Date: November 16, 2018

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Alexander Burns, DPW
Jolie Gines, TIS
Joan Lubamersky, ADM
Marissa Bloom, ECN
Jacquie Hale, DPH

Subject: Personal Services Contracts Approval Request

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

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

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

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

<table>
<thead>
<tr>
<th>Total of this Report</th>
<th>YTD Expedited Approvals FY2018-2019</th>
<th>Total for FY2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>$46,166,000</td>
<td>$202,222,938</td>
<td>$783,712,407</td>
</tr>
</tbody>
</table>
Cynthia Avakian  
Airport Commission  
Contracts Administration Unit  
POB 8097  
San Francisco, CA 94128  
(650) 821-2014

Alexander Burns  
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1155 Market Street, 4th Floor  
San Francisco, CA 94103  
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One South Van Ness Ave., 2nd Floor  
San Francisco, CA 94103  
(628) 652-5074

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City Admin  
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San Francisco, CA 94102  
(415) 554-4859

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San Francisco, CA 94103  
(415) 701-4887

Jacquie Hale  
Public Health  
101 Grove Street Rom 307  
San Francisco, CA 94102  
(415) 554-2609
<table>
<thead>
<tr>
<th>Regular PSCs</th>
<th>Department</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>43954-18/19</td>
<td>Airport Commission</td>
<td>1</td>
</tr>
<tr>
<td>47961-18/19</td>
<td>Public Work</td>
<td>9</td>
</tr>
<tr>
<td>44891-18/19</td>
<td>Department of Technology</td>
<td>20</td>
</tr>
<tr>
<td>42759-18/19</td>
<td>City Admin</td>
<td>38</td>
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</table>

<table>
<thead>
<tr>
<th>Modification PSCs</th>
<th>Department</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>37133-17/18</td>
<td>Economic and Workforce Development</td>
<td>49</td>
</tr>
<tr>
<td>46237-14/15</td>
<td>Public Health</td>
<td>59</td>
</tr>
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## POSTING FOR
December 03, 2018

### PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept Designation</th>
<th>Description of Work</th>
<th>PSC Estimated Start Date</th>
<th>PSC Estimated End Date</th>
<th>Type of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>43954 - 18/19</td>
<td>AIRPORT COMMISSION</td>
<td>Contractor will provide Aviation Security Consulting services to improve overall security at the Airport, minimize security vulnerabilities and ensure compliance with Transportation Security Administration (TSA) mandates and the Airport Security Program (ASP). Contractor will provide a level of knowledge and expertise that will ensure the proper selection of highly specialized technologies and their integration with legacy systems presently used within the Airport’s Security Operations Center (SOC). Services may include, but are not limited to, providing independent assessment and recommendation of key security systems and programs, surveying other airport and/or industry security systems, evaluating existing security technologies and protocols, and providing guidance necessary to enhance security layers that protect the Airport from acts of terrorism and other threats. Projects may include, but are not limited to, Perimeter Intrusion Detection System (PIDS); Regulatory Advocacy Services to the Airport on mandates from Customs and Border Protection (CBP), TSA and the Department of Homeland Security; Security Sensitive Information (SSI) Control and Review; License Plate Recognition; Critical Asset Protection; Public Space Security; and Blast Analysis.</td>
<td>December 1, 2018</td>
<td>December 31, 2026</td>
<td>REGULAR</td>
</tr>
<tr>
<td>47961 - 18/19</td>
<td>GENERAL SERVICES AGENCY - PUBLIC WORKS</td>
<td>Provide specialized services in Lighting Design to support Public Works’ design staff on an as-needed basis. The Consultants will provide expert lighting consultation services to ensure that our projects achieve the highest quality in lighting design.</td>
<td>December 3, 2018</td>
<td>December 31, 2024</td>
<td>REGULAR</td>
</tr>
<tr>
<td>44891 - 18/19</td>
<td>GENERAL SERVICES AGENCY - TECHNOLOGY</td>
<td>Contractor will provide services to monitor and administer Avaya telephone switches and telecom used by all City departments. These 24x7 services include: 1. Monitor and respond to alarms and resolve failures in a timely manner in accordance with Service Level Agreement. 2. Regularly install the most current released software versions and patches for all covered equipment. 3. Maintain accurate equipment records, routing guides (runbooks), and network maps that are updated after all system migrations, upgrades, relocations, redeployments, and disconnections. 4. Reduce active port counts as certain City departments migrate away from their legacy Avaya infrastructure.</td>
<td>January 1, 2019</td>
<td>December 31, 2023</td>
<td>REGULAR</td>
</tr>
<tr>
<td>42759 - 18/19</td>
<td>GENERAL SERVICES AGENCY - CITY ADMIN</td>
<td>Vendor will provide 18-20 person shuttle bus services, clean and in good condition, and an appropriately licensed driver, to shuttle City employees from 850 Bryant Street Hall of Justice (&quot;HOJ&quot;) to San Francisco District Attorney’s (DA’S) Office which is now located at 350 Rhode Island Street. This service is needed because the DA’s office is no longer located at the HOJ. There will be three trips in the morning (from 7:00 AM to 9:30 AM) with continual service at 20 minute intervals throughout the day. Employees of the DA’s office require this service to allow them to bring boxes of confidential files, briefcases, laptops, exhibits and the like to court.</td>
<td>January 1, 2019</td>
<td>December 31, 2023</td>
<td>REGULAR</td>
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</tbody>
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**TOTAL AMOUNT $16,116,000**
## Proposed Modifications to Personal Services Contracts

### San Francisco's Music Sector
San Francisco's music sector includes, among other businesses, the City's live music venues, recording studios, rehearsal spaces, music technology companies, instrument retailers, artist managers, booking agents, attorneys and other support services. The San Francisco music sector is a key contributor to the $6 billion local nightlife industry and $1.1 billion local outdoor festival industry, and is a vital piece of the City's fabric as an arts and culture hub for residents and tourists alike. At the same time, while a number of other "music cities," including Austin, Seattle, and Toronto, have conducted studies analyzing their music sectors' needs and opportunities, no such study has been completed for San Francisco. The Office of Economic and Workforce Development (OEWD) is seeking a contractor to conduct this work for the City. The selected contractor will be tasked with the creation of a report that examines the current state of the San Francisco music industry and offers recommendations to support the industry's future growth. The contractor will review and synthesize existing data about the local music industry, and will develop and execute a needs assessment approach to gather feedback from industry leaders. Following the completion of this work, the contractor will utilize existing best practices to develop a report offering strategies to support the music industry's growth.

### 37133 - 17/18 - December 3, MODIFICATIONS 2018
ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN

<table>
<thead>
<tr>
<th>PSC Number</th>
<th>Hearing Date</th>
<th>Department</th>
<th>Additional Amount</th>
<th>Cumulative Total</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Approval Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>37133 - 17/18</td>
<td>December 3, MODIFICATIONS 2018</td>
<td>ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN</td>
<td>$50,000</td>
<td>$150,000</td>
<td>San Francisco’s music sector includes, among other businesses, the City’s live music venues, recording studios, rehearsal spaces, music technology companies, instrument retailers, artist managers, booking agents, attorneys and other support services. The San Francisco music sector is a key contributor to the $6 billion local nightlife industry and $1.1 billion local outdoor festival industry, and is a vital piece of the City's fabric as an arts and culture hub for residents and tourists alike. At the same time, while a number of other &quot;music cities,&quot; including Austin, Seattle, and Toronto, have conducted studies analyzing their music sectors' needs and opportunities, no such study has been completed for San Francisco. The Office of Economic and Workforce Development (OEWD) is seeking a contractor to conduct this work for the City. The selected contractor will be tasked with the creation of a report that examines the current state of the San Francisco music industry and offers recommendations to support the industry's future growth. The contractor will review and synthesize existing data about the local music industry, and will develop and execute a needs assessment approach to gather feedback from industry leaders. Following the completion of this work, the contractor will utilize existing best practices to develop a report offering strategies to support the music industry's growth.</td>
<td>07/01/2019</td>
<td>12/31/2020</td>
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### 46237 - 14/15 - December 3, MODIFICATIONS 2018
PUBLIC HEALTH -- DPH

