



London Breed
Mayor

Micki Callahan
Human Resources Director

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:

Total of this Report	YTD Expedited Approvals FY2018-2019	Total for FY2018-2019
\$46,166,000	\$202,222,938	\$783,712,407

Cynthia Avakian
Airport Commission
Contracts Administration Unit
POB 8097
San Francisco, CA 94128
(650) 821-2014

Alexander Burns
Public Works
1155 Market Street, 4th Floor
San Francisco, CA 94103
(415) 554-6411

Jolie Gines
Department of Technology
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103
(628) 652-5074

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

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

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

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
43954-18/19	Airport Commission	1
47961-18/19	Public Work	9
44891-18/19	Department of Technology	20
42759-18/19	City Admin	38
Modification PSCs		
37133-17/18	Economic and Workforce Development	49
46237-14/15	Public Health	59

POSTING FOR

December 03, 2018

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR**Commission Hearing Date**

2018-12-03

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
43954 - 18/19	AIRPORT COMMISSION	\$3,800,000.00	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.	December 1, 2018	December 31, 2026	REGULAR
47961 - 18/19	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$1,600,000.00	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.	December 3, 2018	December 31, 2024	REGULAR
44891 - 18/19	GENERAL SERVICES AGENCY - TECHNOLOGY	\$9,900,000.00	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.	January 1, 2019	December 31, 2023	REGULAR
42759 - 18/19	GENERAL SERVICES AGENCY - CITY ADMIN	\$816,000.00	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.	January 1, 2019	December 31, 2023	REGULAR

TOTAL AMOUNT \$16,116,000

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For December 03, 2018**

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2018-12-03

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
37133 - 17/18 - MODIFICATIONS 2018	December 3, 2018	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$50,000	\$150,000	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.	07/01/2019	12/31/2020	REGULAR
46237 - 14/15 - MODIFICATIONS 2018	December 3, 2018	PUBLIC HEALTH -- DPH	\$30,000,000	\$70,352,000	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,	12/01/2018	06/30/2026	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					healthy eating and active living initiatives, tattoo removal, drug and alcohol problem prevention, wellness, and other health-related preventative programs.			

TOTAL AMOUNT \$30,050,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: 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 contact? 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 Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43954 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/03/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Wednesday, October 03, 2018 7:12 PM
To: Cynthia Avakian (AIR); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43954 - 18/19

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)

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
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. **Will the contractor train City and County employees?**

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- 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?**

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. **Are there federal or state grant requirements regarding the use of contractual services?**

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

Cynthia P. Avakian 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 contract? 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:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/03/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](mailto:Burns,Alexander@DPW); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Loftus, Robert \(DPW\)](mailto:Loftus,Robert@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47961 - 18/19
Date: Friday, October 05, 2018 1:27:02 PM

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)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

November 6, 2013

Sent via Electronic Mail

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4033-13/14 THROUGH 4042-13/14.

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, IFPTE 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
JENNIFER JOHNSTON
Executive Officer

Cc: Parveen Boparai, 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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType 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 ServicesFunding Source: Inter-Departmental Work OrdersPSC Amount: \$400,000PSC Est. Start Date: 12/01/2013PSC 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,

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?

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# 4037-13/14

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 contract? 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:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/03/2018

Receipt of Union Notification(s)

Pollock, Jeremy (TIS)

From: Osha Ashworth <oashworth@ibew6.org>
Sent: Wednesday, October 31, 2018 4:10 PM
To: Pollock, Jeremy (TIS)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44891 - 18/19

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

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/dhrdrupal/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-psccordinator@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-psccordinator@sfgov.org <dhr-psccordinator@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-psccordinator@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

From: [Evan McLaughlin](#)
To: [Gines, Jolie \(TIS\)](#)
Cc: [Ramirez, John \(SHF\)](#); [Pollock, Jeremy \(TIS\)](#)
Subject: RE: DT 30 Day Waiver request for PSC # 44891 - 18/19 Avaya Equipment Maintenance
Date: Friday, November 9, 2018 11:20:50 AM

