificate must be updated annually, and a City Engineer may inspect welds once every 4 or so years as projects require it. These inspections are directly related to equipment on projects. EMB manages over 100 projects at a time spanning 5 different Enterprises. This means we may have 1 inspection in a quarter, then 15 in the next quarter. We always prefer City Staff to perform these services but the workload is not sustainably stable.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experience in performing inspection and testing of equipment and materials for water conveyance, water and wastewater treatment and water distribution projects. Working knowledge of industrial codes such as ANSI (American National Standards Institute), AWWA (American Water Works Association), ASTM (American Society for Testing and Materials), API (American Petroleum Institute), HI (Hydraulic Institute), AWS (American Welding Society), ASME (American Society of Mechanical Engineers), NEMA (National Electrical Manufacturers Association), IEEE (Institute of Electrical and Electronics Engineers), NACE (National Association of Corrosion Engineers), etc.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 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?

When staff are available in the appropriate classes (5203, 5207, and 5241) and specific disciplines (Mechanical or Electrical) they are asked to provide these services. However, many of the engineers have difficulty in travelling last minute as dictated by the project schedule and/or to remote locations for extended amounts of time. Many of these factory inspections happen multiple times during the manufacturing process of the equipment.

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

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

 This work can be performed by 5203 Assistant Engineers, 5207 Associate Engineers, and 5241 Engineers. However many engineers don't want to/cannot travel to factories/manufacturer's facilities in remote locations to perform this work. There is also usually short notice given for these inspections, making scheduling of these trips difficult for employees.
- 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 existing classes stated above can and sometime do provide these services when they are available. The need for these services are random and require significant travel. The inconsistency of this work would not justify a new civil service contract or additional staffing.

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 include updates in codes, standards, and testing methods associated with the equipment being purchased for our projects. The training budget will not exceed the equivalent 5% of contracts similar to the Technology Transfer practice elsewhere. The plan is to include all EMB Mechanical (12) and Electrical Engineers (10) in this training. Overall Training hours are estimated at 3 days per year. Engineers in class 5201 Junior Engineers, 5203 Assistant Engineers 5207 Associate
- C. Are there legal mandates requiring the use of contractual services?

 No.

Engineers, and 5241 Engineers may receive this training.

- 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.
- 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. <u>Union Notification</u>: On <u>10/01/2019</u>, 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

 \square 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 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43198 - 19/20 DHR Analysis/Recommendation: Commission Approval Required DHR Approved for 12/02/2019

Civil Service Commission Action:

Receipt of Union Notification(s)

Irwin, William

dhr-psccoordinator@sfgov.org on behalf of wirwin@sfwater.org From: Sent:

Tuesday, October 01, 2019 4:38 PM

Irwin, William; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com;

tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org;

L21PSCReview@ifpte21.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)

Receipt of Notice for new PCS over \$100K PSC # 43198 - 19/20

Subject:

<u>T</u>0:

RECEIPT for Union Notification for PSC 43198 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43198 - 19/20 for \$3,000,000 for Initial Request services for the period 04/15/2020 - 04/14/2025. Notification of 30 days

days for SEIU) is required.

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

Lante://apps.sfgov.org/dhrdrupal/node/14006 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you 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. 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 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: PUBLIC UTILIT | TIES COMMISSI | <u>ON PUC</u> | | Dept. Co | ode: PUC |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Type of Request: | ☑Initial | □Modification | of an existing PS | SC (PSC # |) |
| Type of Approval: | □Expedited | ☑Regular | □Annual | ☐ Continuing | ☐ (Omit Posting) |
| Type of Service: Specialized | d Services for F | actory Inspectio | n and Surveilland | e (CS-328) | |
| Funding Source: SFPUC Property PSC Amount: \$5,000,000 | oject Funds | PSC Est. Start Da | ate: 12/02/2013 | PSC Est. End Dat | e <u>12/01/2018</u> |
| Description of Work A. Scope of Work/Service The proposed work including furnished for Water and Services include inspection mechanical and electrical both national and international /li> | des inspection Wastewater Tron, surveillance al equipment areational. The is necessary to insure that encies can be desired. | and observation reatment Plants, e, sampling and and large-diameter and the consequence material, equipment of the factories of the that testing of | water distribution of structurer valves conducturer valves conducturer of denial: uipment or machfactory before the | on and wastewate ural steel, fabricate ted at various prod ninery being install e equipment or m | er collection projects. ed steel pipe, curement facilities, led meets the project achinery is shipped to |
| C. Has this service been attach copy of the m In the past, this serv City employees are u limited notice given | nost recently ap ice was provide unable to trave | proved PSC. ed by City emplo I to these factori | yees or by Consu ies/manufacture | ultants on a projec rs in remote locati | t specific basis. Many ions. There is also |
| D. Will the contract(s) be Not sure. | e renewed? | | | | |
| E. If this is a request for by another five year not applicable | | | rs, or if your requ | iest is to extend (r | nodify) an existing PSC |
| 2. Reason(s) for the Reque A. Indicate all that apple | est y (be specific a | nd attach any re | levant supportin | g documents): | |
| ☑Other (be specific and att | tach any releva | nt supporting do | cuments): | | |
| REASON FOR CHECK Hard for City staff to | | ote locations. | | | |
| • | | | | | |

-31-

A. Specify required skills and/or expertise: Experience in performing inspection and testing of equipment and materials for water conveyance, water and wastewater treatment and water distribution projects. Working knowledge of industrial codes such as ANSI (American National Standards Institute), AWWA (American Water Works Association), ASTM (American Society for Testing and Materials), API (American Petroleum

3. Description of Required Skills/Expertise

Institute), HI (Hydraulic Institute), AWS (American Welding Society), ASME (American Society of Mechanical Engineers)etc.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 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.

This work can be performed by 5201 Junior Engineers, 5203 Assistant Engineers and 5207 Associate Engineers. However many engineers are unable to travel to factories/manufacturer's facilities in remote

locations to perform this work. There is also usually short notice given for these inspections, making scheduling of these trips difficult for employees.

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

6. Additional Information

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

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

 No.
- 7. <u>Union Notification</u>: On <u>none</u>, the Department notified the following employee organizations of this PSC/RFP request: no unions notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4025-13/14

DHR Analysis/Recommendation: Commission Approval Required 12/02/2013 DHR Approved for 12/02/2013 action date: 12/02/2013 Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

| Department: <u>PUB</u> | LIC UTILITIES COMMIS | SSION PUC | | Dept. C | ode: <u>PUC</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type of Request: | ☑Initial | □Modificatio | n of an exist | ting PSC (PSC # |) |
| Type of Approval: | ☐ Expedited | ☑Regular □ |]Annual | ☐ Continuing | ☐ (Omit Posting) |
| Type of Service: <u>N</u> | Maintenance, Calibrati | on & Repair of T | ruck and H | opper Scales (691) | • |
| Funding Source: \(\frac{1}{2}\) | <u> Wastewater Enterprise</u> | e Operating Bud | get PSC | Duration: 3 years | <u>s</u> . |
| PSC Amount: \$25 | 55,000 | | | | |
| The purpose of of the truck and san Francisco, and repair to the troubleshootin calibration using. B. Explain why WWE truck and agriculture and from the waster licensed with the accuracy of California Vehi requirements of Standards and Measures Program. C. Has this serve PSC, attack Yes, this sea and ITSF11 D. Will the con Yes. E. If this is a receivisting PS not application. | rk/Services to be Contitude this contract is to produce this contract is to produce the comminate load cells, load stanger truck and hopper scales are critically the contractor's certified this service is necessared thopper scales are critically the contractor of the scales. The scales can be california Dept. of the scales. The scales cale Code, mandated be set forth by the California Vehicle gram also monitors the crice been provided in the copy of the most receivice has been provided to copy of the most receivice has been provided that the copy of the most receivice has been provided in the copy of the most receivice has been provided in the copy of the most receivice has been provided in the copy of the most receivice has been provided in the copy of the most receivice has been provided in the copy of the most receivice has been provided in the copy of the most receivice has been provided in the copy of the most receivice has been provided in the copy of the most receivice has been provided in the copy of the most receiving the copy of the most received the copy of the copy o | ovide maintenanghout the Waste ssion (SFPUC). Votas, indicators, rale software product the test weights, for and the conscitical in weighing colors. The contractors are critical to color Code. The San Food and Agricults are critical to color Code. The San Food and | ewater Ente Work under microcells, ju ograms. Won test trailer a equence of o g our cake/b st and for wo or is required ulture, Divisi determine the sequences of od and Agrice Francisco De ales. how? If the PSC. hrough OCA | rprise (WWE) for this contract may unction boxes, tick rk will also include and test truck. denial: biosolids for land a eighing our grit and to be registered fon of Measuremene weight of the truck fulture, Division of epartment of Public service was provided approved contraction. | pplication and d screenings produced and the technicians nt Standards to ensure tucks in compliance with in violation of the Measurement ic Health, Weights and ded under a previous ts, via ITSF17000118/CD |
| 2. Reason(s) for A. Indicate all | <u>the Request</u> that apply (be specific | and attach any | relevant su | pporting documer | nts): |

 \square 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.

B. Explain the qualifying circumstances:

Maintenance and calibration services are required to be performed once a year on WWE's truck scales. Repair services will be required on an as-needed basis. The maintenance, calibration and asneeded repair services require a requisite amount of expertise and knowledge to maintain the truck and hopper scales and the scale software programs and require specialized equipment. In order to perform the work, technicians must have special licensing and the firm must be registered with the Department of Food and Agriculture, Division of Measurement Standards.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Service technicians shall be registered and licensed service agents by the Department of Food and Agriculture, Division of Measurement Standards. Service technicians are required to have the skills and experience to perform maintenance, calibration and repair services on truck and hopper scales and their components, i.e., load cells, load stands, indicators, microcells, junction boxes. Service technicians must have the knowledge and experience to troubleshoot the truck and hopper scale indicator software programs. The service technicians shall also have the expertise in performing load scale testing and calibration. This work is highly specialized work that requires specific knowledge and special tools.
- 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 must provide certified test weights, test trailer and test truck to perform load scale testing, maintenance and calibration.

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

Not applicable.

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

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

 Our civil service staff does not have the expertise, knowledge and specialized equipment to perform the truck and hopper scale work. Our civil service staff would also have to get special licensing and registration with the California Dept. of Food and Agriculture, Division of Measurement Standards to perform the 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. The civil service staff can not perform the work because the work is specialized and requires specialized equipment

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. The contractor will not train City employees as there is no intention for this service to be performed by City employees. City employees would have to get special licensing and registration with California Dept. of Food and Agriculture, Division of Measurement Standards and specialized training, and the City would have to purchase specialized equipment to perform the work.
- C. Are there legal mandates requiring the use of contractual services? No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

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

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

 No.
- 7. <u>Union Notification</u>: On <u>10/25/2019</u>, the Department notified the following employee organizations of this PSC/RFP request: all <u>unions were notified</u>

 \square 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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#<u>49591 - 19/20</u>

DHR Analysis/Recommendation:

Commission Approval Required DHR Approved for 12/02/2019

Civil Service Commission Action:

Receipt of Union Notification(s)

Irwin, William

From:

Sent: To:

dhr-psccoordinator@sfgov.org on behalf of wirwin@sfwater.org

Friday, October 25, 2019 2:42 PM

Irwin, William; seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.comnet; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; Basconcillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; jenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD) _21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com;

Subject:

Receipt of Notice for new PCS over \$100K PSC # 49591 - 19/20

LCAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content opensate.