<table>
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<tr>
<th>PSC Number</th>
<th>Hearing Date</th>
<th>Department</th>
<th>Additional Amount</th>
<th>Cumulative Total</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Approval Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>46237 - 14/15</td>
<td>December 3, MODIFICATIONS 2018</td>
<td>PUBLIC HEALTH -- DPH</td>
<td>$30,000,000</td>
<td>$70,352,000</td>
<td>Contractors will provide an array of primary prevention services (prevention, health education, outreach, and referral services), programs, and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco, especially in low income areas, to specific ethnic communities and neighborhoods, and including services targeted to multi-cultural/multi-lingual refugees/asylees, victims of trafficking, and other immigrant communities. Services will include community capacity building training, technical assistance and fiscal intermediary services with organizations providing community-based preventative services such as the tobacco free project, pedestrian traffic safety initiatives,</td>
<td>11/01/2018</td>
<td>06/30/2026</td>
<td>REGULAR</td>
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<tr>
<td>PSC Number</td>
<td>Commission Hearing Date</td>
<td>Department</td>
<td>Additional Amount</td>
<td>Cumulative Total</td>
<td>Description</td>
<td>Start Date</td>
<td>End Date</td>
<td>Approval Type</td>
</tr>
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<td>healthy eating and active living initiatives, tattoo removal, drug and alcohol problem prevention, wellness, and other health-related preventative programs.</td>
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</tbody>
</table>

**TOTAL AMOUNT $30,050,000**
Regular/Continuing/Annual
Personal Services Contracts
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Type of Request: ☑ Initial  ☐ Modification of an existing PSC (PSC # _________)

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

Type of Service: Aviation Security Consulting Services

Funding Source: Airport Operating Funds

PSC Amount: $3,800,000  PSC Est. Start Date: 12/01/2018  PSC Est. End Date: 12/31/2026

1. Description of Work

A. Scope of Work/Services to be Contracted Out:
Contractor will provide Aviation Security Consulting services to improve overall security at the Airport, minimize security vulnerabilities and ensure compliance with Transportation Security Administration (TSA) mandates and the Airport Security Program (ASP). Contractor will provide a level of knowledge and expertise that will ensure the proper selection of highly specialized technologies and their integration with legacy systems presently used within the Airport’s Security Operations Center (SOC). Services may include, but are not limited to, providing independent assessment and recommendation of key security systems and programs, surveying other airport and/or industry security systems, evaluating existing security technologies and protocols, and providing guidance necessary to enhance security layers that protect the Airport from acts of terrorism and other threats. Projects may include, but are not limited to, Perimeter Intrusion Detection System (PIDS); Regulatory Advocacy Services to the Airport on mandates from Customs and Border Protection (CBP), TSA and the Department of Homeland Security; Security Sensitive Information (SSI) Control and Review; License Plate Recognition; Critical Asset Protection; Public Space Security; and Blast Analysis.

B. Explain why this service is necessary and the consequence of denial:
Services are essential to ensure the Airport obtains and implements state-of-the-art security systems and technology capable of integrating with existing systems at the Airport. If these services are not provided, Airport staff will be ill-prepared to make timely, accurate and cost effective decisions related to the selection, purchasing, and implementation of security system technologies. Failure to provide these services may result in a decline in the Airport’s security posture, and possible Airport Security Program (ASP) and Transportation Security Regulations violations.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
This service was approved by the Civil Service Commission under PSC 4109-12/13.

D. Will the contract(s) be renewed?
Yes, if the services are needed in the future.

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 PSC term is to align with the anticipated contract of a five-year term.

2. Reason(s) for the Request

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

☑ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
B. Explain the qualifying circumstances:
   Security consulting services changes frequently in the aviation industry, and services are required on an as-needed an intermittent basis.

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: The contractor will be required to have skills and expertise relating to the selection and implementation of specialized Airport security systems, existing within a highly-regulated secured area with multiple security layers. Contractor must also have specific knowledge of Airport-industry best practices and leading technologies in security services so as to provide appropriate analysis and recommendations to Airport staff.

   B. Which, if any, civil service class(es) normally perform(s) this work? 1054, IS Business Analyst-Principal; 1824, Pr Administrative Analyst; 0931, Manager III; 0933, Manager V; 0943, Manager VIII;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?
   None. No combination of civil service classes normally performs this work. Contractor will work closely with Airport Aviation Security staff who will oversee the projects.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
   A. Explain why civil service classes are not applicable.
      No existing classes perform this type of work. Existing classifications do not have the skills or expertise in aviation security to perform this service.

   B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as security consulting services changes frequently in the aviation industry, and services are required on an as-needed an intermittent basis.

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

   B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
      No. No training will be provided as security consulting services changes frequently in the aviation industry, and services are required on an as-needed an intermittent basis.

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

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

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

   F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
      No.
7. **Union Notification:** On 10/03/2018, the Department notified the following employee organizations of this PSC/RFP request:
   Municipal Executive Association; Prof & Tech Eng, Local 21

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

Name: Cynthia Ayakian  Phone: 650-821-2014  Email: cynthia.ayakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43954 - 18/19
DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 12/03/2018  
Civil Service Commission Action:
Receipt of Union Notification(s)
RECEIPT for Union Notification for PSC 43954 - 18/19 more than $100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 43954 - 18/19 for $3,800,000 for Initial Request services for the period 12/01/2018 – 12/31/2026. 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/11939 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended.
Additional Attachment(s)
PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 11, 2013
DEPARTMENT NAME: AIRPORT COMMISSION
DEPARTMENT NUMBER: 27

TYPE OF APPROVAL:
☐ EXPEDITED ☒ REGULAR (OMIT POSTING ___)

TYPE OF REQUEST:
☒ INITIAL REQUEST ☐ MODIFICATION

TYPE OF SERVICE: Security Consultant Services

FUNDING SOURCE: Airport Capitol Projects

PSC AMOUNT: $2,450,000

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Airport is seeking security consulting services to assist Airport Aviation Security staff by providing aviation security industry ‘best practices’, methods, and procedures relating to a wide variety of special systems, including, but not limited to: perimeter intrusion detection systems (PIDS), fence motion sensing devices, gate access control systems, closed circuit television (CCTV), video analytics, and license plate recognition (LPR) systems. The security consultant will also provide a level of knowledge and expertise that will ensure the proper selection of highly specialized technologies and their integration with legacy systems presently used within the Airport’s Security Operations Center (SOC), as well as produce detailed technical specifications, drawings and documents for future requests for proposals (RFPs).

B. Explain why this service is necessary and the consequences of denial: These services are essential to ensure the Airport obtains and implements state-of-the-art security systems and technology capable of integrating with existing systems at the Airport. The security consultant will provide the guidance necessary to enhance security layers that protect the Airport from acts of terrorism and other threats against civil aviation. If these services are not provided, Airport staff will be ill-prepared to make timely, accurate and cost effective decisions related to the selection, purchasing, and implementation of security system technologies. Failure to provide these services may result in a decline in the Airport’s security posture, and possible Airport Security Program (ASP) and Transportation Security Regulations violations.

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

This is a new service.

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

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

IFPTE, Local 21
Union Name

Signature of person mailing/faxing form
Cynthia Avakian
Apr 10 2013 9:42 PM

March 11, 2013
Date

RFP sent to: IFPTE, Local 21 on Est. Spring 2013
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4109 - 12/13

STAFF ANALYSIS/RECOMMENDATION: Approved 5/10/13

CIVIL SERVICE COMMISSION ACTION:
Report back to CSC by
5/16/17 about status of contract.

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Skills and expertise relating to the selection and implementation of specialized Airport security systems, existing within a highly-regulated secured area with multiple security layers is required. The consultant must also have specific knowledge of Airport-industry best practices and leading technologies so as to provide appropriate analysis and recommendations to Airport staff.

B. Which, if any, civil service class normally performs this work? No combination of civil service classifications normally performs this work. The consultant will be working closely with Airport Aviation Security staff who will oversee the consultant's work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Existing civil service classifications do not perform this type of work, and do not have skills or experience with the level of detail necessary to perform the scope of work.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, since these services change frequently in the aviation industry. Additionally, the type and quantity of services required is unpredictable.

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

A. Will the contractor directly supervise City and County employees? Yes No

B. Will the contractor train City and County employees?
   - Describe the training and indicate approximate number of hours.
   - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

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

D. Are there federal or state grant requirements regarding the use of contractual services? Yes No

E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution #13-0018 for this work.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP will be issued in Spring 2013 and the results of that process are not known at this time.

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

Cynthia Avakian
Apr 10 2013 9:42 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian (650) 821-2014
Print or Type Name Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

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

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW
Dept. Code: DPW

Type of Request: ☑ Initial □ Modification of an existing PSC (PSC # __________)

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

Type of Service: As-Needed Lighting Design Services No. 2

Funding Source: Inter-Departmental Work Orders
PSC Amount: $1,600,000 PSC Est. Start Date: 12/03/2018 PSC Est. End Date 12/31/2024

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
      Provide specialized services in Lighting Design to support Public Works’ design staff on an as-needed basis. The Consultants will provide expert lighting consultation services to ensure that our projects achieve the highest quality in lighting design.

   B. Explain why this service is necessary and the consequence of denial:
      Lighting Designers and Consultants provide a highly specialized professional service that is out of the Building Design and Construction’s area of expertise. Lighting consultants provide lighting design, studies, control systems and calculations for Title 24 requirements. This service requires a mastery of varied and continually evolving disciplines. The lighting consultant provides the specifications, lighting schedules and code requirements for a fully complying lighting design. This is a professional service that is out of the Architect’s area of expertise.