Hi Jolie,

X
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.ifpte21.org

From: Gines, Jolie (TIS) [mailto:jolie.gines@sfgov.org]
Sent: Thursday, November 08, 2018 2:34 PM
To: Paul Kim <pkim@ifpte21.org>
Cc: Ramirez, John (SHF) <john.ramirez@sfgov.org>; Evan McLaughlin <emclaughlin@ifpte21.org>; Pollock, Jeremy (TIS) <jeremy.pollock@sfgov.org>
Subject: RE: DT 30 Day Waiver request for PSC # 44891 - 18/19 Avaya Equipment Maintenance

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](http://sfgov.org/dt/CityEnterpriseAgreements)
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>

Sent: Thursday, November 8, 2018 2:31 PM
To: Gines, Jolie (TIS) <jolie.gines@sfgov.org>
Cc: Ramirez, John (SHF) <john.ramirez@sfgov.org>; Evan McLaughlin <emclaughlin@ifpte21.org>
Subject: Re: DT 30 Day Waiver request for PSC # 44891 - 18/19 Avaya Equipment Maintenance

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

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](http://sfgov.org/dt/CityEnterpriseAgreements)
One South Van Ness Avenue, 2nd Floor | Cube number 2300 | San Francisco CA 94103

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

From: Gines, Jolie (TIS)

Sent: Monday, October 29, 2018 3:44 PM

To: 'jolie.gines@sfgov.org' <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-psccordinator@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](http://sfgov.org/dt/City%20Enterprise%20Agreements) One South Van Ness Avenue, 2nd Floor | Cube number 2300 | San Francisco CA 94103

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@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-](mailto:dhr-psccordinator@sfgov.org)

psccordinator@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 contact? 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 400, 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. Heldfond (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.

0133-13-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4105-12/13	Business Economic Development	\$350,000	The consultants will provide planning and staffing support to develop and implement workforce service innovation pilots using an agile innovation process with a focus on user-centered design. They will develop a workforce services innovation framework and the actionable steps to implement new innovations. They will also develop manuals for workforce innovation methodology, including a guide for innovation implementation, an innovation primer and best practices. Lastly, they will hold annual meetings of a learning network to present grant progress and results for feedback and dissemination.	Regular	6/30/15
4106-12/13	Business Economic Development	\$820,000	The workforce division of OEWD manages a grant portfolio consisting of approximately 100 contract and grant agreements for 70 agencies annually across ten Federal, State and local fund sources. The process by which these agreements are negotiated, created, and tracked through their expiration 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 customizable web portal and fully supported database to support the department's management of the grant negotiation, 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.	Regular	12/31/17
4107-12/13	Public Utilities Commission	\$8,000,000	The list of qualified as-needed firms will provide creative, innovative and engaging communication tools and services to support the communication needs of the Sewer System Improvement Program, a 20-year, multibillion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system now and for generations to come.	Regular	12/31/21
4108-12/13	Dept. of Technology	\$8,000,000	Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks 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 consultant support; (5) Network routing software design and administration support, (6) Network translation implementation, and (7) System management.	Regular	6/30/17
3062-11/12	Child Support Services	Current Approved Amount \$28,500 Increase Amount Requested \$28,500 New Total Amount Requested \$57,000	Contractor will provide genetic testing services used to establish or exclude paternity, which is required to establish paternity judgment and child support orders.	Modification	5/31/14