RECEIPT for Union Notification for PSC 49591 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49591 - 19/20 for \$255,000 for Initial Request services for the period 03/01/2020-03/01/2023. 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/14147 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you 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. 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 You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

| Department: <u>SHERIFF S</u> | <u>SHF</u> | Dept. Code: SHF | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------------------------------|--|
| Type of Request: | ☑Initial | ☐ Modification of an exis | ting PSC (PSC # |) | |
| Type of Approval: | □Expedited | ☑Regular □Annual | Continuing | ☐ (Omit Posting) | |
| Type of Service: Replace | ment of obsole | te HVAC Control System. | | | |
| Funding Source: General | l Fund | PSC | Duration: 1 year | • | |
| PSC Amount: \$333,160 | | | | | |
| Description of Work A. Scope of Work/Serv The SFSD Facilities Ma Automation HVAC (He | iintenance Man eating, Ventilati | lager is requesting the repl on, Air Conditioning) Conti | acement of the ob ol System which r | solete TAC Intelligent egulate and monitor th | |
| The existing HVAC Op | erating System | ry and the consequence of is no longer supported by ent HVAC Control System w compressor failure, higher | the Manutacturer as originally instal | led in 2006. The | |
| PSC, attach copy of | of the most rece um HVAC Contr f the existing Bu | he past? If so, how? If the ently approved PSC. ol System was originally in uilding Management Syster | stalled in 2006. Sc | hneider Electric was th | |
| D. Will the contract(s) Yes, the contract will | | | | | |
| | | excess of five years, or if y s, please explain why. | our request is to e | extend (modify) an | |
| 2. Reason(s) for the Rec | <u>quest</u> oply (be specific | and attach any relevant su | upporting docume | nts): | |
| ☑ Services required o | n an as-needed | d, intermittent, or periodic | basis (e.g., peaks i | n workload). | |
| ☑ Services that requi operator). | re resources th | at the City lacks (e.g., office | e space, facilities o | r equipment with an | |

B. Explain the qualifying circumstances:

The SFSD's Facilities Maintenance Manager, Dan Santizo, is requesting the replacement of the HVAC Control System which regulate the operation of a heating and air conditioning system. It is a proprietary Triduum System that the current Contractor cannot support any longer due to various obsolete components. The current HVAC Control System was originally installed in 2006. The SFSD propose to replace the current system with Schneider EcoStruxure. EcoStruxure is the only proprietary HVAC Control System that is seamlessly compatible with the existing TAC/Schneider micronet series field controllers which are still operational and will not be phasing out for the forseeable future. The existing micronet controllers are very reliable and during the 13 years of building life, the SFSD's Facility Engineers have only been required to replace five controllers out of a total of 232 controllers in the HVAC System. EcoStruxure would not alter existing designs or network architecture. Any other system would require re-engineering to the respective manufacturers specifications which brings a number of unknown compliance issues and expense. The wiring standard alone from an alternate manufacturer would involve replacement of more than components throughout the facility. By utilizing the existing infrastructure (wiring, interfaces, electrical junction boxes, etc.), Schneider would overlay their updated programs and upgraded components the network physical standards would stay the same. Any downtime of the HVAC Controller System has the potential to result in compressor failure and higher energy consumption.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The San Bruno Jail has various Schneider Electic building automation systems installed. The systems are comprised of Network 8000 and Intelligent Automation product lines. The San Bruno Facility requires manufacturer trained engineering, networking, programming, graphics generation, and system installation. This project will require the Contractor to re-use existing components such as power, communication wiring and existing system design like application sequences, points, databases and devices. Replace existing Universal Network Controllers with Automation Servers, and replacing the R2 Enterprise Server with a new EcoStruxure Enterprise Server. Contractor will replicate the sequences of operation and graphics exactly as they exist today.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7205, Chief Stationary Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The Contractor will install EcoStruxure Building Operation Software and universal Network Controllers.

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

Given the required expertise, there is currently no City resources available to provide the service.

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

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

 Given the required expertise, there is currently no City resources available to provide the service. The current systems were installed 17+ years ago and are comprised of Network 8000 and Intelligent Automation product lines. The San Bruno Facility requires manufacturer trained engineering, networking, programming, graphics generation, and system installation.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class given the required expertise on the proprietary operating 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 contact? If so, please explain what that will entail; if not, explain why not.

Yes. Contractor will provide engineering design drawings and electronic submittal, Operation Manual, and As-Built drawings. In addition, they will provide 16 hours of on-site Customer Training.

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

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

 No.
- 7. <u>Union Notification</u>: On <u>10/08/2019</u>, the Department notified the following employee organizations of this PSC/RFP request:

 A white the 8 Familiary Local 31: Flortrical Workers, Local 6: Operating Engineers, Local 3: Prof & Tech

Architect & Engineers, Local 21; Electrical Workers, Local 6; Operating Engineers, Local 3; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP; Stationary Engineers, Local 39

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

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 456 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# <u>40445 - 19/20</u> DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required DHR Approved for 12/02/2019

Receipt of Union Notification(s)

Gong, Henry (SHF)

From:

dhr-psccoordinator@sfgov.org on behalf of henry.gong@sfgov.org

Sent:

Tuesday, October 08, 2019 12:20 PM

To:

Gong, Henry (SHF); seichenberger@local39.org; MRainsford@local39.org;

grojo@local39.org; amakayan@ifpte21.org; oashworth@ibew6.org;

khughes@ibew6.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org;

kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org;

L21PSCReview@ifpte21.org; Gong, Henry (SHF); DHR-PSCCoordinator, DHR (HRD)

Subject:

Receipt of Notice for new PCS over \$100K PSC # 40445 - 19/20

RECEIPT for Union Notification for PSC 40445 - 19/20 more than \$100k

The SHERIFF -- SHF has submitted a request for a Personal Services Contract (PSC) 40445 - 19/20 for \$333,160 for Initial Request services for the period 12/01/2019 – 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/14062 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)



October 8, 2019

Henry Gong
SFSD Finance
1 Dr. Carlton B. Goodlett Place
Room 456, City Hall – San Francisco, CA 94102
C/O
San Bruno Jail
1 1 Moreland Drive - San Bruno, CA

Re: Sole Source Letter

Dear Mr. Gong:

In 2002 when the San Bruno Jail was renovated, Schneider Electric was the original manufacturer and installer of the existing Building Management System. During the last 17+ years, Schneider has been supporting and working on the current system, experiencing all the institutional knowledge of how the building functions and operates.

The San Bruno Jail has various Schneider Electric building automation systems installed. The systems are comprised of Network 8000™ and Intelligent Automation™ (IA) product lines. The Schneider Electric Buildings Business branch located at 5735 W. Las Positas Blvd, #400, Pleasanton, 94588 is the only solely authorized representative for the San Bruno Jail representing the Network 8000™ IA product lines. The Schneider Electric Buildings branch is also the only authorized representative for the San Bruno Jail that can provide manufacturer trained engineering, networking, programming, graphics generation, system installation, commissioning, warranty, maintenance, and follow-up service.

The Schneider Electric Buildings Business branch is also the only authorized contact to access technical support, product warranty, replacement parts and programming tools. Also, the Schneider Electric Buildings Business branch is the only authorized representative for the San Bruno Jail that has legally obtained software tools to maintain the integrity, performance, and warranties of the Network 8000™ and Intelligent Automation™ lines.

Should you have any additional questions or if I can be of any further assistance whatsoever please don't hesitate to contact me at (949) 713-9200.

Respectfully,

Orlando Perez

Orlando Perez Director of Sales, West Region Schneider Electric Buildings Business

> Schneider Electric | Buildings Business 5735 Las Positas Blvd. Suite 400, Pleasanton, CA 94588 Tel 925-463-7100



QUOTATION NUMBER: OP-161031-5388448

DATE: 9/24/2019

To:

Win Htut

San Bruno Jail

1 Moreland Drive

Kara Braun

Schneider Electric Buildings Americas,

Inc.

5735 West Las Positas Blvd, Suite 400

Pleasanton, CA 94588

Phone:

650-201-4908

From:

Phone: 720-341-2688

Email:

win.htut@sfgov.org

San Bruno, CA 94066

Email:

kara.braun@se.com

Project:

SAN BRUNO JAIL - ECOSTRUXURE (EBO) UPGRADE PROPOSAL

Location:

1 MORELAND DRIVE, SAN BRUNO, CA 94066

Background

San Bruno Jail's current TAC Intelligent Automation (IA) Product Line (R2 Software) was obsoleted on February 5, 2015 with no vendor(s) supporting the hardware & software. Essentially, San Bruno Jail's UNC(s) are antique controllers that perform complex programming such as scheduling, aggregation, data collection, handling multiple zones, devices and calculations. It takes values from various field devices (high/low averages, logic switches) and distributes this information to the Enterprise Server which archives historical data and graphics. Unfortunately, the existing Operating System is no longer supported by the Manufacturer (Triduum) so a new Operating System cannot be licensed. If the Enterprise Server crashes; or if San Bruno Jail's IT group decides to sunset the Operating System, it will require a different mac or host id, which ultimately cannot be licensed, since Triduum has not offered a path forward since 2015. Because the old JAVA platform is not supported by a newer Windows platform (2012+), San Bruno Jail would lose the ability to search historical data and use the graphical interface and dynamic displays to run the HVAC equipment in the building. Lastly, by operating on obsolete equipment, the cyber-security risk is heightened, putting San Bruno Jail at unnecessary risk.

With Triduum discontinuing the product line, Schneider developed a SMART Path Forward to help our customers transition to Schneider's SmartStruxure solution. This will enable San Bruno Jail to re-use existing components such as power, communication wiring and existing system design like application sequences, points, databases and devices. With the conversion, San Bruno Jail will leverage a modern front-end, with true HTML 5.0 graphics, that can be accessed via iPhone, iPad, web-browser. Ultimately this will help reduce energy expenditures through easier, maintenance and troubleshooting.

Recap

- San Bruno Jail's current Intelligent Automation (IA) Product Line (R2 Software) was obsoleted on February 5, 2015 with no vendor(s) supporting the outdated hardware & software.
- Since 2015 the manufacturer, stopped supporting both the Hardware and the Software.
- If any one of the existing UNC's fail, your equipment has the possibility of shutting down, without on/off capabilities leaving your building extremely vulnerable. Without the UNC you will not be able to receive any alarm information from the units its connected to.
- Schneider has developed a SMART Path Forward to help our customers transition to Schneider's SmartStruxure solution.



Scope of Work

This project will be executed in phases. Phase I Includes: full scope of work necessary to transition your current Intelligent Automation Software to the latest Schneider Electric, EcoStruxure 2.0 Building Operation Software. This includes replacing the existing Universal Network Controllers with Automation Servers, and replacing the current R2 Enterprise Server with a new EcoStruxure Enterprise Server. As part of the software upgrade, we will be converting and re-engineering the EcoStruxure Building Operation database. In addition, we will be providing fully functional HTML 5 graphics on the new EcoStruxure 2.0 Building platform. This is a like for like transition to EcoStruxure 2.0 Building Operation Software. We will be replicating the sequences of operation and graphics exactly as they exist today. Any changes to existing sequences of operation and or graphics will be provided at an additional cost.

This service project includes full scope of work necessary to upgrade your current software to EcoStruxure Building Operation Software. This includes site readiness (upgrading firmware and replace incompatible First-Generation Controllers), conversion and re-engineering activities (converting databases, re-engineering as necessary), and full transition deployment, such as, replacing network controllers to new SmartX Automation Server Premium Controllers and providing fully functional graphics on the new EcoStruxure Building platform.

This is a like for like transition to EcoStruxure Building Operation Software. We will be replicating the sequences of operation and graphics exactly as they exist today. Any changes to existing sequences of operation and or graphics will be provided at an additional cost.

AS-P Control Panels & Workstation:

Furnish, Install and Wire:

- (9) Automation Server Premiums (AS-P), (7) are in the Main building, (1) located in the learning center and (1) located in remote pumping station building
- (9) AS-P Control Panels. Panels will be located adjacent to existing UNC (JACE) panel to each building
- (9) AS-Ps connect to the IP Network. Existing CAT5 cable shall be reused
- (9) AS-P 120V power from the existing UNC (JACE) panel @ each location
- (9) panel mounted UPS to back-up the power
- (1) EcoStruxure Workstation Professional Software
- (1) EcoStruxure Enterprise Server Software
- Removal of existing UNC (JACE) panel from the wall and turn over to the building engineer

System Controls:

- Convert existing graphics to new StruxureWare Building Operation graphics.
- Provide programming to ensure existing schedules and sequences are reflected in new system.
- Provide coordination, startup, software commissioning, checkout and validation.
- Create StruxureWare Building Operation user accounts.
- Customize workspace and assign to New StruxureWare Building Operation users.
- Assign permissions to users and groups.