   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.
      Previous contracts for As-Needed Lighting Design Services were awarded to: Horton Lees Brogden Lighting Design, Inc., and Lightswitch SF, Inc. under PSC#4037-13/14.

   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 project will be less than 5 years.

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

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

   B. Explain the qualifying circumstances:
      This service will only be required on an as-needed basis when the City staff don’t have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable.
B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect.

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 have resources available to perform all required work. The Department has recruited and hired more people for above civil service classes. As-needed contracts will only be utilized when and if the work cannot be prudently performed by internal staff.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
A. Explain why civil service classes are not applicable. These are as-needed contract services only. They will only be utilized when the following conditions exist: Project requires expert lighting design services and in-house staffs are at full capacity.

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. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge.

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not. No. Since these services are only going to be utilized on an as-needed basis and we already have City classifications to perform this work, there is no need to provide training to existing staff.

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

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

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

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

7. Union Notification: On 10/05/2018, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21

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

Name: Alexander Burns  Phone: 415-554-6411  Email: alexander.burns@sfdpw.org
Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47961 - 18/19
DHR Analysis/Recommendation: Commission Approval Required
DHR Approved for 12/03/2018

Civil Service Commission Action:
Receipt of Union Notification(s)
RECEIPT for Union Notification for PSC 47961 - 18/19 more than $100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 47961 - 18/19 for $1,600,000 for Initial Request services for the period 12/03/2018 – 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/12032 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)
November 6, 2013

Sent via Electronic Mail

NOTICE OF CIVIL SERVICE COMMISSION ACTION


At its meeting of November 4, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission:

1) Approved PSC numbers 4036-13/14 through 4042-13/14 with the condition that Mark Dorian submits the agreement from Ging Louie, IIFTE Local 21 to Commission staff.

2) Adopted the report. Approved the request for all remaining personal services 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

Cc: Parveen Boparal, Municipal Transportation Agency
    Cynthia Avakian, Airport Commission
    Micki Callahan, Department of Human Resources
    Thomas DiSanto, Planning Department
    Sung Kim, Department of Public Works
    Ben Rosenfield, Controller's Office
    Jaci Fong, Office of Contract Administration
    Commission File
    Chron
### POSTING FOR
11/04/2013

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept No.</th>
<th>Dept Name</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of Work</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4033-13/14</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$500,000</td>
<td>The SMPOE Data Center project includes the development (both design and construction) of a new</td>
<td>11/4/2013 - 6/30/2014</td>
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<td>&quot;Greenfield-built&quot; Data Center Facility; that will include data processing equipment room, mechanical</td>
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<td>systems room, battery storage room, office, restrooms and utility room. San Francisco International</td>
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<td></td>
<td></td>
<td>Airport (SFO) requires construction and management support with design-build experience in Data</td>
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<td>Centers design and construction experience to manage the programming, design and construction of</td>
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<td>this project. This project also includes the coordination of the construction of new fiber cable</td>
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<td>communications connections and all additional utilities/services necessary to service the building.</td>
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<td>The DB team will be responsible for providing the specialized expertise to complete the design</td>
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<td>and construct this project using a fast-track approach.</td>
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</tr>
<tr>
<td>4034-13/14</td>
<td>29</td>
<td>City Planning</td>
<td>Regular</td>
<td>$80,000</td>
<td>The Planning Department is seeking proposals for a consultant to conduct a 360-degree feedback</td>
<td>10/1/2013 - 6/30/2015</td>
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<td>evaluation of the management of the department, and then conduct a series of focused, intensive</td>
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<td>workshops and trainings on a variety of management topics based on the results of the 360-degree</td>
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<td>evaluation.</td>
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<tr>
<td>4035-13/14</td>
<td>68</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$1,500,000</td>
<td>The contractor will provide communications/marketing/public relations services to support the</td>
<td>10/3/2013 - 10/30/2016</td>
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<td>Transit Effectiveness Project (TEP) proposals and other transit  improvements that are in line</td>
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<td>with agency’s strategic plan of providing efficient and reliable transit service. The contractor</td>
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<td>will assist the San Francisco Municipal Transportation Agency (SFMTA) to develop a communications</td>
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<td>plan, foster public engagement, and build consensus with public officials, community-based</td>
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<td>organizations and residents for the purpose of supporting TEP acceptance and implementation. Part</td>
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<td>of the work will include the development of branding for different types of SFMTA services.</td>
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<tr>
<td>4036-13/14</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$1,000,000</td>
<td>Provide specialized services in Cost Estimating for Building Projects to support Department of</td>
<td>12/1/2013 - 2/31/2018</td>
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<td></td>
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<td>Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert cost</td>
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<td>estimating services to ensure that the most up to date cost data are utilized. The City intends to</td>
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<td>award two (2) contracts for $500,000 each.</td>
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<tr>
<td>4037-13/14</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$400,000</td>
<td>Provide specialized services in Lighting Design to support Department of Public Works (DPW)</td>
<td>12/1/2013 - 2/31/2018</td>
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<td></td>
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<td>design staff on an as-needed basis. The Consultants will provide expert lighting consultation</td>
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<td>services to ensure that our projects achieve the highest quality in lighting design. The City</td>
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<td>intends to award two (2) contracts for $200,000 each.</td>
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<tr>
<td>4038-12/14</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$400,000</td>
<td>Provide specialized services in Constructability Review to support Department of Public Works (DPW)</td>
<td>12/1/2013 - 2/31/2018</td>
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<td>design staff on an as-needed basis. The Consultants will provide expert constructability review</td>
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<td>services to ensure that our projects are of high quality standards and free from errors and</td>
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<td>omissions. The City intends to award two (2) contracts for $200,000 each.</td>
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</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Lighting Design Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: $400,000  PSC Est. Start Date: 12/01/2013  PSC Est. End Date 12/31/2018

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
      Provide specialized services in Lighting Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert lighting consultation services to ensure that our projects achieve the highest quality in lighting design. The City intends to award two (2) contracts for $200,000 each.

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

   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.
      Lighting Design services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow DPW to have a dedicated prime consultant to provide lighting design services.

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

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

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

   B. Explain the qualifying circumstances:
      Not Applicable

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

   B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260,
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.
      These are as-needed contract services only. They will only be utilized when the following conditions exist:
      • Civil service classifications are applicable and City staff will be utilized where feasible. • Specialized
      services are required that are not available internally. • Project requires expert lighting design services
      and in-house staffs are at full capacity.

   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 services are only going to be utilized on an
      as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the
      necessary expertise.

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

   B. Will the contractor train City and County employees and/or is there a transfer of knowledge component
      that will be included in the contact? If so, please explain what that will entail; if not, explain why not. 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. Union Notification: On none, 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: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org
Address: 1155 Market Street, 4th Floor San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 403/-13/14
DHR Analysis/Recommendation:  
Commission Approval Required
11/04/2013 DHR Approved for 11/04/2013

action date: 11/04/2013
Approved by Civil Service Commission with conditions
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS
Dept. Code: TIS

Type of Request: ☑ Initial  ☐ Modification of an existing PSC (PSC #__________)

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

Type of Service: Avaya Voice Network Management

Funding Source: General Funds
PSC Amount: $9,900,000  PSC Est. Start Date: 01/01/2019  PSC Est. End Date: 12/31/2023

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
      Contractor will provide services to monitor and administer Avaya telephone Switches and telecom used by all City departments. These 24x7 services include: 1. Monitor and respond to alarms and resolve failures in a timely manner in accordance with Service Level Agreement. 2. Regularly install the most current released software versions and patches for all covered equipment. 3. Maintain accurate equipment records, routing guides (runbooks), and network maps that are updated after all system migrations, upgrades, relocations, redeployments, and disconnections. 4. Reduce active port counts as certain City departments migrate away from their legacy Avaya infrastructure.

   B. Explain why this service is necessary and the consequence of denial:
      This service is necessary to ensure reliable telephone services with properly operating equipment to conduct business throughout City government. Not having an existing contract in place for this service would jeopardize the City's ability to protect and maintain the City's voice network by providing efficient and organized network design and administration.

   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.
      Service was previously provided under PSC 4108 12/13, and is currently provided through the Technology Marketplace. PSC 47184-16/17 was approved for this contract on 6/5/2017, but we were unable to execute the contract within one year of this approval. We were unable to execute the contract within one year, because the initial RFP received low quality bid. We rewrote the RFP and recruited additional bidders, and we are now in contract negotiations with the winner of the RFP.