3066-10/11	Child Support Services	<p>Current Approved Amount \$50,000</p> <p>Increase Amount Requested \$10,000</p> <p>New Total Amount Requested \$60,000</p>	<p>Contractor will provide legal service 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 parentage 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 in 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 mean to assure a non-custodial parent's appearance in court and reasonable collection of funds as required by the letter of the law.</p>	Modi- fication	11/30/13
4062-10/11	Arts Commission	<p>Current Approved Amount \$5,000,000</p> <p>Increase Amount Requested \$4,000,000</p> <p>New Total Amount Requested \$9,000,000</p>	<p>Contracts for multiple artists to design, fabricate, transport and consult 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.</p>	Modi- fication	12/31/20
4075-09/10	Public Works	<p>Current Approved Amount \$6,000,000</p> <p>Increase Amount Requested \$3,600,000</p> <p>New Total Amount Requested \$9,600,000</p>	<p>Perform as-needed environmental assessments and planning studies to assist in the completion 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) as needed contracts of \$800,000 each, and intends to award six (6) additional contracts of \$600,000 each for five (5) years.</p>	Modi- fication	12/31/19

Speakers: David Scott and Tyrone Jue, Public Utilities Commission, spoke on PSC# 4107-12/13.
Jennifer Lovvorn, Arts Commission, spoke on PSC# 4062-10/11.

Action:

- 1) Approved PSC# 4107-12/13 on the condition that the PUC 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:

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# 42759 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/03/2018

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Friday, October 12, 2018 2:37 PM
To: Lubamersky, Joan (ADM); ritchell@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/dhrdrupal/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

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Friday, October 12, 2018 2:26 PM
To: rmarenco@twusf.org
Subject: PSC 42759 18.19 Personal Services Contract for Hall of Justice Shuttle
Attachments: 10.12.18 Memorandum to TWU 250-A Hall of Justice Shuttle.pdf

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-psccoordinator@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



OFFICE OF THE
CITY ADMINISTRATOR



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

October 12, 2018

MEMORANDUM

TO: Roger Marengo, President
TWU Local 250A

FROM: *Joan Lubamersky*
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), dh-psscordinator@sfgov.org

Thank you for your consideration.

Attachment, PSC Form 1

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY (PSC FORM 1)

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType 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 BusFunding Source: General fundPSC Amount: \$600,000PSC Est. Start Date: 01/01/2018PSC Est. End Date 12/15/2022**1. Description of Work**

A. Describe 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 fill 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?

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 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

Approved by Civil Service Commission

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

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

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

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:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/03/2018

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 37133 - 17/18 - MODIFICATIONS

dhr-psccordinator@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-psccordinator@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 notice to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

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

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)

From: dhr-psccordinator@sfgov.org on behalf of jacque.hale@sfdph.org
To: [Hale, Jacquie \(DPH\)](mailto:Hale,Jacque(DPH)); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; [Basconcillo, Katherine \(PUC\)](mailto:Basconcillo,Katherine(PUC)); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; [Poon, Sin Yee \(HSA\)](mailto:Poon.Sin.Yee(HSA)); david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; [Wanless, Annie \(HRD\)](mailto:Wanless,Annie(HRD)); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Carmona, Irene \(DPH\)](mailto:Carmona,Irene(DPH)); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Modification Request to PSC # 46237 - 14/15 - MODIFICATIONS
Date: Tuesday, August 28, 2018 1:08:16 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$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.sfgov.org/dhrdrupal/node/10562>

Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com
ecassidy@ifpte21.org annie.wanless@sfgov.org amakayan@ifpte21.org
jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org
xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com
ted.zarzecki@seiu1021.net pscreview@seiu1021.org
Wendy.Frigillana@seiu1021.org
pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org
Ricardo.lopez@sfgov.org
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 HEALTHDept. Code: DPHType 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 servicesFunding Source: General Fund, Fed & State GrantPSC Original Approved Amount: \$25,352,000PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)PSC Mod#1 Amount: \$15,000,000PSC Mod#1 Duration: 07/01/20-06/30/26 (6 years 1 day)PSC Cumulative Amount Proposed: \$40,352,000PSC 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: 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:

04/16/2018

Commission Approval Required

Approved by Civil Service Commission

04/16/2018 DHR Approved for 04/16/2018