Also Included in our Scope of Work:

- Provide engineering design drawings and electronic submittal, O & M Manual & As-Built drawings.
- Project Management.
- Sixteen (16) hours of training.
- One (1) year warranty on all new installed control equipment.

| Description | - Amguni |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| | |
| EcoStruxure Workstation Professional Software | • |
| EcoStruxure Enterprise Server Software | |
| 16 Hours On Site Customer Training | \$4,730 |
| Material | \$438 |
| Taxes | \$13,752 |
| Labor/Subcontractor | \$18,919 |
| Total | <u>, η </u> |
| sonrollais — sonro | informix ==== |
| Material | \$8,573 |
| Taxes | \$793 |
| Labor/Subcontractor | \$23,312 |
| UNC 1 – Supporting 32 MNLs | \$32,678 |
| | \$8,573 |
| Material | \$793 |
| Taxes | \$35,883 |
| Labor/Subcontractor UNC 2 – Supporting 39 MNLs | \$45,249 |
| | ¢9 573 |
| Material | \$8,573 \$793 |
| Taxes | \$33,522 |
| Labor/Subcontractor | \$42,888 |
| UNC 3 – Supporting 50 MNLs | φ42 ₁ 000:: |
| Material | \$8,573 |
| Taxes | \$793 |
| Labor/Subcontractor | \$19,908 |
| UNC 4 – Supporting 26 MNLs | \$29,274 |
| Material | \$8,573 |
| Taxes | \$793 |
| Labor/Subcontractor | \$20,476 |
| UNC 5 – Supporting 27 MNLs | \$29,842 |
| ONO 5 - Supporting 21 Minutes | |
| | , |
| | |



| Material | \$8,573 |
|----------------------------|-----------------------------------------|
| Taxes | \$793 |
| Labor/Subcontractor | \$19,908 |
| UNC 6 – Supporting 26 MNLs | \$29,274 |
| | |
| Material | \$8,573 |
| Taxes | \$793 |
| Labor/Subcontractor | \$21,403 |
| UNC 7 – Supporting 28 MNLs | \$30,409 |
| | |
| Material | \$8,573 |
| Taxes | \$793 |
| Labor/Subcontractor | \$6,863 |
| UNC 8 – Supporting 3 MNLs | \$16,229 |
| | |
| Material | \$8,573 |
| Taxes | \$793 |
| Labor/Subcontractor | \$5,728 |
| UNC 9 – Supporting 1 MNL | \$15,094 |
| | 1 |
| TOTALS | TOTALS |
| Material | \$81,890 |
| Taxes | \$7,575 |
| Labor/Subcontractor | \$200,391 |
| Not to Expend | 1 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 |

Exclusions:

- Repair labor, parts, or materials for any existing controls that are to remain for reuse are not included in this proposal.
- Troubleshoot programming and repair of existing system other than scope of work outlined above is not included in this proposal.
- Connection to the network and the network drop to be provided by the owner.
 Drop to be located at location of AS-P Panels with 3ft of cable coiled for it to be connected to the AS-Ps.
- Plastering, patching and painting is not included.
- Overtime work is not included (all work to be performed during normal business hours Mon-Fri).
- All 3rd party systems shall be provided and equipped with the necessary interfaces, gateways, and special software (if required).
- Remote access into the network / IT backbone is to be provided by the owner.
- Owner to provide required IP addresses and Ethernet drops for AS-Ps.
- Hazardous material removal is not included (i.e. asbestos).
- Permits, bonding, or special insurance requirements are not included.
- This proposal is priced on the assumption that there is reasonable access to all equipment being worked on.
- This proposal supersedes any previous proposals.
- This proposal is valid for 45 days.



Notes/Comments:

- CA State Contractor's license number (B, C10 & C20): 708952.
- Owner shall provide Network drops and IP addresses
- (7) AS controllers in the Main building and (1) in the learning center will be connected through existing CAT5 network cable and (1) AS located in the remote pumping station building will be connected through existing modem and network cable

Thank you for allowing Schneider Electric to present this quotation. Please let me know if you have any questions.

Sincerely, Schneider Electric Buildings Americas Inc.

Kara Braun – Account Manager Schneider Electric | Buildings Business | kara.braun@se.com 720-341-2688



TERMS AND CONDITIONS OF SALE

900512PITC R05/19/15

This quotation and any exhibits and attachments hereto (collectively, "Agreement") and any information contained herein, is the property of Schneider Electric Buildings Americas Inc. ("Seller") and shall constitute proprietary and confidential information unless given to a public entity and required by law to be public information. The party to whom this quotation is addressed ("Buyer") acknowledges the confidential nature of this Agreement and agrees to take all commercially reasonable and necessary precautions to ensure the confidential treatment of this Agreement and all information contained herein. This Agreement will not be used, copied, reproduced, disclosed or otherwise disseminated or made available, directly or indirectly, to any third party for any purpose whatsoever without the prior written consent of Seller. The parties agree to be bound by the following terms and conditions.

- Quotations and Acceptance. The quotation is based solely on the bid documents, which consist of the project drawings, specifications and/or instructions of the Buyer only modified by written agreement or Seller objection. Significant deviations between the actual conditions and circumstances of the work and those specified in the bid documents shall be cause for an adjustment in work scope, price and time allowed for performance. Written quotations shall be valid for no more than thirty (30) days from the date of issue, unless specifically stated otherwise herein. Buyer may accept the quotation by signing and returning a copy to Seller or by returning Buyer's own written instrument or order expressly acknowledging the quotation and terms set forth herein, provided, however, Seller hereby gives notice of its objection to any different or additional terms or conditions contained or referenced in Buyer's order, which will be of no force or effect except as may be expressly agreed to by Seller in writing. It is the intent of the parties that these Terms and Conditions of Sale shall govern the sale of goods delivered and services performed. Upon acceptance, this Agreement constitutes the entire understanding between the parties respecting the goods or services delineated herein and supersede all prior oral or written understandings or representations relating to such goods or services. This Agreement may not be discharged, extended, amended or modified in any way except by a written instrument signed by a duly authorized representative of each party. Seller assumes that the Subcontract Agreement offered will contain terms that are substantively similar to the AIA provisions that are in accordance with the provisions of the prime contract, including any supplements. Upon award, Seller assumes that contract provisions will be reviewed and negotiated in good faith to reach a mutual acceptance of both parties.
- 2. Payment. Absent a contrary provision herein, Buyer will pay Seller monthly progress payments on a net thirty (30) days basis from date of invoice for materials delivered (or stored at an off-site storage facility) and services performed, less any retained reserve which will be mutually agreed upon in writing by the parties. The aggregate amount of any such retained reserves shall be paid by Buyer to Seller within thirty (30) days after the date of substantial completion. If Seller provides a Certificate of Substantial Completion, such certificate shall conclusively establish such date. All invoices due and payable to Seller, less any applicable retained reserve, shall accrue interest at a compounded per annum rate not to exceed 1½% per month (18% per annum) or the maximum rate permitted by law. Acceptance and endorsement by Seller of an instrument for less than the full amount which Seller claims to be due shall not be deemed to be an admission of payment in full and any conditions to the contrary which are noted on such an instrument shall not be binding on Seller. If Buyer does not pay Seller, through no fault of Seller, within seven (7) days from the time payment was due, Seller may, without prejudice to any other remedy it may have, upon seven (7) additional days' written notice to Buyer, stop its work until payment of the amount owing has been received and the contract sum shall be equitably adjusted for reasonable costs of shutdown, delay and startup or in the alternative Seller may terminate this contract for material breach and all monies due Seller for services performed and materials delivered shall be paid upon demand. Seller shall be entitled to recover from Buyer all costs for collection, including reasonable attorneys' and professionals' fees. To the extent payments are received and as required by law, and upon Buyer's request, Seller will furnish mechanics lien waivers as the work progresses.

Seller reserves a security interest in any goods sold to the extent of the invoiced amount to secure payment of Buyer's obligation. In event of payment default, Seller may repossess such goods and a copy of the invoice may be filed with appropriate authorities as a financing statement to event or perfect Seller's security interest in the goods. At Seller's request, Buyer will execute any necessary instrument to perfect Seller's security interest.

- 3. Price and Taxes. The price for the goods and services hereunder are those shown on the face of this Agreement. The price of this Agreement does not include sales, use, excise, duties or other similar taxes, unless otherwise expressly provided herein. Any taxes (other than taxes due on Seller's net income) that are payable hereunder shall be the responsibility of Buyer. If applicable, Buyer shall provide Seller a copy of any appropriate tax exemption certificate for the state(s) into which the goods are to be shipped.
- 4. Changes and Claims. All materials and labor furnished hereunder shall be in accordance with shop drawings submitted by Seller and approved by Buyer. Any changes in the work as set forth in approved shop drawings, or from the scope of work as described herein, will require a written change order submitted to Seller by Buyer. An equitable adjustment will be made in the contract price or delivery dates or both, and this Agreement will be modified accordingly in writing. The cost or credit to Buyer for performance of such change order shall be determined by mutual written agreement prior to the commencement of any work under such change order. Buyer shall notify Seller promptly in writing of any circumstances arising from the performance of the work herein described which reasonably may be anticipated to result in a claim or back charge to Seller. Upon Seller's receipt of such notification, Seller shall have five (5) working days in which to remedy such circumstances and to avoid the imposition of such claim or back charge. Seller will not be liable for any claim or back charge where Seller has not been notified in the manner as set forth above.
- 5. Access and Overtime. This Agreement is based upon the use of straight time labor only during regular working hours (8:00 a.m. to 5:00 p.m., Monday through Friday, excluding Seller's holidays). If Buyer requests Seller to perform any work outside of regular working hours, overtime and other additional expense occasioned thereby will be charged to and paid by Buyer. If Seller's work is to be performed on the project site, Buyer will afford unrestricted access to Seller and its employees and agents to all work areas.
- 6. Damage or Loss to Equipment. In the case of equipment not to be installed by or under supervision of Seller, Seller shall not be liable for damage to or loss of equipment after delivery of such equipment to the point of shipment. In the case of equipment to be installed by or under supervision of Seller, Seller shall not be liable for damage or loss after delivery by the carrier to the site of



installation; if thereafter, pending installation or completion of installation or full performance by Seller, any such equipment is damaged or destroyed by any cause whatsoever, other than by the fault of Seller, Buyer agrees to promptly pay or reimburse Seller an amount equal to the damage or loss which Seller incurs as a result thereof, in addition to or apart from, any and all other sums due or to become due hereunder.

- 7. Delays. Buyer shall prepare all work areas so as to be acceptable for Seller's work required hereunder. Buyer acknowledges that the contract sum is based upon Seller being able to perform the work in an orderly and sequential manner, as Seller so determines. If Seller's performance is delayed, interfered with, suspended, or otherwise interrupted, in whole or in part, by Buyer, other contractors on the project site, or by any other third party or by any act within the power and/or duty of Buyer to control, then Buyer agrees that it will be liable to Seller for all increased costs and damages which Seller incurs as a result thereof. Furthermore, if Seller is delayed at any time in the progress of the work by any act or neglect of Buyer, or by any separate contractor employed by Buyer, or by changes ordered in the work or by labor disputes, fire, delay in transportation, adverse weather conditions, casualties, or any other causes beyond Seller's control, then the time for completion of the work shall be extended for a period equal to the time lost by reason of such delay.
- 8. Warranty. Seller warrants to Buyer that all tangible articles manufactured by Seller will be free of defects in workmanship and material and that the work performed will be of good quality and will conform to the requirements of the bid documents. If the article is installed by Seller, Seller's sole obligation under this warranty shall be to provide, without charge, parts and labor necessary to remedy defects which appear within twelve (12) months from the date of beneficial use or occupancy, as applicable. If Seller provides a Certificate of Substantial Completion, such certificate shall conclusively establish such date. If article is not installed by Seller, the warranty period shall be within twelve (12) months of shipment of said article. Warranty claim must be made to Seller in writing within such twelve (12) month period. All transportation charges incurred in connection with the warranty for equipment not installed by Seller shall be borne by Buyer. Seller warrants that for equipment furnished and or installed, but not manufactured by Seller, Seller will extend the same warranty terms and conditions which Seller receives from the manufacturer of said equipment.