   D. Will the contract(s) be renewed?
      Yes, the contract will likely be renewed, but for a significantly smaller amount, because we are in the process of decommissioning much of this legacy Avaya Telecom Equipment and transitioning to a modern Voice over IP (VoIP) solution.

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

2. Reason(s) for the Request
   A. Indicate all that apply (be specific and attach any relevant supporting documents):
      ☑ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
      ☑ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
B. Explain the qualifying circumstances:
   Services are needed only when equipment does not work. Equipment is proprietary to the manufacturer and requires manufacturer to resolve problems and maintain.

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: Expert knowledge of the Avaya Telecom Equipment and software that are part of the City's telecommunications network. Avaya will not become a City-approved supplier, and they require partners maintain an Avaya Diamond Level Partnership to have access to the latest software updates that are required to maintain our equipment.

   B. Which, if any, civil service class(es) normally perform(s) this work? 7132, Telecommunication Supervisor; 7275, Telecommunications Tech Supv;

   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?
   Department has not made effort to obtain these services due to the specialized nature of the work that requires either the manufacturer, Avaya, or an Avaya Diamond Partner to provide support and problem maintenance for their proprietary equipment. We are also planning to retire much of this equipment over the life of this contract, so there will be less need for these services.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
   A. Explain why civil service classes are not applicable.
      Civil Service classes cannot perform this work due to the proprietary nature of the equipment, and problem resolution can only be performed by the manufacturer, or an Avaya Diamond Partner.

   B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, due to the proprietary nature of the equipment and maintenance

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. **Union Notification:** On **10/26/2018**, the Department notified the following employee organizations of this PSC/RFP request:
   Architect & Engineers, Local 21; Electrical Workers, Local 6

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

Name: Jolie Gines    Phone: 628 652 5074    Email: jolie.gines@sfgov.org

Address: 1 South Van Ness Ave, 2nd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44891 - 18/19
DHR Analysis/Recommendation:  
Commission Approval Required
DHR Approved for 12/03/2018

Civil Service Commission Action:
Receipt of Union Notification(s)
Good afternoon Jeremy,

I have logged into the system and waived the 30-day review period for PSC #44891-18/19. Please let me know if you don’t see it in the system.

Thank you,

Osha A IBEW6

-----Original Message-----
From: Pollock, Jeremy (TIS) <jeremy.pollock@sfgov.org>
Sent: Wednesday, October 31, 2018 11:45 AM
To: Osha Ashworth <oashworth@ibew6.org>
Subject: RE: Receipt of Notice for new PCS over $100K PSC # 44891 - 18/19

Hi Osha,

Following up on a voice mail, DT is asking if IBEW6 can waive the 30-day review period for PSC #44891-18/19. It is a renewal of a previously approved PSC that expired because we were unable to initiate the contract within one year. http://apps.sfgov.org/dhrrupal/node/12110

Is this something you would work on, or can you point me to the proper Local 21 staff for this?

Many thanks,
Jeremy

Jeremy Pollock
Senior Contracts Analyst
Department of Technology
City and County of San Francisco
(628) 652-5093 | jeremy.pollock@sfgov.org | tech.sfgov.org One South Van Ness, 2nd Floor, San Francisco, CA 94103

-----Original Message-----
From: Gines, Jolie (TIS)
Sent: Monday, October 29, 2018 3:44 PM
To: Gines, Jolie (TIS) <jolie.gines@sfgov.org>; oashworth@ibew6.org; khughes@ibew6.org; Wanless, Annie (HRD) <annie.wanless@sfgov.org>; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>
Cc: Pollock, Jeremy (TIS) <jeremy.pollock@sfgov.org>; Xie, Hao (TIS) <hao.xie@sfgov.org>
Subject: RE: Receipt of Notice for new PCS over $100K PSC # 44891 - 18/19

Hello L21 and IBEW 6,

Would you be amenable to waiving your 30 day review period for PSC 44891-18/19? We had hoped to execute the agreement by now, but did not do so prior to the CSC approval expiration in June 2018. This request was previous approved under PSC 47184-16/17 in June 2017. This request is to provide maintenance of the City’s legacy Avaya telephony system.

Please do let us know if you would like to meet with the DT team to discuss.

Your attention is very much appreciated

Thank you,
Jolie

Jolie Gines
Contract Administration
Department of Technology
City and County of San Francisco

Desk: 628 652 5074 | Cell: 415 583 5603 | jolie.gines@sfgov.org | sfgov.org/dt/City Enterprise Agreements One South Van Ness Avenue, 2nd Floor | Cube number 2300 | San Francisco CA 94103

***I respond best to email and text messages***

-----Original Message-----
From: dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org> On Behalf Of jolie.gines@sfgov.org
Sent: Friday, October 26, 2018 4:43 PM
To: Gines, Jolie (TIS) <jolie.gines@sfgov.org>; oashworth@ibew6.org; khughes@ibew6.org; Wanless, Annie (HRD) <annie.wanless@sfgov.org>; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Wong, Fan-Wa (TIS) <fan-wa.wong@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over $100K PSC # 44891 - 18/19

RECEIPT for Union Notification for PSC 44891 - 18/19 more than $100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 44891 - 18/19 for $9,900,000 for Initial Request services for the period 01/01/2019 – 12/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

http://apps.sfgov.org/dhdrupal/node/12110 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
Hi Jolie,

Thank you for your patience. The Union does not have any objections to this request. However, in the future, if there is a contract requirement to hire the vendor or vendor-certified third party for support, they should send us a copy. This can help to build trust and expedite the review.

Evan McLaughlin
IFPTE Local 21
1167 Mission St, 2nd Floor
San Francisco, CA 94103
Office: (415) 864-2100
Mobile: (510) 992-3041
www.ifpте21.org

Thank you, Paul!

We are looking forward to hearing from Evan and/or John.

Best,
Jolie

Jolie Gines
Contract Administration
Department of Technology
City and County of San Francisco

Desk: 628 652 5074 | Cell: 415 583 5603 | jolie.gines@sfgov.org | sfgov.org/dt/City_Enterprise_Agreements
One South Van Ness Avenue, 2nd Floor | Cube number 2300 | San Francisco CA 94103

***I respond best to email and text messages***

From: Paul Kim <pkim@ifpte21.org>
Hi Jolie,

Evan McLaughlin is the representative for the IT chapter and he can review the PSC and get back with you. I’ve included him on this reply.

Paul Kim
IFPTE Local 21

Get Outlook for iOS

From: Gines, Jolie (TIS) <jolie.gines@sfgov.org>
Sent: Thursday, November 8, 2018 12:56 PM
To: Paul Kim
Cc: Ramirez, John (SHF)
Subject: DT 30 Day Waiver request for PSC # 44891 - 18/19 Avaya Equipment Maintenance

Hi Paul,

Thank you so much for returning my call. I am re-sending our request for L21’s waiver of its 30-day review for DT’s equipment maintenance for the citywide Avaya telephony system.

Best,
Jolie

Jolie Gines
Contract Administration
Department of Technology
City and County of San Francisco

Desk: 628 652 5074 | Cell: 415 583 5603 | jolie.gines@sfgov.org | sfgov.org/dt/City Enterprise Agreements
One South Van Ness Avenue, 2nd Floor | Cube number 2300 | San Francisco CA 94103

***I respond best to email and text messages***
-----Original Message-----
From: Gines, Jolie (TIS)
Sent: Monday, October 29, 2018 3:44 PM
To: jolie.gines@sfgov.org; qashworth@ibew6.org; khughes@ibew6.org; Wanless, Annie (HRD) annie.wanless@sfgov.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eebach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>
Cc: Pollock, Jeremy (TIS) jeremy.pollock@sfgov.org; Xie, Hao (TIS) hao.xie@sfgov.org
Subject: RE: Receipt of Notice for new PCS over $100K PSC # 44891 - 18/19

Hello L21 and IBEW 6,

Would you be amenable to waiving your 30 day review period for PSC 44891-18/19? We had hoped to execute the agreement by now, but did not do so prior to the CSC approval expiration in June 2018. This request was previous approved under PSC 47184-16/17 in June 2017. This request is to provide maintenance of the City's legacy Avaya telephony system.

Please do let us know if you would like to meet with the DT team to discuss.