This warranty is the sole and exclusive warranty given with respect to any articles delivered or services performed by Seller. THE WARRANTIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES EXPRESS OR IMPLIED (EXCEPT WARRANTIES OF TITLE), INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. This warranty is subject to proper installation of the articles (if installation is not performed by Seller or authorized subcontractors of the Seller) and maintenance and storage of the articles in accordance with the specifications and directions supplied by Seller. This warranty does not apply to any defect, malfunction or failure caused by repairs made by other than or without the consent of Seller or the article has been subject to abuse, misuse, neglect, tampering, accident or damage by circumstances beyond Seller's control, including without limitation, acts of God, war, acts of government, corrosion, power fluctuations, freeze-ups, labor disputes, differences with workmen, riots, explosions, vandalism, or malicious mischief, nor to defective associated equipment or use of the articles with equipment for which they were not sold. All of Seller's obligations under this warranty will immediately terminate and be of no further force or effect if all or any part of the purchase price (including any installment payment) with respect to any article covered by this warranty is not paid to Seller when due. If cause of defect is found not to be Seller's responsibility, standard rates for repair or replacement and labor shall apply.

- 9. Limitation of Liability. In no event will Seller's total aggregate liability in warranty or contract exceed the contract price paid for the specific product or service that gives rise to the claim excluding third party claims for personal injury, death or property damage or as may be required by law. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY LOST PROFITS, LOSS OF USE, LOSS OF GOODWILL, BUSINESS INTERRUPTION OR ANY OTHER SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OF ANY KIND EVEN IF SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- 10. Laws and Permits. Seller shall comply with all applicable federal, state, and local laws and regulation and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Buyer. This contract shall be interpreted and governed under and in accordance with the laws of the jurisdiction in which the goods are delivered or services are performed without regard to its choice of law provisions.
- 11. Disputes. Any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by good faith consultation and negotiation. If those attempts fail, either party shall provide written notice within thirty (30) days to the other to mutually agree on an arbitration process. If a process is not agreed upon within thirty (30) days, final and binding arbitration in accordance with the then current Construction Industry Arbitration Rules of the American Arbitration Association shall commence and judgment upon the award rendered may be entered in any court having jurisdiction thereof. The arbitration shall be held in the federal, state or municipal courts serving the county in which the project is located unless the parties mutually agree otherwise. The prevailing party shall recover all reasonable legal costs and attorney's fees incurred as a result, which shall be promptly paid by the non-prevailing party. Any dispute or demand for arbitration must be commenced within one (1) year after the cause of action has accrued. Nothing herein shall limit any rights Seller may have under construction mechanic or materialmen lien laws. Seller shall have the right to suspend affected services pending resolution of disputes.
- 12. Insurance. The parties shall each maintain insurance coverage including without limitation, Workers' Compensation and Employer's Liability at statutory limits, Automobile Liability covering all owned, hired and other non-owned vehicles, and Commercial General Liability covering public liability and property damage with limits generally required for its respective industry with not less than \$1,000,000 minimum coverage per occurrence. Such insurance shall be with reputable and financially responsible carriers authorized to transact business in the state in which the project and services are being performed. No credit will be given or premium paid by Seller for insurance afforded by others.
- 13. Clean Up. Seller agrees to keep the job site clean of debris arising out of its operations. Buyer shall not back charge Seller for any costs or expenses for clean up or otherwise without prior written notice and Seller's written consent.
- 14. Severability. The invalidity or unenforceability of any provision herein shall in no way affect the validity or enforceability of any other provision.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

| Department: PUBLIC HEALTH DPH Dept. Co | | | | Code: <u>DPH</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------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| ☑Initial | □Modifica | tion of an exis | sting PSC (PSC # | · . |
| □Expedited | ☑Regular | □Annual | ☐ Continuing | ☐ (Omit Posting) |
| oftware Licensing | g, Mainenand | ce, and related | d services | |
| und, federal and | State funds | PSC | Duration: 4 year | rs 4 weeks |
| <u>)</u> | | | • | • |
| within the Depa within the Depa upporting an interchiving and dat nancial analysis a tools, and pharr ace, and related p ce is necessary a ssary in order to ms in order to m shed both clinica It in inefficiencie | reeded basis rtment. Fund egrated com a manageme and eligibility professional and the consemaintain exitaintain their land operatis and impair | etional areas s municable dis ent, data ware t, access to pro- estems. The va- services such equence of de- isting legacy a effectiveness ional workflowed response c | hall include both of ease data system, house(s), laborato oprietary online dailue of this request as training and cornial: pplications and to and achieve full furs around these sy apacity, lessening | clinical and non-clinical SharePoint ry information, atabases, clinical and covers estimated costs insultation. provide enhancements unctionality. The retens, and denial of the quality of services |
| | | ow? If the se | rvice was provided | l under a previous PSC, |
| | | | | |
| years, please ex | plain why. | | | nd (modify) an existing |
| <u>est</u> y (be specific and | d attach any | relevant supp | orting documents) |): |
| projects requirir | ng diverse sk | ills, expertise | and/or knowledge | • |
| an as-needed, in | termittent, c | or periodic bas | sis (e.g., peaks in w | vorkload). |
| | Expedited oftware Licensing und, federal and es to be Contract used on an as-n within the Depa upporting an interchiving and dat nancial analysis a tools, and pharm oce is necessary a ssary in order to m shed both clinical It in inefficiencie provided in the phost recently app e renewed? ng is available. a new PSC in exc years, please ex ticipates a contin est y (be specific and projects requiring | Expedited Regular oftware Licensing, Mainenand und, federal and State funds used on an as-needed basis within the Department. Fund upporting an integrated comparchiving and data management and analysis and eligibility tools, and pharmaceutical synce, and related professional ce is necessary and the consessary in order to maintain their shed both clinical and operated in inefficiencies and impair provided in the past? If so, honost recently approved PSC. The renewed? The renewed is a new PSC in excess of five your years, please explain why ticipates a continued need for est your years are projects requiring diverse skilling to the projects requiring the projects required to t | □Expedited □Regular □Annual oftware Licensing, Mainenance, and related und, federal and State funds est to be Contracted Out: e used on an as-needed basis to maintain as within the Department. Functional areas supporting an integrated communicable districtiving and data management, data ware nancial analysis and eligibility, access to protocle, and pharmaceutical systems. The value, and related professional services such its ce is necessary and the consequence of decisary in order to maintain their effectiveness shed both clinical and operational workflow it in inefficiencies and impaired response comprovided in the past? If so, how? If the senost recently approved PSC. e renewed? ng is available. a new PSC in excess of five years, or if your years, please explain why. ticipates a continued need for these services. | ☐ Initial ☐ Modification of an existing PSC (PSC # ☐ Expedited ☐ Regular ☐ Annual ☐ Continuing Oftware Licensing, Mainenance, and related services und, federal and State funds ☐ PSC Duration: 4 years of the service |

B. Explain the qualifying circumstances:

These services are utilized intermittently and as needed, and deal with proprietary products that are already developed and available for commercial use. The services are necessary in order to maintain existing legacy applications and provide enhancements as needed to such systems in order to maintain their effectiveness and to achieve full functionality.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor(s) must have a commercially available product in the relevant field, and sufficient resources to provide implementation and development services and ongoing support, including guarantees that the application meets minimum performance standards.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1022, IS Administrator 2; 1023, IS Administrator 3; 1024, IS Administrator-Supervisor; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 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?

The City does not possess the resources to fulfill the services mentioned in this request. The services are intermittent, as-needed, project-based services.

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 these are proprietary products requiring services which include technical components beyond the scope of expertise of in-house staff to develop within quality parameters. Civil service staff will provide connectivity to the application and monitor connectivity issues at both the desktop and network levels.
- 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. Services are intermittent and as-needed, and deal with proprietary products that are already developed and available for commercial use. Civil service staff will work with contractor(s) to obtain knowledge necessary for day-to-day use and upkeep of applications. Staff will also have the ongoing opportunity to gain insight and knowledge of current best practices for public health data system applications through their interactions with contractor and their product.

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. Specific training in the use and operation of specific software solutions and business process improvements will be provided if the project requires such training. City staff will have the opportunity to learn industry best practices in a given field and the use of new applications. Employees who may receive training would be varied depending on the specific project, and could include the IS Engineer series 1042, 1043, 1052, 1053, and 1054; Medical Records Clerk 2210; Project Managers series 5502, 5504, 5506, and 5508; Administrative Analyst 1824; and Manager classifications 0923 and 0931.
- 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. <u>Union Notification</u>: On <u>10/07/2019</u>, the Department notified the following employee organizations of this PSC/RFP request:

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

 \square 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, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#<u>41698 - 19/20</u>

DHR Analysis/Recommendation: Commission Approval Required DHR Approved for 12/02/2019 Civil Service Commission Action:

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From:

dhr-psccoordinator@sfgov.org on behalf of jacquie.hale@sfdph.org

Sent:

Monday, October 07, 2019 11:09 AM

To:

Hale, Jacquie (DPH); WendyWong26@yahoo.com; wendywong26@yahoo.com;

tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org;

amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Rossi, Ron (DPH); DHR-

PSCCoordinator, DHR (HRD)

Subject:

Receipt of Notice for new PCS over \$100K PSC # 41698 - 19/20

RECEIPT for Union Notification for PSC 41698 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41698 - 19/20 for \$10,000,000 for Initial Request services for the period 12/01/2020 – 12/31/2024. Notification of 30 days (60 days for SEIU) is required.

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

http://apps.sfgov.org/dhrdrupal/node/14004 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

EDWIN M. LEE MAYOR

June 3, 2013

KATE FAVETTI PRESIDENT

SCOTT R. HELDFOND VICE PRESIDENT

> MARY Y. JUNG COMMISSIONER

E. DENNIS NORMANDY COMMISSIONER

JENNIFER C. JOHNSTON EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT:

REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4115-12/13 THROUGH 4126-12/13; 4084-05/06; 4038-12/13; AND 3104-11/12.

At its meeting of May 20, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission:

- 1) Continued PSC 4120-12/13 to the next meeting of June 3, 2013; clarify and amend the duration; previous PSC 4056-06/07 was approved by the Civil Service Commission through 2010; include an explanation and documentation on how the contract was renewed from 2010-2013 through an annual purchase order.
- 2) Adopted the report, Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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.

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

JENNIFER JOHNSTON

Executive Officer

Attachment

Cc: Cynthia Avakian, Airport Commission

Jeanne Buick, Department of Human Resources

Micki Callahan, Human Resources Director

Leorah Dang, Department of Human Resources

Gordon Choy, Department of Public Works

Lily Conover, Controller's Office

Jacquie Hale, Department of Public Health

Karen Henderson, Mayor's Office of Housing

William Lee, Department of Emergency Management

Donna Marion, San Francisco Public Library

Merrick Pascual, Mayor's Office of Economic & Workforce Dev.