Your attention is very much appreciated

Thank you,
Jolie

Jolie Gines
Contract Administration
Department of Technology
City and County of San Francisco

Desk: 628 652 5074 | Cell: 415 583 5603 | jolie.gines@sfgov.org | sfgov.org/dt/City Enterprise Agreements One South Van Ness Avenue, 2nd Floor | Cube number 2300 | San Francisco CA 94103

***I respond best to email and text messages***

-----Original Message-----
From: dhr-psccoordinator@sfgov.org; dhr-psccoordinator@sfgov.org On Behalf Of jolie.gines@sfgov.org
Sent: Friday, October 26, 2018 4:43 PM
To: Gines, Jolie (TIS) jolie.gines@sfgov.org; qashworth@ibew6.org; khughes@ibew6.org; Wanless, Annie (HRD) annie.wanless@sfgov.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eebach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Wong, Fan-Wa (TIS) fan-wa.wong@sfgov.org; DHR-PSCCoordinator, DHR (HRD) dhr-psccoordinator@sfgov.org
Subject: Receipt of Notice for new PCS over $100K PSC # 44891 - 18/19

RECEIPT for Union Notification for PSC 44891 - 18/19 more than $100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 44891 - 18/19 for $9,900,000 for Initial Request services for the period 01/01/2019 – 12/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

http://apps.sfgov.org/dhrdrupal/node/12110 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended
Additional Attachment(s)
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS
Dept. Code: TIS

Type of Request: ☑Initial ☐Modification of an existing PSC (PSC #__________)

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

Type of Service: Avaya Voice Network Management

Funding Source: General Funds
PSC Amount: $9,900,000 PSC Est. Start Date: 04/01/2017 PSC Est. End Date: 07/01/2021

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
      Contractor will provide services to monitor and administer Avaya telephone Switches and telecom used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultation support; (5) Network routing software design and administration support, (6) Network translation implementation, and (7) System management.

   B. Explain why this service is necessary and the consequence of denial:
      This service is necessary to ensure reliable telephone services with properly operating equipment to conduct business throughout City government. Not having an existing contract in place for this service would jeopardize the City’s ability to protect and maintain the quality of the City’s voice network by providing efficient and organized network design and administration.

   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.
      Service was provided under PSC 4108 12/13

   D. Will the contract(s) be renewed?
      Yes, the contract will be renewed as required

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

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

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

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

   B. Explain the qualifying circumstances:
      Services are needed when equipment does not work. Equipment is proprietary to the manufacturer and requires manufacturer to resolve problems and maintain.

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: Expert knowledge of the Avaya Telecom Equipment and software that are part of the City's telecommunications network
B. Which, if any, civil service class(es) normally perform(s) this work? 7132, Telecommunication Supervisor; 7275, Telecommunications Tech Supv;

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?**
Department has not made effort to obtain these services due to the specialized nature of the work that requires the manufacturer (Avaya) to provide support and problem maintenance for their proprietary equipment

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 cannot perform this work due to the proprietary nature of the equipment, and problem resolution can only be performed by the manufacturer.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, due to the proprietary nature of the equipment and maintenance

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. No. No training for City staff needed as this is proprietary work.

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

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

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

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

7. **Union Notification:** On 02/06/2017, the Department notified the following employee organizations of this PSC/RFP request:
   Architect & Engineers, Local 21; Electrical Workers, Local 6

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

Name: Jolie Gines  Phone: 628 652 5074  Email: jolie.gines@sfgov.org

Address: 1 South Van Ness Ave, 2nd Floor San Francisco, CA 94103

*******************************************************************
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47184 - 16/17
DHR Analysis/Recommendation:  
Commission Approval Required  
06/05/2017 DHR Approved for 06/05/2017

action date: 06/05/2017
Approved by Civil Service Commission
April 15, 2013 Regular Meeting

MINUTES

Regular Meeting

April 15, 2013

2:00 p.m.

ROOM 406, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Kate Favetti Present
Vice President Scott R. Holdford (Excused – Notified Absence)
Commissioner Mary Y. Jung Present
Commissioner E. Dennis Normandy Present

President Kate Favetti presided.
REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA  (Item No. 2)

None.

APPROVAL OF MINUTES  (Item No. 3)

Regular Meeting of April 1, 2013

Action:  Adopted. (Vote of 3 to 0)

ANNOUNCEMENTS  (Item No. 4)

Announcement of changes to the agenda. Robert Hester, SEIU Local 1021 representative, requested that Item #8 on the Agenda (Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2013 – 2014) be postponed to the meeting of May 6, 2013. Human Resources Director Micki Callahan did not object to the request.

Other announcements. None.

HUMAN RESOURCES DIRECTOR'S REPORT  (Item No. 5)

The Human Resources Director notified the Civil Service Commission that the Department of Human Resources will soon be implementing a new testing program through a contract with the National Testing Network to create continuous eligible lists for entry-level police officer and firefighter positions, which will significantly increase diversity. The Department of Human Resources will brief the Commission on the new program soon.

EXECUTIVE OFFICER'S REPORT  (Item No. 6)

None.
## Review of request for approval of proposed personal services contracts. (Item No. 7)

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Amount</th>
<th>Type of Service</th>
<th>Type of Approval</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4105-12/13</td>
<td>Business Economic Development</td>
<td>$350,000</td>
<td>The workforce division of OEWD manages a grant portfolio consisting of approximately 100 contracts and grant agreements for 70 agencies across ten Federal, State and local fund sources. The process by which these agreements are negotiated, created, and tracked through their expiries is a very labor-intensive process for both the City and the grantees/contractors involving repeated data entry into multiple spreadsheets, intensive paper-based process steps, and lengthy reconciliation processes. After an extensive review of current business processes and identification of areas where efficiency and accuracy can be increased dramatically, OEWD has come to the conclusion that a technology solution is needed. The division is requesting approval to purchase a subscription to a contractable web portal and fully supported database to support the department’s management of the grant negotiations, agreement creation, invoicing and financial reporting processes. The resource the division would like to acquire a subscription that has been successfully utilized by the Mayor’s Office of Housing and their grantees for several years.</td>
<td>Regular</td>
<td>6/30/15</td>
</tr>
<tr>
<td>4106-12/13</td>
<td>Business Economic Development</td>
<td>$820,000</td>
<td></td>
<td>Regular</td>
<td>12/31/17</td>
</tr>
<tr>
<td>4107-12/13</td>
<td>Public Utilities Commission</td>
<td>$8,000,000</td>
<td>The list of qualified service providers will provide creative, innovative and engaging community service events to support the communication needs of the San Francisco Police Department, a 20-year, multi-billion dollar citywide investment in upgrading the aging voice infrastructure. The SFPD will ensure San Francisco has a reliable and acoustically sound voice system now and for generations to come.</td>
<td>Regular</td>
<td>12/31/21</td>
</tr>
<tr>
<td>4108-12/13</td>
<td>Dept. of Technology</td>
<td>$8,000,000</td>
<td>Contractor will provide services to monitor and administer Avaya telephone switches and teleconferencing networks used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Problem management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering, and consultant support; (5) Network event software design and administration support; (6) Network utilization implementation, and (7) System management.</td>
<td>Regular</td>
<td>6/30/17</td>
</tr>
<tr>
<td>3062-11/12</td>
<td>Child Support Services</td>
<td>Current Approved Amount $38,500</td>
<td>Contractor will provide generic testing services used to establish or reevaluate paternity, which is required to establish paternity judgments and child support orders.</td>
<td>Medication</td>
<td>9/30/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Increase Amount Requested $28,500</td>
<td></td>
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<td></td>
<td></td>
<td>New Total Amount Requested $57,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3066-10/11</td>
<td>Child Support Services</td>
<td>Current Approved Amount $50,000</td>
<td>Increase Amount Requested $10,000</td>
<td>New Total Amount Requested $60,000</td>
<td>Contractor will provide legal services of process for the City and County of San Francisco Department of Child Support Services. Service of Process is a legally required component of the legal services offered by the Child Support Enforcement Program. The enforcement program requires the Department to legally establish paternity and support, recover public assistance funds and enforce child support orders. Many legal documents must be personally served on the parties. The Contractor is required to make a minimum of three (3) service attempts at each of the addresses provided to the service packet unless the document is either served or the address for service is verified as invalid prior to the third attempt. All services must be according to California Law and San Francisco County Local Court Rules. This legal service of process is the only means to obtain a noncustodial parent's appearance in court and reasonable collection of funds as required by the letter of the law.</td>
</tr>
<tr>
<td>4062-10/11</td>
<td>Arts Commission</td>
<td>Current Approved Amount $5,000,000</td>
<td>Increase Amount Requested $4,000,000</td>
<td>New Total Amount Requested $9,000,000</td>
<td>Contracts for multiple artists to design, fabricate, transport and install during installation of artworks in a variety of media for the Central Subway Project, a new city transit capital improvement project. There are four stations with multiple public art projects at each station.</td>
</tr>
<tr>
<td>4075-09/10</td>
<td>Public Works</td>
<td>Current Approved Amount $6,000,000</td>
<td>Increase Amount Requested $2,600,000</td>
<td>New Total Amount Requested $8,600,000</td>
<td>Perform co-funded environmental assessments and planning studies to assist in the completions of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) had previously awarded six (6) one-year contracts (total $600,000 each), and intends to award six (6) additional contracts of $600,000 each for five (5) years.</td>
</tr>
</tbody>
</table>

**Speakers:**

David Scott and Tyrone Jue, Public Utilities Commission, spoke on PSC# 4107-12/13.