Shawn Wallace, San Francisco Police Department

Fan-Wa Wong, San Francisco Health Service Systems

Commission File

Chron

POSTING FOR 05/20/2013 PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| u l | /3,1/2013. | 630/2015 | 5/30/2016 | 6/30/2018 | 1/31/2016 | 1/31/202.1 | |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Duration | 4/1/2013 _ [2/3,1/2013 | 5/21/2013 _ 6/30/2015 | 7/1/2013 _ 6/30/2016 | 7/1/2013 _ 6/30/2018 | 7/1/2013 _ 1/31/2016 | 8/1/2013 1/31/2021 | |
| Description of Work | Vendor will provide proprictary hardware, software and related services for employee time collection as part of the second phase of the Gity's eMerge PeopleSoft Human Capital Mariagement implementation. Services will include hardware and software installation configuration, integration with PeopleSoft 9.0, system testing and user training. | Conduct qualitative research of workforce system users in order to better understand their needs and how the workforce system can better meet those needs. The research process will include interviewing job seekers and employers, analysis of interview results, analysis of similar processes and systems, and a facilitated workshop for the creation of prototypical system users and areas for system improvement. The project will use internationally-recognized, award-winning person-centered design methodology. | Preparation of Federal Environmental Review Records (ERR) consistent with the requirements of the National Environmental Policy Act, Council on Environmental Quality Regulations and 24 Code of Federal Regulations (CFR) Part 58 for the Mayor's Office of Housing (MOH), MOH certifies to the United States Department of Housing and Urban Development (HUD) that ERRs prepared by non-profits agencies, as well as City Departments and the San Francisco Housing Authority have been prepared in accordance with the applicable federal laws, regulations and authorities. Additionally, MOH also is responsible for preparation of ERRs for various Comministy Development Block Grant (CDEG), HOME Investment Partnership Program, Emergency Shelter Grant (ESG) and Housing Opportunities for People with ADS (HOPWA). Program, Emergency Shelter Grant (ESG) and Housing Opportunities for People with ADS (HOPWA). Indeed projects managed in-house by City staff. The records required by Part 58 include Environmental funded projects managed in-house by City staff. The records required by Part 58 include Environmental Accessments. | The Hotel Development Consultant will advise Airport staff on the planning and development of a proposed full service luxury hotel to be built on Airport proporty and leased to a Hotel operator. The consultant will perform in an advisory role providing support on tasks such as: initial planning, definition of the hotel concept in terms of number and size of guest rooms, ancillary facilities and hotel branding, hotel layout, selection of a qualified hotel operator, indentification of key terms in the operation agreement; and advice for work performed by other consultants. | Consultant will conduct coastal and geotechnical studies for channel dredging that will provide access to SFO's Marine Emergency Reception Dock (MERD) and the Set ramp. The existing water bettom around the Airport is too liigh and does not meet water depth guidelines set forth by the California Department of Boating and Waterways, (CDBW) and US Army Corps of Engineers (USACE) for boat access during low fide hours. The consultant will provide balhymetry data, collect and characterize soil samples, and provide expert recommendation on channel design. | Provide online, live tutoring/homework help to students, elementary through college entry level, as well as adult learners, of the Public Library, seven days a week from 2:00-9:00PST, at the library, home or other locations with computer access. Tutoring services will include Spanish and/or Cantonese language assistance in math and science subjects as well as English in all subjects. | |
| Contract | \$66,000 | \$150,000 | \$520,000 | 000,000 | \$\$00,000 | \$1,500,000 | |
| Approval Type | Régular | Regular | Regular | Regular | Regular | Regular | |
| Dept No. Dent Name | ļ | 21 Business, Economic Development | 25 Mayor | 27 Airport Commission | 27 Airport Commission | 41 Public Library | |
| De SC No N | | 116-12/13 2 | 117-12/13 -00- | 118-12/13 | 1119-12/13 | 1120-12/13 | |

Posting Date:

Page 1 of 3

CCSF; DHR PCSCP Posting

POSTING FOR 05/20/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| ion | 1/30/2013 | 4/30/2016 | 9/30/2016 | 6/30/2018 | 6/30/2018 | 4/1/2019 |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Duration | 6/1/2013 _ [1/30/2013 | 5/1/2013 _ 4/30/2016 | 10/1/2013 _ | 6/1/2013 _ 6/30/2018 | 7/1/2013 _ 6/30/2018 | 4/1/2013 |
| Description of Work | This UASI 2012 Grant project is designed to replace the existing Mobile VPN System for the Department of Emergency Management, Police Department (PD) and Fire Department (FD). The Mobile VPN System operates daily to allow field officers from PD and FD to communicate with back-end CAD (Computer-aided Dispatch) and other applications. In addition to the purchase of proprietary software and hardware, vendor(s) will also provide professional services including system design, installation, testing, training, support, and overall project management. | Contractor will coordinate and evaluate pre-disaster planning, response, and resource sharing amongst the Bay Area UASI Region and private sector businesses in order to address community resiliency, infrastructure, and economic recovery gaps. Contractor will provide a Bay Area Public-Private Strategic plan which will include communication and collaboration protocols to facilitate information sharing. The plan will also include resource and donation access, logistic/supply chain resumption, and a recovery plan with the private sector. Contractor will also conduct tabletop and virtual exercises to test protocols prior to finalizing the Strategic Plan. | Contractors will provide nutrition education and support services, with the goal of transforming environments in order to make healthy eating and physical activity possible in a variety of settings including schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations. | The contractor(s) will develop and implement an integrated communicable disease data system to coordinate data collection, processing, management, analysis and interpretation related to health, morbidity and program services to support public health actions (e.g., outbreak investigation, partner services, etc.,) and preventative services, as well delivering integrated services at both the individual and community level. *NOTE: The value of this request is the estimated cost of the professional services needed to implement the system, and does not include the license or maintenance cost of the software. | Part of the Affordable Care Act is establishing Nurse-Family Partnership (NFP) programs to help first-time mothers using a proven evidence-based community health program model that meets federal requirements and recommendations. This program establishes a partnership between a new mom early in her pregnancy with a registered nurse making ongoing home visits. This well-researched program is being federally funded on a national level as it has been proven to help families and communities become stronger while saving money for state, local and federal governments. These services will establish a direct connection with the federal MFP reporting system that aligns with DPH's Targeted Case Management (TCM) Online Billing System in order to meet all federal requirements for the documentation required to receive federal funding for both programs by providing a web-based case management system enabled for access by DPH Maternal and Child Health (MCAFI) visiting nurses using handheld devices. | Department of Public Works (DPW) is seeking two qualified teams of architectural and engineering (A/E) consultants to provide architectural engineering design and construction support services for the new Office of Chief Medical Examiner (OCME) Facility and Forensic Services Division & Traffic Company (FSD/TC) Facility. The two contract amounts are approximately \$5,120,000 and \$15,438,000 for the OCME and FSD/TC facilities respectively. |
| Contract Amount | \$240,000 | \$450,000 | \$1,220,000 | \$5,000,000 | \$575,000 | \$20,558,000 |
| Approval Type | Regular | Regular | Regular | Regular | Regular | Regular |
| | | | | | , | |
| Dent Name | Emcrgency Management | Emergency Management | Public Health | Public Elealth | Public Health | Public Works |
| Dept No. | TT | 77 | 8.1 | 8.1 | 18 | 06 |
| , V | (21-12/13 | 122-12/13 | 123-12/13 | 124-12/13 | 125-12/13 | 1126-12/13 |

Posting Date:

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

Approval Contract Type Amount

No. Dept Name

SC No

Dept

Description of Work

Duration

Total Amount - Regular: \$31,279,000

Posting Date:

Page 3 of 3

CCSF: DHR PCSCP Posting

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

| Department: PUBLIC HI | FAITH DPH | | | Dept. C | Code: <u>DPH</u> |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| | ☑Initial | □Modifica | etion of an exis | sting PSC (PSC # | • |
| Type of Request: | ½ ∃IIIICiai | · | ition of an exis | /cmg 1 50 (1 50 // | |
| Type of Approval: | □Expedited | ☑Regular | □Annual | ☐ Continuing | ☐ (Omit Posting) |
| Type of Service: Web b Administration, Funding Source: Gener | | or Medical C | | ical Documentatio Duration: 4 year | |
| PSC Amount: \$1,500,0 | <u>00</u> | | | | |
| coding and clinical de | provide a fully host ocumentation kno- oport, and adminis | ed internet-l wledge. The trator functi | application wi ons. The appli | ll include training a cation and all relat | Department's medical assessments, training ed content will follow |
| | | | · · | | |
| documentation stan applicable, so that the patient care provide assignment of princi | rements are comp dards. The contrac ne Department ma d. Denial of these pal diagnoses, prir | lex and requ tor will prov y maximize i services is lil scipal procec | ire the experti ide reporting a ts determinat cely to result in lures, complica | se of an auditor fa audits, consulting s ion of correct billin n incorrect billing d ations and/or co-m | miliar with coding and services, and training, as g information based on ue to non-valid norbidities (or the ay in turn result in loss |
| of revenue due to di inadvertent practice | sallowed billing of | Medi-Cal, M | ledicare, and o | other third-party pa | ayers, as well as |
| | ne most recently ap | | | ervice was provide | ed under a previous PSC, |
| D. Will the contract(If there is funding a | | d. | | | · · · · · · · · · · · · · · · · · · · |
| | for a new PSC in e five years, please e | | years, or if yo | ur request is to ext | end (modify) an existing |
| 2. Reason(s) for the Re | equest apply (be specific a | nd attach an | y relevant sup | porting document | s): |
| ☑ Services required | on an as-needed, | intermittent | , or periodic b | asis (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:

Currently, Department IT and training staff do not have the expertise or available resources to perform the requested services. The depth of knowledge and experience with all facets of medical coding (ICD-10 CM, ICD-10 PCS and CPT codes) and clinical documentation, combined with creation of a web application and necessary training expertise, are not encompassed within individual classifications. [ICD-10 CM, ICD-10 PCS and CPT codes refer to the International Classification of Diseases (ICD) codes in their currently utilized revisions, ICD-10 CM (Clinical Modification), ICD-10 PCS (Procedural Classification System) and CPT (Current Procedural Terminology).]

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: A commercially available, proven application that will provide training modules, content, and training assessments which adhere to American Health Information Management Association (AHIMA) standards. Expertise in strategic training implementation and maintenance, web applications services, reporting services, clinical documentation and medical coding, including International Classification of Diseases (ICD) codes in the revisions currently needed [ICD-10 CM (Clinical Modification), ICD-10 PCS (Procedural Classification System) and CPT (Current Procedural Terminology)] codes.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 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: The contractor will provide all of the required infrastructure and technical back-end support to host the web application. In addition, the contractor will provide content and training material to be used within the application which is compliant with American Health Information Management Association (AHIMA) standards.

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

The Department has reached out to the Department of Human Resources Training Unit and the Training Unit has indicated that they do not currently have the expertise or resources to provide the training utilizing City trainers.

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

- A. Explain why civil service classes are not applicable.
 - The services needed are highly specialized, and the depth of knowledge and experience with all facets of medical coding and clinical documentation required, combined with the need to create a web application and the necessary expertise required for training needed are not encompassed within current classes.
- 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. Current civil service classes will have the opportunity to work with contractor staff and will be able to update their skills related to administration and development of web services, training modules, and assessment content techniques.

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. There may be training opportunities available that are related to day-to-day maintenance of the contractor-created website for Business and Programmer Analysts (classifications 1051, 1052, 1053, 1054, and 1063), as well as management staff (classifications 1044, 5504, and 0931).

- 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. <u>Union Notification</u>: On <u>08/26/2019</u>, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU Local 1021

 \square 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# 48448 - 18/19
DHR Analysis/Recommendation:
Commission Approval Required

DHR Approved for 12/02/2019

Civil Service Commission Action:

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From:

dhr-psccoordinator@sfgov.org on behalf of jacquie.hale@sfdph.org

Sent:

Monday, August 26, 2019 4:58 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; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com;

tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org;

eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; LokUng, Muki

(DPH); DHR-PSCCoordinator, DHR (HRD)

Subject:

Receipt of Notice for new PCS over \$100K PSC # 48448 - 18/19

RECEIPT for Union Notification for PSC 48448 - 18/19 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 48448 - 18/19 for \$1,500,000 for Initial Request services for the period 11/01/2019 - 10/31/2023. 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/12983 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: <u>ECONOMIC AND WORKFORCE</u> | DEVELOPMENT Dept. Code. ECN |
|------------------------------------------------|----------------------------------------------------------------------|
| Type of ☐ Initial ☐ Modificat Request: | tion of an existing PSC (PSC # 3048-10/11) |
| Type of ☐Expedited ☐Regular Approval: | □Annual □Continuing □ (Omit Posting) |
| Type of Service: Client and job order database | se program subscription w/ web interface |
| Funding Source: GF and Workforce Investme | ent Act |
| PSC Original Approved Amount: \$49,900 | PSC Original Approved Duration: 02/07/11 - 03/01/12 (1 year 3 weeks) |
| PSC Mod#1 Amount: \$135,000 | PSC Mod#1 Duration: <u>02/22/12-06/30/13 (1 year 17 weeks)</u> |
| PSC Mod#2 Amount: \$92,400 | PSC Mod#2 Duration: <u>07/01/13-08/30/14 (1 year 8 weeks)</u> |
| PSC Mod#3 Amount: \$462,000 | PSC Mod#3 Duration: <u>09/01/14-06/30/17 (2 years 43 weeks)</u> |
| PSC Mod#4 Amount: \$369,650 | PSC Mod#4 Duration: <u>07/01/17-06/30/19 (2 years)</u> |
| PSC Mod#5 Amount: \$350,000 | PSC Mod#5 Duration: <u>07/01/19-06/30/21 (2 years 1 day)</u> |
| PSC Cumulative Amount Proposed: \$1,458,5 | PSC Cumulative Duration Proposed: 10 years 20 weeks |
| | |

1. Description of Work

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

Purchase of subscription to database program with web interface to administer non-construction First Source (FS) Hiring program and facilitate hiring of candidates case managed by the City's network of One-Stop Career Centers. The program will allow case managers to efficiently screen, match, and refer appropriate candidates to job openings using a proprietary skill matching feature. It will facilitate the sharing of open positions to ensure workers are placed quickly, allow businesses to more effectively comply with the City's First Source Hiring requirements and allow tracking of compliance of non-construction contractors bound by First Source (Municipal Code Chapter 83).