Jennifer Lovvora, Arts Commission, spoke on PSC# 4062-10/11.

**Action:**

1) Approved PSC# 4107-12/13 on the condition that the PLG report back to the Civil Service Commission after five years with an update on the contract. (Vote of 3 to 0)

2) Approved PSC# 4062-10/11 on the condition that the Arts Commission report back to the Civil Service Commission after four years with an update on the status of the contract. (Vote of 3 to 0)

3) Approved PSC# 4075-09/10 on the condition that the Department of Public Works report back to the Civil Service Commission after three years with an update on the status of the contract. (Vote of 3 to 0)

4) Adopted the report; Approved the remainder of the requests for proposed personal services contracts (PSC#s 4105-12/13, 4106-12/13, 4108-12/13, 3062-11/12 and 3066-10/11). Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM
Dept. Code: ADM

Type of Request: ☑Initial ☐Modification of an existing PSC (PSC # ________)

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

Type of Service: Hall of Justice Shuttle

Funding Source: General Fund
PSC Amount: $816,000
PSC Est. Start Date: 01/01/2019
PSC Est. End Date: 12/31/2023

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
      Vendor will provide 18-20 person shuttle bus services, clean and in good condition, and an appropriately licensed driver, to shuttle City employees from 850 Bryant Street Hall of Justice ("HOJ") to San Francisco District Attorney's (DA's) Office which is now located at 350 Rhode Island Street. This service is needed because the DA's office is no longer located at the HOJ. There will be three trips in the morning (from 7:00 AM to 9:30 AM) with continual service at 20 minute intervals throughout the day. Employees of the DA's office require this service to allow them to bring boxes of confidential files, briefcases, laptops, exhibits and the like to court.

   B. Explain why this service is necessary and the consequence of denial:
      The consequences of denial would be that attorneys and other legal staff from the DA's office would not be able to transport themselves and the boxes, confidential documents, exhibits and other materials to court in a timely and dependable way.

   C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
      This specific service has not been provided in the past, however the Civil Service Commission approved a different kind of shuttle service for 1650-1660 Mission Street. Please see attached.

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

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

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

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

      ☑Other (be specific and attach any relevant supporting documents):

      REASON FOR CHECKING OTHER:
      The City does not have a classification that perform shuttle bus services.

3. Description of Required Skills/Expertise
A. Specify required skills and/or expertise: Ability to provide licensed and insured drivers, shuttle buses and back up drivers and bus if necessary. Ability to drive 18-20 person shuttle buses.

B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide 18-20 person shuttle buses to accommodate DA staff and the transportation of bags, briefcases, files, boxes, exhibits, laptops, and other items necessary to perform their work away from their offices. Additionally, the vendor will provide fuel for and maintenance of the buses.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?
Shuttle bus drivers are not available through other resources 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.
   The only City classification that could possibly perform these services would be a Transit Operator class 9163, though their skills and abilities relate to driving large buses, not shuttle buses.

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 not sufficient work to justify a new classification, shuttle buses, and back up drivers and buses.

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

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

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

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

7. Union Notification: On 10/12/2018, the Department notified the following employee organizations of this PSC/RFP request:
   TWU - Miscellaneous

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

PSC# 42759 - 18/19
DHR Analysis/Recommendation: Commission Approval Required
DHR Approved for 12/03/2018

Civil Service Commission Action:
Receipt of Union Notification(s)
From: dhr-psccoordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Friday, October 12, 2018 2:37 PM
To: Lubamersky, Joan (ADM); rmitchell@twusf.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 42759 - 18/19

RECEIPT for Union Notification for PSC 42759 - 18/19 more than $100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 42759 - 18/19 for $816,000 for Initial Request services for the period 01/01/2019 – 12/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

http://apps.sfgov.org/dhdrupal/node/12037 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
Dear Mr. Marenco:

The Real Estate Department of the City and County of San Francisco proposes to do a Personal Services Contract (PSC) to contract with a company to run a shuttle bus service between the Office of the District Attorney (DA) and the Hall of Justice. This shuttle is necessary because the DA’s office is now located at 350 Rhode Island Street, having moved out of the Hall of Justice. The shuttle is necessary to allow legal staff to move boxes of files, confidential information, exhibits, laptops, briefcases and related items from their office to court.

We are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when contracting out is requested to do work that City employees could possibly perform. The City does not have a classification for shuttle driver. The closest classification I could identify is Transit Operator, Classification 9163, which is represented by your union.

Please see the PSC Form 1 attached that is posted on the City website. Because your union is not listed to be notified via the online system, I am reaching out to you directly to advise you of this PSC request.

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, DHR (HRD), dhr-psccoordinate@sfgov.org

Thank you for your consideration.

Best regards,

Joan Lubamersky

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
October 12, 2018

MEMORANDUM

TO: Roger Marenco, President
TWU Local 250A

FROM: Joan Lubamersky, Contract Coordinator
Office of the City Administrator

SUBJ: Proposed City contract for shuttle bus service
Personal Services Contract (PSC) Number 42759 18.19
$816,000 over four years

The Real Estate Department of the City and County of San Francisco proposes to do a Personal Services Contract (PSC) to contract with a company to run a shuttle bus service between the Office of the District Attorney (DA) and the Hall of Justice. This shuttle is necessary because the DA’s office is now located at 350 Rhode Island Street, having moved out of the Hall of Justice. The shuttle is necessary to allow legal staff to move boxes of files, confidential information, exhibits, laptops, briefcases and related items from their office to court.

We are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when contracting out is requested to do work that City employees could possibly perform. The City does not have a classification for shuttle driver. The closest classification I could identify is Transit Operator, Classification 9163, which is represented by your union.

Please see the PSC Form 1 attached that is posted on the City website. Because your union is not listed to be notified via the online system, I am reaching out to you directly to advise you of this PSC request.

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, DHR (HRD), dhr-psccoordinator@sfgov.org

Thank you for your consideration.

Attachment, PSC Form 1
Additional Attachment(s)
PERSONAL SERVICES CONTRACT SUMMARY (PSC FORM 1600)

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

Type of Request: ☑ Initial
☐ Modification of an existing PSC (PSC # ________)

Type of Approval: ☐ Expedited
☑ Regular
☐ Annual
☐ Continuing
☐ [Omit Posting]

Type of Service: 1650/1660 Mission Shuttle Bus

Funding Source: General fund
PSC Amount: $600,000
PSC Est. Start Date: 01/01/2018
PSC Est. End Date 12/15/2022

1. Description of Work

A. The Scope of Work/Services to be Contracted Out:
Vendor will provide a 21-seat shuttle bus, clean and in good condition, and an appropriately licensed driver, to shuttle City employees from 1650/1660 Mission Street to Mission Street and 8th Street and Market Street (BART station). Vendor must meet insurance coverages required by the City. There will be three trips in the morning (from 6:25 AM to 8:35 AM) and four trips in the evening (4:15 PM to 6:15 PM). Provision of this shuttle bus service was required at the time the City purchased the buildings in 2007. The San Francisco Planning Commission required the shuttle bus as a traffic mitigation, as a condition of approval. It is memorialized in the escrow instructions for the purchase.

B. Explain why this service is necessary and the consequence of denial:
Consequences of denial would be that the City would not be in compliance with the requirements of the Planning Commission. This could call into question the City’s occupancy of the building. Additionally, traffic and parking needs would increase in the area as building occupants may drive rather than using public transit and taking the shuttle.

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.

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

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:
Shuttle bus services are not full time, and the vendor will provide shuttle buses.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Driver must have a valid California Driver’s License with a passenger vehicle endorsement. The license must be with a Class A or Class B status.

B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide a shuttle bus and a back up shuttle bus.

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

file:///H:/PSCs/Real%20Estate/Shuttle%20201650%48Mission/CSC%20Approval%20PSC%... 10/9/2018
We are not aware of other departments that have shuttle bus services performed by City employees. The San Francisco Unified School District contracts with First Student to drive their school buses.

5. **Why Civil Service employees Cannot Perform the Services to be Contracted Out**
   A. Explain why civil service classes are not applicable.
      There are no civil service classes that provide shuttle bus services.
   
   B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This work is performed during limited hours of the day. The City would also be required to purchase shuttle buses.

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

7. **Union Notification:** On 11/06/2017, the Department notified the following employee organizations of this PSC/RFP request:
   TWU - Miscellaneous

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

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

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

*******************************************************************************
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44352 - 17/18
DHR Analysis/Recommendation: action date: 01/22/2018
Commission Approval Required
01/22/2018 DHR Approved for 01/22/2018

Approved by Civil Service Commission

file://H:/PSCs/Real%20Estate/Shuttle%20201650%20Mission/CSC%20Approval%20PSC%... 10/9/2018
Modification

Personal Services Contracts
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Type of Request:
- Initial
- Modification of an existing PSC (PSC # 37133 - 17/18)

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

Type of Service: Consulting - Music Industry Study

Funding Source: General Fund

PSC Original Approved Amount: $100,000  PSC Original Approved Duration: 04/01/18 - 06/30/19 (1 year 12 weeks)
PSC Mod#1 Amount: $50,000  PSC Mod#1 Duration: 07/01/19-06/30/20 (1 year 1 day)
PSC Cumulative Amount Proposed: $150,000  PSC Cumulative Duration Proposed: 2 years 13 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:
San Francisco’s music sector includes, among other businesses, the City’s live music venues, recording studios, rehearsal spaces, music technology companies, instrument retailers, artist managers, booking agents, attorneys and other support services. The San Francisco music sector is a key contributor to the $6 billion local nightlife industry and $1.1 billion local outdoor festival industry, and is a vital piece of the City’s fabric as an arts and culture hub for residents and tourists alike. At the same time, while a number of other “music cities,” including Austin, Seattle, and Toronto, have conducted studies analyzing their music sectors’ needs and opportunities, no such study has been completed for San Francisco.

The Office of Economic and Workforce Development (OEWD) is seeking a contractor to conduct this work for the City. The selected contractor will be tasked with the creation of a report that examines the current state of the San Francisco music industry and offers recommendations to support the industry’s future growth. The contractor will review and synthesize existing data about the local music industry, and will develop and execute a needs assessment approach to gather feedback from industry leaders. Following the completion of this work, the contractor will utilize existing best practices to develop a report offering strategies to support the music industry’s growth.

B. Explain why this service is necessary and the consequence of denial:
As discussed previously, several of San Francisco’s peer cities have already undertaken the development of similar strategies, placing San Francisco’s music industry at a competitive disadvantage. While San Francisco is known to many as a 'music city,' the failure to develop this strategy and support music industry capacity building could negatively impact the industry’s sustained viability, hurting local businesses and local tourism. The development of this strategy would also inform efforts to better coordinate City services for arts businesses, ensuring that the
City's services and outreach for music businesses would be more effective and impactful in the future.

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

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

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

2. **Reason(s) for the Request**
   A. Display all that apply

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

Explain the qualifying circumstances:
The project is short term. In addition, the desired contractor should have authored or co-authored a study or strategy for a creative industry sector – defined broadly to include arts, culture, nightlife, hospitality, manufacturing, and music – within a city, state or region. The contractor should have substantial experience working with public sector and private sector partners to develop a study or strategy within a city, state or region, and should have significant expertise in data collection and analysis, including use of surveys and/or focus groups, in the development of a study or strategy. Staff have been unable to identify other departments or existing City positions with the skill set needed for the project.

B. Reason for the request for modification:
Extending term from 4/1/18-6/30/19 to end 6/30/2020; adding $50,000 to original $100,000 for new total of $150,000. Due to a late contract start, the project needs additional time and funds to complete.

3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise: The desired contractor should have authored or co-authored a study or strategy for a creative industry sector – defined broadly to include arts, culture, nightlife, hospitality, manufacturing, and music – within a city, state or region. The vendor should have substantial experience working with public sector and private sector partners to develop a study or strategy within a city, state or region, and should have significant expertise in data collection and analysis, including use of surveys and/or focus groups, in the development of a study or strategy.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.
4. If applicable, what efforts has the department made to obtain these services through available resources within the City?
   Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
   A. Explain why civil service classes are not applicable. This project is short term and requires specific skills.
   B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this project is short term.

6. Additional Information
   A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
   No.
   B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
   While the contractor will not provide formal training, the work undertaken in this project will provide important knowledge transfer for City staff in several ways. First, the contractor's needs assessment work will help staff better understand the needs facing local music businesses, including potential opportunities for and barriers to future growth. The contractor will also develop an approach to defining the scope of the industry and will transfer this knowledge to staff in its final report. Finally, the contractor will transfer knowledge regarding international best practices in music industry development.
   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.
   Due to late contract start, term extension is needed.

7. Union Notification: On 10/30/18, the Department notified the following employee organizations of this PSC/RFP request:
   Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

PSC# 37133 - 17/18
DHR Analysis/Recommendation: Commission Approval Required
DHR Approved for 12/03/2018

Civil Service Commission Action:
Receipt of Union Notification(s)
Receipt of Modification Request to PSC # 37133 - 17/18 - MODIFICATIONS

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

Tue 10/30/2018 12:28 PM

To: Bloom, Marissa (ECN) <marissa.bloom@sfgov.org>; ecassidy@ifpte21.org <ecassidy@ifpte21.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; Collins, Jenny (ECN) <jenny.collins@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 $50,000 for services for the period January 1, 2019 – June 30, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

http://apps.sfgov.org/dhrdrupal/node/12123

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.org
Additional Attachment(s)
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN

Type of Request: ☑ Initial ☐ Modification of an existing PSC (PSC # ___________

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

Type of Service: Consulting - Music Industry Study

Funding Source: General Fund
PSC Amount: $100,000

PSC Est. Start Date: 04/01/2018 PSC Est. End Date: 06/30/2019

1. Description of Work

A. Scope of Work/Services to be Contracted Out:
San Francisco's music sector includes, among other businesses, the City's live music venues, recording studios, rehearsal spaces, music technology companies, instrument retailers, artist managers, booking agents, attorneys and other support services. The San Francisco music sector is a key contributor to the $6 billion local nightlife industry and $1.1 billion local outdoor festival industry, and is a vital piece of the City's fabric as an arts and culture hub for residents and tourists alike. At the same time, while a number of other "music cities," including Austin, Seattle, and Toronto, have conducted studies analyzing their music sectors' needs and opportunities, no such study has been completed for San Francisco.

The Office of Economic and Workforce Development (OEWD) is seeking a contractor to conduct this work for the City. The selected contractor will be tasked with the creation of a report that examines the current state of the San Francisco music industry and offers recommendations to support the industry's future growth. The contractor will review and synthesize existing data about the local music industry, and will develop and execute a needs assessment approach to gather feedback from industry leaders. Following the completion of this work, the contractor will utilize existing best practices to develop a report offering strategies to support the music industry's growth.

B. Explain why this service is necessary and the consequence of denial:
As discussed previously, several of San Francisco's peer cities have already undertaken the development of similar strategies, placing San Francisco's music industry at a competitive disadvantage. While San Francisco is known to many as a "music city," the failure to develop this strategy and support music industry capacity building could negatively impact the industry's sustained viability, hurting local businesses and local tourism. The development of this strategy would also inform efforts to better coordinate City services for arts businesses, ensuring that the City's services and outreach for music businesses would be more effective and impactful in the future.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
This service has not been performed in the past. While staff has endeavored to support capacity building for local music businesses, the scope of this study eclipses any efforts to date.

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.
not applicable
2. **Reason(s) for the Request**
   A. Indicate all that apply (be specific and attach any relevant supporting documents):
      
      ☑ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

   B. Explain the qualifying circumstances:
      The project is short term. In addition, the desired contractor should have authored or co-authored a study or strategy for a creative industry sector – defined broadly to include arts, culture, nightlife, hospitality, manufacturing, and music – within a city, state or region. The contractor should have substantial experience working with public sector and private sector partners to develop a study or strategy within a city, state or region, and should have significant expertise in data collection and analysis, including use of surveys and/or focus groups, in the development of a study or strategy. Staff have been unable to identify other departments or existing City positions with the skill set needed for the project.

3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise: The desired contractor should have authored or co-authored a study or strategy for a creative industry sector – defined broadly to include arts, culture, nightlife, hospitality, manufacturing, and music – within a city, state or region. The vendor should have substantial experience working with public sector and private sector partners to develop a study or strategy within a city, state or region, and should have significant expertise in data collection and analysis, including use of surveys and/or focus groups, in the development of a study or strategy.

   B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst;

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

4. **If applicable, what efforts has the department made to obtain these services through available resources within the City?**
   OEWD staff have sought to identify other departments that might be well positioned to complete this work, but have been unable to identify any department or position with the skill set necessary for this project.

5. **Why Civil Service Employees Cannot Perform the Services to be Contracted Out**
   A. Explain why civil service classes are not applicable.
      This project is short term and requires specific skills.

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

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

   B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
      No. While the contractor will not provide formal training, the work undertaken in this project will provide important knowledge transfer for City staff in several ways. First, the contractor’s needs assessment work will help staff better understand the needs facing local music businesses, including potential opportunities for and barriers to future growth. The contractor will also develop an approach to defining the scope of the industry and will transfer this knowledge to staff in its final report. Finally, the contractor will transfer knowledge regarding international best practices in music industry development.
C. Are there legal mandates requiring the use of contractual services?
   No.