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

If there is a lack of coordination and tracking, the participants of the City's workforce system are not receiving the advantage of competing for early-posted open entry level positions. Federal law penalizes states that fail to meet their assigned quotas for moving individuals from welfare to work by imposing monetary sanctions that will be passed on to the counties. (Please see additional document)

- 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? 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:

 This increased authorization is being requested as a final stop-gap solution to maintain this critically needed technology in contract years 2019-2020 and 2020-2021. While the Department anticipated a transition of this work to the Department of Technology (DTIS), negotiations took longer than anticipated and it was ultimately determined that the Office of Economic and Workforce Development is best suited to continue the contracting relationship to avoid a lengthy interruption in services.

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 work is anticipated to be short term (under 10 years) and requires specific skills not possessed currently by any City departments.

B. Reason for the request for modification:

Extend term and add funds

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Extensive experience developing and implementing systems of a similar nature in the California Workforce community. Program must have well developed reporting tools to be able to report on activities at all levels job development, placement, employer tracking, and potential employee matches. Program must also be able to "spider" through other job boards to pull in postings from other sources (Monster, Career Builder, etc) to maintain a robust database of opportunities at all times.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No
- 4. <u>If applicable, what efforts has the department made to obtain these services through available resources within the City?</u>

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 department does not have any employees with the expertise to develop the needed resource. The City's Department of Technology Services (DTIS) was approached about performing the work & the department was told there were not resources to develop the tool & that the project was outside the scope of that department's work. This project is highly specialized & would best be performed by an organization that has extensive experience with similar projects as noted in 3 A above.

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. Development of a new like service would be temporary in nature. The organization the department would like to contract with already has a tool developed that is being successfully used in several CA counties, including San Francisco. [See attached PSC for additional language]

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 train OEWD staff (2 - 9774; 1 -0922) on updates

- 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.

Term extension with current contractor; Launchpad

7. <u>Union Notification</u>: On <u>10/29/19</u>, 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: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#<u>3048-10/11</u>

DHR Analysis/Recommendation: Commission Approval Required DHR Approved for 12/02/2019 Civil Service Commission Action:

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 3048-10/11 - MODIFICATIONS

dhr-psccoordinator@sfgov.org on behalf of marissa.bloom@sfgov.org

Tue 10/29/2019 2:44 PM

To: Bloom, Marissa (ECN) <marissa.bloom@sfgov.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; pkim@ifpte21.org ckpage@ifpte21.org>; eerbach@ifpte21.org>; pkim@ifpte21.org>; pkim@ifpte21.org>; bamalas, Kristine (ECN) <kristine.damalas@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$350,000 for services for the period July 1, 2019 – June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

http://apps.sfgov.org/dhrdrupal/node/1939
Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com
ecassidy@ifpte21.com

Additional Attachment(s)



City and County of San Francisco: Office of Mayor London Breed Economic and Workforce Development: Joaquín Torres, Director

MEMORANDUM

TO:

Suzanne Choi, Citywide PSC Coordinator, Department of Human Resources

FROM:

Marissa Bloom, Grant Coordinator, Office of Economic & Workforce Development

DATE:

October 29, 2019

RE: Justification to Back-Date Modification for PSC #3048-10/11 to July 1, 2019

The Office of Economic and Workforce Development (OEWD) has just submitted a fifth modification request on PSC #3048-10/11 - Client and job order database program subscription w/ web interface. The request is to extend the currently approved term by two (2) years and to increase the contract amount by \$350,000, which falls within the Administrative Approval threshold.

This increased authorization is being requested as a stop-gap solution to maintain this critically needed technology in contract year 2019-2020, with the option to extend the contract for an additional year if deliverables are completed satisfactorily. While OEWD anticipated a transition of this work to the Department of Technology (DTIS) in time for the new fiscal year, it was determined that OEWD should manage this contract moving forward. As these services are urgently needed, the Office of Economic and Workforce Development is best suited to continue the contracting relationship to avoid a lengthy interruption in services.

Any questions can be directed to Marissa.Bloom@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

| Department: <u>ECONOMIC AND WORKFORCE</u> | <u>EDEVELOPMENT</u> Dept. Code: <u>ECN</u> | | | | |
|----------------------------------------------------|----------------------------------------------------------------------|--|--|--|--|
| Type of □Initial ☑Modification Request: | ation of an existing PSC (PSC # 3048-10/11) | | | | |
| Type of ☐Expedited ☑Regular Approval: | □Annual □Continuing □ (Omit Posting) | | | | |
| Type of Service: <u>Client and job order datab</u> | ase program subscription w/ web interface | | | | |
| Funding Source: GF and Workforce Investn | nent Act | | | | |
| PSC Original Approved Amount: \$49,900 | PSC Original Approved Duration: 02/07/11 - 03/01/12 (1 year 3 weeks) | | | | |
| PSC Mod#1 Amount: \$135,000 | PSC Mod#1 Duration: <u>02/22/12-06/30/13 (1 year 17 weeks)</u> | | | | |
| PSC Mod#2 Amount: \$92,400 | PSC Mod#2 Duration: <u>07/01/13-08/30/14 (1 year 8 weeks)</u> | | | | |
| PSC Mod#3 Amount: \$462,000 | PSC Mod#3 Duration: <u>09/01/14-06/30/17 (2 years 43 weeks)</u> | | | | |
| PSC Mod#4 Amount: \$369,650 | PSC Mod#4 Duration: <u>07/01/17-06/30/19 (2 years)</u> | | | | |
| PSC Cumulative Amount Proposed: \$1,108 | 8,950 PSC Cumulative Duration Proposed: 8 years 20 weeks | | | | |

1. Description of Work

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

Purchase of subscription to database program with web interface to administer non-construction First Source (FS) Hiring program and facilitate hiring of candidates case managed by the City's network of One-Stop Career Centers. The program will allow case managers to efficiently screen, match, and refer appropriate candidates to job openings using a proprietary skill matching feature. It will facilitate the sharing of open positions to ensure workers are placed quickly, allow businesses to more effectively comply with the City's First Source Hiring requirements and allow tracking of compliance of non-construction contractors bound by First Source (Municipal Code Chapter 83).

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

 If there is a lack of coordination and tracking, the participants of the City's workforce system are not receiving the advantage of competing for early-posted open entry level positions. Federal law penalizes states that fail to meet their assigned quotas for moving individuals from welfare to work by imposing monetary sanctions that will be passed on to the counties. (Please see additional document)
- 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?
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:

This increased authorization is being requested as a stop-gap solution to maintain this critically needed technology in contract years 2017-18 and 2018-19. While the Department anticipated a transition of this work to the Department of Technology (DTIS) this fiscal year, negotiations took much longer than anticipated and the Office of Economic and Workforce Development is currently best suited to continue the contracting relationship to avoid a lengthy interruption in services.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This work is anticipated to be short term (under 10 years) and requires specific skills not possessed currently by any City departments.

B. Reason for the request for modification:

Extend term and add funds

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Extensive experience developing and implementing systems of a similar nature in the California Workforce community. Program must have well developed reporting tools to be able to report on activities at all levels job development, placement, employer tracking, and potential employee matches. Program must also be able to "spider" through other job boards to pull in postings from other sources (Monster, Career Builder, etc) to maintain a robust database of opportunities at all times.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No
- 4. <u>If applicable, what efforts has the department made to obtain these services through available resources within the City?</u>

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 department does not have any employees with the expertise to develop the needed resource. The City's Department of Technology Services (DTIS) was approached about performing the work & the department was told there were not resources to develop the tool & that the project was outside the scope of that department's work. This project is highly specialized &

would best be performed by an organization that has extensive experience with similar projects as noted in 3 A above.

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. Development of a new like service would be temporary in nature. The organization the department would like to contract with already has a tool developed that is being successfully used in several CA counties, including San Francisco. [See attached PSC for additional language]

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 train OEWD staff (2 - 9774; 1 -0922) on updates

- 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.

 extension of current contractor; Launchpad
- 7. <u>Union Notification</u>: On <u>10/24/17</u>, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

Name: Merrick Pascual Phone: (415)701-4811 Email: merrick.pascual@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#<u>3048-10/11</u>
DHR Analysis/Recommendation:
Commission Approval Not Required

Approved by DHR on 11/14/2017

City and County of San Francisco Civil Service Commission

Agenda for Regular Meeting June 2, 2014 2:00 p.m.

ITEM NO.

(1) <u>CALL TO ORDER AND ROLL CALL</u>

President Scott R. Heldfond Vice President E. Dennis Normandy Commissioner Douglas S. Chan Commissioner Kate Favetti Commissioner Gina M. Roccanova

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) <u>APPROVAL OF MINUTES</u> - Action Item

Regular Meeting of May 19, 2014

Recommendation:

Adopt the minutes.

(4) <u>ANNOUNCEMENTS</u>

Announcement of changes to the agenda.

Other announcements.

(5) <u>ELECTION OF OFFICERS</u> (File No. 0122-14-1) – Action Item

Recommendation:

Open for discussion.

(6) HUMAN RESOURCES DIRECTOR'S REPORT

Updates on ongoing business.

Other reports.

(7) EXECUTIVE OFFICER'S REPORT

Updates on ongoing business.

Other reports.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(8) Review of Request for Approval of Proposed Personal Services Contracts. (File No. 0118-14-8) – Action Item

| | PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|------|-----------|---------------------|-------------|---------------------------------------------------------------------------------------------------------------------|---------------------|-----------|
| 4031 | 21-13/14 | Public Utilities | \$2,000,000 | The scope of services consists of: (1) Software license | Regular | 5/31/2019 |
| 4722 | 21 13/11 | Commission | . , | purchase and software implementation services for | | |
| | | | | replacing the electric power scheduling software; (2) | | |
| | * | | | Software training for users of the implemented software | ĺ | |
| | | | | product; and (3) Annual software maintenance and license | | |
| | | | • | renewal including software customizations. As a part of | 1 | |
| | | | | this project, City staff will be trained in how to use the | . | |
| | 1 | | | power scheduling software. Approximately eight (8) | | |
| | | | | Utility Specialists (5602) and five (5) Utility Analysts | | |
| | | | | (5601) will be trained on how to use the software features | | |
| | | • | | (5001) Will be trained on how to use the software reaches | | |
| | | | | and functionality. In addition, two (2) IT principal | | |
| | | • . | | engineers (1044) will be trained to learn to become | ļ | |
| | | | • | administrators of the software. Water engineers (5241) | | |
| | | | | may also be trained in the use of the software if they | | |
| | | | | benefit from use of the software. The training will be | | |
| | | | | given at end of the project and training by vendor will not | | |
| | | | | be ongoing. It is anticipated that 40-60 hours of training | | |
| | | , | | will be provided in total. | | |
| 45 | (17.10/14 | General Services | \$500,000 | The Department of Technology is soliciting proposals | Regular | 12/31/201 |
| 450 | 611-13/14 | | \$200,000 | from firms to build and deploy a microwave network | | |
| | | Agency - | | connecting the public safety building and public safety | | |
| | , | Technology | | radio communication sites. It is expected that the | 1 | • |
| | | | | microwave communication will provide the resilience and | | |
| | | | | microwave communication will provide the restricted and | | • |
| | | | | redundancy to public safety communications. The services | | |
| | | | | include planning, design, engineering and technical | | |
| | | | | support to maintain the system. | D | 7/1 5020 |
| 11 | 918-13/14 | Recreation and Park | \$2,000,000 | Provide full Landscape Architectural, Architectural, | Regular | 7/1/2019 |
| | | Commission | | Engineering, and Outreach services for the Portsmouth | İ | |
| | • | Commission | · . | Square Renovation. This includes all services necessary | ļ | |
| | | | l | for all phases of project delivery: conceptual design, | | |
| | | | | schematic design, design development, complete | | |
| | | | | construction documents for permitting, bid, construction | • | |
| | | | Í . | administration, and closeout. Scope will also include. | | |
| | | | | facilitation of broad community and stakeholder outreach | | |
| | | | 1 | process in multiple languages. A/E firm shall also provide | | |
| • | | | | process in multiple languages. Are than shar may provide | • | |
| | | | | cost estimating services during the course of the project. | Demler | 7/9/201 |
| 43 | 465-13/14 | Department of | \$300,000 | Nice System provides the department's Digital Voice | Regular | 1131201 |
| | | Emergency | | Logging Recorder (DVLR) system which is an integrated | , | |
| | | Management | | solution with both hardware and software. The system | | |
| | | 3 | | records all of 9-1-1 calls that are made in San Francisco, | | |
| | | | | as well as the emergency radio communications with | . * | |
| | | | | Police. Fire and Dispatch. The contract is for maintenance | · . | |
| | | 1. | | and software support services to keep the system online | • | |
| | | | 1 | and operational. The system was purchased in 2004, | | |
| | | | | through a competitive Request for Proposal (RFP) | | |
| | | | | process, and NICE Systems has been maintaining the | | 1 |
| | | | | process, and reach bysoning has been minimum and | | |
| | | | | system since then. | Regular | 3/1/201 |
| 47 | 233-13/14 | Recreation and Park | \$1,000,000 | Provide full Landscape Architectural, Architectural, | wegmai | 3,1,201 |
| | | Commission | | Engineering, Outreach, and Historic Resource Evaluation | | l |
| | | | | services for the Willie Woo Woo Wong Playground | | |
| | | 1 | | Renovation. This includes all services necessary for all | | 1 |
| | | 1 | | phases of project delivery: conceptual design, schematic | | |
| | | | | design, design development, complete construction | 1 | |
| | | | | documents for permitting, bid, construction | | |
| | | | | administration, and closeout. Scope will also include | 1 | 1 |
| } | | | | preparation of historic resource evaluation report and | | |
| | | | | preparation of historic resource evaluation report and | | |
| | | | | facilitation of broad community and stakeholder outreach |] | |
| | | | | process in multiple languages. A/E firm shall also provide cost 2 mating services during the course of the project. | | |
| | | 1 | , | The project | 1 | |

| 48 | | · · | | | | |
|----------|---------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------|
| " | 8059-1.3/14 | Airport Commission | \$3,900,000 | Procure, install, and maintain an Automated Passport | Regular | 6/30/2019 |
| 1 | 0000 | | | Control (APC) kiosk system consisting of 40 kiosks with | | • |
| 1 | | | 1 | connectivity to the U.S. Customs and Border Protection | , | |
| | | - | | (CBP/Customs) data system. Each APC kiosk will have a | | |
| | 1 | | | full range passport reader with e-Passport capability, a | .] | |
| | | . 1 | | fingerprint scanner and digital camera to capture the user's | | |
| 1 | - | | | Imgerprint scanner and digital canicia to capture the discipline | | |
| | | | 1 | picture. All kiosks must be maintained in compliance with | | |
| | | | | CBP's APC requirements. Kiosks will serve passengers | | • |
| | | | | arriving on international flights by capturing travel data | 1 | |
| | - |] | | and electronically transmitting the information to CBP for | | |
| 1 | | 1 | | processing mandated entrance formalities. Approximately | [| |
| | | j | ļ | \$1,300,000 will be used towards professional services. | { | |
| <u></u> | | | | In addition to renewing the current modules the | Modi- | 6/30/2017 |
| 30 | 048-10/11 | Economic and | Current Approved | department subscribes to, the department would like to | fication | |
| 1 | i | Workforce | Amount | department subscribes to, the department would have to | | |
| | - | Development | \$277,300 | add newly developed modules for next three years which | į | |
| | 1 | | Increase Amount | include mobile applications for jobseekers, a customer | | |
| 1 | | | Requested | relationship management (CRM) too for staff to better | | |
| ~ | V | · | \$462,000 | track business contracts and job leads generated and | 1 | . • |
| 6 | * | | New Total Amount | document imaging and management. The department is | | • |
| | | | Requested | also asking for authorization to cover additional training | | |
| ı | | , - | | hours from the vendor around these new products. | 1 | |
| İ | | | \$739,300 | Additional tools may be developed and added on or | | |
| | 1 | r * | · ' | Additional tools may be developed and added on of | | |
| ĺ | · . | | . 1 | swapped out in future years as business needs change. | | • |
| ĺ | | | | (See attached document(s). | 363 | 2010017 |
| ,; | 50933-13/14 | Sheriff | Current Approved | Operate a shuttle service from Civic Center BART station | Modi- | 3/31/2015 |
| ۔ ا | | | Amount | and Balboa Park BART station to San Bruno Jail. The | fication | |
| | | | \$65,000 | shuttle service operates on weekends and all major | , | |
| | | | Increase Amount | holidays from 7:00am - 2:30pm. | | |
| | | | | MODICE SOUR FOODER AND PROPERTY | 1 | |
| | | | Requested | | | |
| | | | \$70,000 | , | l. ' | |
| | • | | New Total Amount | Co. | | ļ |
| | | - | Requested | | | |
| | | | \$135,000 | | | |
| <u> </u> | 31218-13/14 | Airport Commission | Current Approved | Design and fabrication of prototype Common Use Self | Modi- | 12/31/2016 |
| ' | 21210-12/14 | 1 inport commission | Amount | Service (CUSS) ticketing units for the San Francisco | fication | |
| | | | \$100,000 | International Airport (SFO). The CUSS ticketing units | | |
| | | 1 | | will be used in SFO's International Terminal to replace | | |
| | | _ | Increase Amount | existing units that are at the end of their useful life. Once | | l |
| | | | Requested | existing units that are at the child of their issent the. Once | | |
| | | | \$300,000 | the prototype design has been approved by SFO, Office of | · · | |
| [| | | New Total Amount | Contract Administration will work with the Airport to | | |
| | • | | Requested | purchase approximately 80-100 units for installation in the | | |
| 1 | • | | \$400,000 | International Terminal. The professional service portion | | |
| | | | | of this work will be less than \$100,000. (See attached | | |
| | | | 1 | document(s). | | |
| \vdash | | 711775 | Comment Amenda | Center on Juvenile and Criminal Justice (CJCI) youth | Modi- | 3/31/2015 |
| 1 | 4115-11/12 | Public Defender | Current Approved | Center on suvenine and Crimmar suspect (Coos) journ | fication | 1 |
| 1 | | | Amount | advocate services are necessary to provide community | | 1 |
| 1 | | | | — مماهم ماهم ساييا في الدين البيار الإساد العام الماء العام الماء العام العام العام العام العام العام العام ال | | 1. |
| | · × . | | \$144,332 | support and monitoring to youth at their school sites, in | | |
| | X | | | Court in their homes and in their communities. CJCJ will | | |
| | 1 × × 3 | | \$144,332 Increase Amount | Court, in their homes and in their communities. CICI will provide an intensive case management approach to | | |
| | | | \$144,332 Increase Amount Requested | Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment | | |
| | · · · · · · · · · · · · · · · · · · · | | \$144,332 Increase Amount Requested \$65,000 | Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment | | |
| | | | \$144,332 Increase Amount Requested \$65,000 New Total Amount | Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. | | |
| | | | \$144,332 Increase Amount Requested \$65,000 New Total Amount Requested | Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public | | |
| | | | \$144,332 Increase Amount Requested \$65,000 New Total Amount | Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The Legal Educational | | |
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| | 4000 00/10 | Airport Commission | \$144,332 Increase Amount Requested \$65,000 New Total Amount Requested \$209,322 | Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The Legal Educational Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney—client privilege. See additional attachment. | Modi- | 6/30/201 |
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| | 4099-09/10 | Airport Commission | \$144,332 Increase Amount Requested \$65,000 New Total Amount Requested \$209,322 Current Approved Amount \$12,700,000 Increase Amount Requested \$4,000,000 New Total Amount | Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The Legal Educational Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney—client privilege. See additional attachment | Modi- fication | 6/30/201 |
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| | 4099-09/10 | Airport Commission | \$144,332 Increase Amount Requested \$65,000 New Total Amount Requested \$209,322 Current Approved Amount \$12,700,000 Increase Amount Requested \$4,000,000 New Total Amount | Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The Legal Educational Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney—client privilege. See additional attachment | Modi- fication | 6/30/201 |
| | 4099-09/10 | Airport Commission | \$144,332 Increase Amount Requested \$65,000 New Total Amount Requested \$209,322 Current Approved Amount \$12,700,000 Increase Amount Requested \$4,000,000 New Total Amount Requested | Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The Legal Educational Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney—client privilege. See additional attachment | Modi- fication | 6/30/201 |
| | 4099-09/10 | Airport Commission | \$144,332 Increase Amount Requested \$65,000 New Total Amount Requested \$209,322 Current Approved Amount \$12,700,000 Increase Amount Requested \$4,000,000 New Total Amount Requested | Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The Legal Educational Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney—client privilege. See additional attachment | Modi- fication | 6/30/201 |
| | 4099-09/10 | Airport Commission | \$144,332 Increase Amount Requested \$65,000 New Total Amount Requested \$209,322 Current Approved Amount \$12,700,000 Increase Amount Requested \$4,000,000 New Total Amount Requested | Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The Legal Educational Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney—client privilege. See additional attachment | Modi- fication | 6/30/201 |
| | 4099-09/10 | Airport Commission | \$144,332 Increase Amount Requested \$65,000 New Total Amount Requested \$209,322 Current Approved Amount \$12,700,000 Increase Amount Requested \$4,000,000 New Total Amount Requested | Court, in their homes and in their communities. CICJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a tearn with the Public Defender education attorney. The Legal Educational Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney—client privilege. See additional attachment. The scope of services will add work for: 1) Airport Wide As-Needed baggage handling Services (BHS) Improvements for design & construction mgmt. svs. required for essential improvements to existing Airport BHS equipment that is obsolete or beyond its useful life; 2) International Terminal & Terminal 3, Boarding Area F Checked Baggage Inspection System (CBIS) Modernization Prog for design & construction mgmt. svs. Required for the Trans. Security Admin. (TSA)'s CBIS modernization prog. to replace security screening & associated BHS equipment that is obsolete or beyond its useful life; & 3) Airport Wide Safety & Optimization Proj. for design-build svs. Required for safety & | Modi- fication | 6/30/201* |
| | 4099-09/10 | Airport Commission | \$144,332 Increase Amount Requested \$65,000 New Total Amount Requested \$209,322 Current Approved Amount \$12,700,000 Increase Amount Requested \$4,000,000 New Total Amount Requested | Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a tearn with the Public Defender education attorney. The Legal Educational Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney—client privilege. See additional attachment. The scope of services will add work for: 1) Airport Wide As-Needed baggage handling Services (BHS) Improvements for design & construction mgmt. svs. required for essential improvements to existing Airport BHS equipment that is obsolete or beyond its useful life; 2) International Terminal & Terminal 3, Boarding Area F Checked Baggage Inspection System (CBIS) Modernization Prog for design & construction mgmt. svs. Required for the Trans. Security Admin. (TSA)'s CBIS modernization prog. to replace security screening & associated BHS equipment that is obsolete or beyond its useful life; & 3) Airport Wide Safety & Optimization Proj. for design-build svs. Required for safety & maintenance access improvements for the TSA's in-line | Modi- fication | 6/30/201* |
| | 4099-09/10 | Airport Commission | \$144,332 Increase Amount Requested \$65,000 New Total Amount Requested \$209,322 Current Approved Amount \$12,700,000 Increase Amount Requested \$4,000,000 New Total Amount Requested | Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The Legal Educational Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney—client privilege. See additional attachment | Modi- fication | 6/30/201* |

Civil Service Commission Meeting Agenda

Recommendation:

Adopt the report. Approve the request for proposed personal services contracts; Notify the Office of the Controller and the Office of Contract Administration.