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

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

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

7. **Union Notification:** On 02/28/2018, the Department notified the following employee organizations of this PSC/RFP request:
   Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

*****************************************************************************
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 37133 - 17/18
DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 03/09/2018
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH  Dept. Code: DPH

Type of Request: □ Initial  ✔ Modification of an existing PSC (PSC # 46237 - 14/15)

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

Type of Service: Community Health Equity and Promotion, Community-based Primary Prevention services

Funding Source: General Fund, Fed & State Grant

PSC Original Approved Amount: $25,352,000  PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)

PSC Mod#1 Amount: $15,000,000  PSC Mod#1 Duration: 01/10/18-06/30/26 (6 years 1 day)

PSC Mod#2 Amount: $30,000,000  PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: $70,352,000  PSC Cumulative Duration Proposed: 11 years 2 days

1. Description of Work

A. Scope of Work/Services to be Contracted Out:
Contractors will provide an array of primary prevention services (prevention, health education, outreach, and referral services), programs, and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco, especially in low income areas, to specific ethnic communities and neighborhoods, and including services targeted to multi-cultural/multi-lingual refugees/asylees, victims of trafficking, and other immigrant communities. Services will include community capacity building training, technical assistance and fiscal intermediary services with organizations providing community-based preventative services such as the tobacco free project, pedestrian traffic safety initiatives, healthy eating and active living initiatives, tattoo removal, drug and alcohol problem prevention, wellness, and other health-related preventative programs.

B. Explain why this service is necessary and the consequence of denial:
The Department of Public Health's (DPH's) mission is to protect and promote the health of all San Franciscans, including the utilization of programs and services focused on community-based primary prevention. While DPH provides some of these services directly, to complement and maximize the effectiveness of its programs, it must work closely with community based organizations in order to reach out and educate specific target populations most effectively. Many of these services also require the infrastructure and facilities within the community which are not available to the City. Denial of the services will result in an increase of physical and/or mental health issues, an overall increase in health problems for San Franciscans, and health disparities in the community.(See Attachment)

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?
Yes, as funding is available.
E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
No change to term.

2. Reason(s) for the Request
   A. Display all that apply

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

   Explain the qualifying circumstances:
The services needed require a very broad diversity of skills, expertise, knowledge, flexibility and responsiveness in order to provide the most effective and culturally competent services to the changing diversity of the target populations. The City does not have the ability to establish or maintain sufficient staff with the cultural and language skills needed, as the need for staff with different skills (language, for example) shifts quickly and sometimes with too little notice to meet program and community needs with civil service staff alone.

   B. Reason for the request for modification:
      To increase the amount to support additional grant funds available for the continuation of primary prevention services.

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: The ability to work with diverse communities and individuals, including targeted ethnic communities and refugee, asylee and other recently arrived immigrant communities whose members speak over 20 different languages and to serve foreign-born individuals from as many as 40 other different countries, as well as expertise in service coordination and fiscal management.

   B. Which, if any, civil service class(es) normally perform(s) this work? 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?
   Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
   A. Explain why civil service classes are not applicable.
      Civil service classes exist, however, service capacity is at at maximum and is complemented and made more effective by the work of these community-based organizations which have expertise specific to the many diverse target populations needing services, by providing the most culturally competent, responsive and flexible outreach and education. And often also includes access to linkages and resources unavailable at a comparable level through services provided directly by the County. These community-based agencies frequently are able to maintain flexibility and provide high level of culturally competent services. In addition, many of the projects are intermittent and
as needed, or the needs for staff with different skills (language for example) shift quickly and with short notice, requiring ability to shift staffing to meet program and community needs. In addition, some of the funding for those services are short term, project-based and subject to availability, therefore, funding is not stable.

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 exist and are used to provide some of these services, which complement and maximize the effectiveness of the programs which utilize civil service classes.

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.
      NA

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

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

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

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

7. Union Notification: On 08/28/18, the Department notified the following employee organizations of this PSC/RFP request:
   SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

******************************************************************************
FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 46237 - 14/15
DHR Analysis/Recommendation: Civil Service Commission Action:
Commission Approval Required
DHR Approved for 12/03/2018
Receipt of Union Notification(s)
PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for $30,000,000 for services for the period December 1, 2018 – 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.sf.gov/dhrrupal/node/10562
Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
eerbach@ifpte21.org kpade@ifpte21.org kschumachere@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com
cassidy@ifpte21.org annie.wanless@sfgov.org amakayan@ifpte21.org
tanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org
xiumin.li@seiu1021.org ablood@cirseiu.org davidmkerness@gmail.com
ted.zarzecki@seiu1021.org pscreview@seiu1021.org
Wendy.Frigillana@seiu1021.org
pcamarillo_seiu@sbcglobal.net KBasconcillo@sfwater.org
Ricardo.lopez@sfgov.org
leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org
sarah.wilson@seiu1021.org
Additional Attachment(s)
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH  Dept. Code: DPH

Type of Request: □ Initial  ✓ Modification of an existing PSC (PSC # 46237 - 14/15)

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

Type of Service: Community Health Equity and Promotion, Community-based Primary Prevention services

Funding Source: General Fund, Fed & State Grant

PSC Original Approved Amount: $25,352,000  PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)

PSC Mod#1 Amount: $15,000,000  PSC Mod#1 Duration: 07/01/20-06/30/26 (6 years 1 day)

PSC Cumulative Amount Proposed: $40,352,000  PSC Cumulative Duration Proposed: 11 years 2 days

1. Description of Work

A. Scope of Work/Services to be Contracted Out:
Contractors will provide an array of primary prevention services (prevention, health education, outreach, and referral services), programs, and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco, especially in low income areas, to specific ethnic communities and neighborhoods, and including services targeted to multi-cultural/multi-lingual refugees/asylees, victims of trafficking, and other immigrant communities. Services will include community capacity building training, technical assistance and fiscal intermediary services with organizations providing community-based preventative services such as the tobacco free project, pedestrian traffic safety initiatives, healthy eating and active living initiatives, tattoo removal, drug and alcohol problem prevention, wellness, and other health-related preventative programs.

B. Explain why this service is necessary and the consequence of denial:
The Department of Public Health's (DPH’s) mission is to protect and promote the health of all San Franciscans, including the utilization of programs and services focused on community-based primary prevention. While DPH provides some of these services directly, to complement and maximize the effectiveness of its programs, it must work closely with community based organizations in order to reach out and educate specific target populations most effectively. Many of these services also require the infrastructure and facilities within the community which are not available to the City. Denial of the services will result in an increase of physical and/or mental health issues, an overall increase in health problems for San Franciscans, and health disparities in the community.(See Attachment)

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?
Yes, as funding is available.
E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
   Continuation of 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:
The services needed require a very broad diversity of skills, expertise, knowledge, flexibility and responsiveness in order to provide the most effective and culturally competent services to the changing diversity of the target populations. The City does not have the ability to establish or maintain sufficient staff with the cultural and language skills needed, as the need for staff with different skills (language, for example) shifts quickly and sometimes with too little notice to meet program and community needs with civil service staff alone.

B. Reason for the request for modification:
To extend the term and increase the amount.

3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise: The ability to work with diverse communities and individuals, including targeted ethnic communities and refugee, asylee and other recently arrived immigrant communities whose members speak over 20 different languages and to serve foreign-born individuals from as many as 40 other different countries, as well as expertise in service coordination and fiscal management.

B. Which, if any, civil service class(es) normally perform(s) this work? 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3;

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

4. **If applicable, what efforts has the department made to obtain these services through available resources within the City?**
   Not Applicable

5. **Why Civil Service Employees Cannot Perform the Services to be Contracted Out**
   A. Explain why civil service classes are not applicable.
   Civil service classes exist, however, service capacity is at at maximum and is complemented and made more effective by the work of these community-based organizations which have expertise specific to the many diverse target populations needing services, by providing the most culturally competent, responsive and flexible outreach and education. And often also includes access to linkages and resources unavailable at a comparable level through services provided directly by the County. These community-based agencies frequently are able to maintain flexibility and provide high level of culturally competent services. In addition, many of the projects are intermittent and as needed, or the needs for staff with different skills (language for example) shift quickly and with short notice, requiring ability to shift staffing to meet program and community needs. In addition,
some of the funding for those services are short term, project-based and subject to availability, therefore, funding is not stable.

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 exist and are used to provide some of these services, which complement and maximize the effectiveness of the programs which utilize civil service classes.

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

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

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.
   Continuation of services

7. Union Notification: On 01/10/18, the Department notified the following employee organizations of this PSC/RFP request:
   SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46237 - 14/15
DHR Analysis/Recommendation: 04/16/2018
Commission Approval Required
04/16/2018 DHR Approved for 04/16/2018

Approved by Civil Service Commission