(9) Review of Request for Approval of Proposed Personal Services Contract Number 4070-09/10. (File No. 0119-14-8) – Action Item

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------|
| 4070-09/10 | General Services Agency – Technology | Current Approved Amount \$15,000,000 Increase Amount Requested \$26,000,000 New Total Amount Requested \$41,000,000 | As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment. | Modi- fication | 8/31/2016 |

Note on Prior Commission Action (Excerpt from the December 21, 2009 Meeting Minutes): Approve request for proposed personal services contract #4070-09/10 on the condition that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request, with notifications to SEIU Local 1021 where applicable. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

Recommendation:

Adopt the report. Approve the request for proposed personal services contract number 4070-09/10; Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

(10) Human Services Agency's Annual Report on Contracts Awarded under Personal Services Contracts with Continuing Approval. (File No. 0120-14-8) – Action Item

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|------------|--------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|
| 2000-08/09 | Human Services Agency | Per Term \$7,500,00 Per Annual \$1,500,000 | Recruiting appropriate families throughout the Bay Area and other counties, providing orientations, induction training home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system. | Continual | 7/1/2009 — Continuing |
| 2001-08/09 | Human Services Agency | Per Term \$65,000,000 Per Annual \$13,000,000 | Services include recruitment and support to perspective and existing foster and kinship parents. These services provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities. Services provided to children in foster care, include therapeutic services, tutoring, and independent living skills, mental and general health services. | Continual | 7/1/2009 – Continuing |
| 2004-08/09 | Human Services Agency | Per Term \$230,000,000 Per Annual \$46,000,000 | To provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of Social Security Administration, Supplemental Security Income, Personal Assisted Employment Services, Cal Works and/or low incomes. | Continual . | 7/1/2009 — Continuing |

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

| Department: | MUNICIPAL TRAN | SPORTATION AG | ENCY | Dept. (| Code: <u>MTA</u> | |
|----------------------|--------------------------------------------------------------------|-------------------------|---------------------------------|---------------------------------|-------------------------------|---------------------|
| Type of Request: | □Initial | ✓Modification | of an existing F | PSC (PSC # 46973 - 18 | 3/19) | |
| Type of Approval: | □Expedited | ☑Regular | □Annual | ☐ Continuing | ☐ (Omit Posting) | |
| | ce: <u>As-Needed Spe</u> | ecialized Enginee | ring Services | | | |
| Funding Sour | rce: <u>Funds: Federa</u> | l and Local | · | • | | |
| PSC Original | Approved Amount | : \$3,500,000 | PSC Original A 06/30/26 (7 y | approved Duration: (ears 1 day) | 07/01/19 - | |
| PSC Mod#1 | Amount: <u>\$4,000,00</u> | <u>00</u> | PSC Mod#1 D | uration: <u>no duratior</u> | added | |
| PSC Cumulat | ive Amount Propos | sed: <u>\$7,500,000</u> | PSC Cumulativ | ve Duration Propose | d: <u>7 years 1</u> | day |
| Thales sha | of Work/Services to all provide SFMTA t C Train Control Syst | he Base Support | Services descri | bed herein to secure | the reliabili actor mainte | ty of the enance |
| | | | | | | • |
| Base Supp | oort Services: | | | | | |
| • Mainter | nance Services Mar | nagement | | | | |
| • On-Call | Remote Support | | | · | | |
| • Emerge | ncy On-Site Suppor | rt | | | | |
| • Remote | Technical Support | | | | | |
| • Obsoles | scence Managemer | nt Report | | • | | • |
| • Softwar | e Updates and Har | dware Upgrades | | | • | |
| • Planned | l Software Release | s S | | | | |

• Semi-Annual Support Visits

• Refresher Training Sessions

ATCS Asset Evaluation

Scope Change

Yes, including annual software releases as a standard for all system maintenance.

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

 The ATCS is a specialized system critical to the functioning and control of the City's public transit system and will require software maintenance support to realize its performance for its design life.

 Due to the proprietary nature of the ATCS, no vendor other than Contractor can supply the necessary maintenance services to the San Francisco Municipal Transporation Agency (SFMTA), and this
- maintenance services to the San Francisco Municipal Transporation Agency (SFMTA), and this Agreement is necessarily, therefore, a sole source contract. In instances where independent review and inspection services are required, denial of the service will prevent project and service upkeep and operation.
- 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 SFMTA 2008/09-23
- 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:

 San Francisco Municipal Transportation Agency (SFMTA) foresee the need to maintain and upkeep the system for the state of good repair for the next 7 years.

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:

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

B. Reason for the request for modification:

Additional services are being added to the baseline previous language to bring agreement in line with modern software maintenance agreements. Key service being added is regular updates to the train control software to address minor operational issues.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of proprietary train control system technology, software code, and hardware circuits, which are exclusive to the contractor. 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, tests, and commissioning experience.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5502, Project Manager 1; 5504, Project Manager 2;
- 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.

 Due to the proprietary nature of the software system, City personnel does not have access to the trade-secret software source code or design of specialized electronic circuits.
- 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: Due to the temporary need for services to assist with the completion of short-term ad-hoc projects, it is not practical to adopt a new civil service class to perform the highly specialized nature of the work defined by each project manager.

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.

Please see attached - Modification 1 - Describe 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? 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, Thales Trans. & Sec. West Portal Optimization for Crossover

7. <u>Union Notification</u>: On <u>10/31/19</u>, the Department notified the following employee organizations of this PSC/RFP request:

Management & Superv 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: 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# 46973 - 18/19

DHR Analysis/Recommendation: Commission Approval Required DHR Approved for 12/02/2019 Civil Service Commission Action:

Receipt of Union Notification(s)

Nuque, Amy

From:

dhr-psccoordinator@sfgov.org on behalf of amy.nuque@sfmta.com

Sent:

Thursday, October 31, 2019 10:46 AM

To:

Nuque, Amy; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com;

tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org;

pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)

Subject:

Receipt of Modification Request to PSC # 46973 - 18/19 - 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 \$4,000,000 for services for the period July 1, 2019 – June 30, 2026. 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/14156 Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com

Additional Attachment(s)

Modification 1

Describe training and indicate approximate number of hours, occupational type and number of employees to receive training:

Thales shall provide three standard refresher training sessions on specific ATCS operations and maintenance topics per year.

Classifications

5502, 5504, 5201, 5203, 5207, 5241, 1041, 1042, 1051, 1052

| Course Title | Course Duration | Maximum Class Size |
|------------------------|-----------------|--------------------|
| System Overview | 1 day | 20 |
| Onboard Equipment | 4 days | 6 |
| Maintenance | | · · |
| Wayside Equipment | 4 days | 6 |
| Maintenance | | |
| Vehicle Control Center | 3 days | 6 |
| Central Operations | 5 days | 6 |

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

| Department: <u>MUNICIPAL</u> | TRANSPORTATION | ON AGENCY | MTA | Dept. C | .ode: <u>IVITA</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|------------------------------------|------------------------------------------|----------------------------------------|
| Type of Request: | ☑Initial | □Modifica | tion of an exist | ting PSC (PSC # |) |
| Type of Approval: | □Expedited | ☑Regular | □Annual | ☐ Continuing | ☐ (Omit Posting) |
| Type of Service: As-Need | ed Specialized Er | ngineering Se | ervices | • | |
| Funding Source: Funds: F | ederal and Local | | PSC | Duration: 7 year | s 1 day |
| PSC Amount: \$3,500,000 | <u>)</u> | | | · | |
| Description of Work A. Scope of Work/Servi Thales shall provide SF Automatic Train Control support services. | MTA the Base Su | pport Servic | es described h n life by obtain | erein to secure the ing from Contract | e reliability of the or maintenance |
| | • . | | | | * |
| | | | | | |
| Base Support Services: | | | | | • |
| Maintenance Service | s Management | | | | · |
| On-Call Remote Supp | oort | | | • | • |
| • Emergency On-Site S | upport | | | | |
| Remote Technical Su | pport | | | | |
| Obsolescence Management | gement Report | | | • | |
| Software Updates ar | nd Hardware Upg | grades | | | |
| • Planned Software Re | leases | , | | | |
| • Semi-Annual Suppor | t Visits | | | | |
| • Refresher Training S | essions | | | | |
| ATCS Asset Evaluation | on | | | | |
| B. Explain why this ser | | | | | public transit system |

and will require software maintenance support to realize its performance for its design life. Due to the proprietary nature of the ATCS, no vendor other than Contractor can supply the necessary maintenance services to the San Francisco Municipal Transporation Agency (SFMTA), and this Agreement is necessarily,

therefore, a sole source contract. In instances where independent review and inspection services are required, denial of the service will prevent project and service upkeep and operation.

- 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.

 ATCS maintenance support contract was set up in 2009 for a duration of 9 years supporting ATCS based on the initial system implementation. But since then, features and functionality of ATCS have been upgraded and modified. The scope of work for maintenance support has since been modified. As a result, a new contract outlining a new Scope of Work (SOW) is now being set up based on the recent enhancement and modifications implemented.
- 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 maintenance contract will be set up for 6 years as SFMTA has installed Thales developed Automatic Train Control System (ATCS) that is a proprietary product of the contractor. We do not foresee to replace Thales ATCS in the next 6 years. As a result, these maintenance support services is required for the duration we are using the system.

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 tradesecret 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 proprietary train control system technology, software code, and hardware circuits, which are exclusive to the contractor. 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, tests, and commissioning experience.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5502, Project Manager 1; 5504, Project Manager 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
- 4. <u>If applicable, what efforts has the department made to obtain these services through available resources within the City?</u>

Due to the proprietary nature of these software systems, City personnel does not have access to the tradesecret software source code or design of specialized electronic circuits. Maintenance support services 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 software system, City personnel does not have access to the tradesecret software source code or design of specialized electronic circuits.
- 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. Due to the temporary need for services to assist with the completion of short-term ad-hoc projects, it is not practical to adopt a new civil service class to perform the highly specialized nature of the work defined by each project manager.

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. Contractor shall provide three (3) standard refresher training sessions per year to SFMTA personnel on specific ATCS maintenance and/or operations topics, to be delivered by a Training Specialist. Possible refresher training courses include: Course Title; Course Duration; Maximum Class Size a) System Overview, 1 day, 20 students b) Onboard Equipment Maintenance, 4 days, 6 students c) Wayside Equipment Maintenance, 4 days, 6 students d) Vehicle Control Center, 3 days, 6 students e) Central Operations, 5 days, 6 students
- 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. Yes, Thales is a contractor of ATCS projects to enhance and provide fixes to the existing train control system. Contact Information: David Bell, David.BELL@us.thalesgroup.com,+1 724 719 0062, Thales Transport & Security, Inc.,5500 Corporate Drive, Suite 500, Pittsburgh, PA 15237,+1 412 366 8814, www.thalesgroup.com
- 7. <u>Union Notification</u>: On <u>05/07/2019</u>, the Department notified the following employee organizations of this PSC/RFP request:

 Architect & Engineers, Local 21; Management & Superv Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46973 - 18/19

DHR Analysis/Recommendation: Commission Approval Required

07/15/2019 DHR Approved for 07/15/2019

action date: 07/15/2019

Approved by Civil Service Commission