



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: November 29, 2019

To: The Honorable Civil Service Commission

Through: Micki Callahan *(for me)*
Human Resources Director

From: John Tsutakawa, HSA
Bill Irwin / Daniel Kwon, PUC
Joan Lubamersky, ADM
Ian Hart, HRD
Kimmie Wu, TTX
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

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

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

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

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

Total of this Report	YTD Expedited Approvals FY2019-2020	Total for FY2019-2020
\$244,950,000	\$108,386,638	\$1,109,441,561

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Table of Contents
PSC Submissions

Regular PSCs	Department	Page
44506-19/20	Human Services	1
44596-19/20	Public Utilities Commission	17
45106-19/20	Public Utilities Commission	34
47472-19/20	City Admin	43
45183-19/20	Human Resources	52
Modification PSCs		
46550-17/18	Treasurer/Tax Collector	58
41338-13/14	Public Health	67
48070-13/14	Public Health	84
48652-16/17	Public Health	93
2014-08/09	Public Health	104

POSTING FOR

December 16, 2019

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

2019-12-16

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
44506 - 19/20	HUMAN SERVICES	\$950,000.00	<p>The Contractor shall provide the following parallel services during the term of this contract: A) SafeMeasures; B) Structured Decision Making; C) Ad Hoc Analytics; and D) On-Site training and coaching to FCS staff, supervisors and managers.</p> <p>A. SafeMeasures: The California Department of Social Services provides the Contractor with bi-weekly extracts from the statewide child welfare database. The Contractor conducts an analysis to display the data in tables that are related to the Division 31 Requirements that regulate child welfare operations. The Contractor organizes the data into a user-friendly, point-and-click format that allows managers, supervisors, and child welfare workers to view data by program, by office site, by unit, and by individual. The Contractor is one of two entities who has access to the state's database. SafeMeasures is a tool that supports measurement of both processes and outcomes.</p> <p>B. Structured Decision-Making: The FCS program utilizes an actuarial-based safety assessment tool, Structured Decision-Making (SDM) to improve its understanding of child risk and to improve case decision-making. The Contractor manages the data generated by these assessments and produces an annual management report, which compiles information from child welfare assessments. SDM is a logic tool based on probabilities, statistics, and research on outcomes.</p> <p>C. Ad Hoc Analytics: Using data extracts from SafeMeasures and the Structured Decision-Making tools, the Contractor will provide, on a monthly basis or as requested, ongoing reports related to various outcome measures as identified in the Family and Children Services (FCS) System Improvement Plan, including disproportionality, differential response, standardized assessments, and permanency. The Contractor will also provide comprehensive quarterly reports that include information related to foster care placement patterns, with particular focus on racial disproportion, distance of placement from home, adolescents in placement and length of time in care, children in institutional care, and placement moves.</p> <p>D. On-Site training and coaching to FCS staff, supervisors and managers: The Contractor will provide Safety Organized Practice (SOP) to Domestic Violence (DV) training and coaching for Protective Services Workers, coaches and Protective Service Supervisors. The Contractor will also provide management training for leadership development and implementation of the tools. The training will be conducted in connection with the SDM tool, to teach staff how to apply the material in the evidence-based decision making tool regarding domestic violence and moving it through SOP.</p>	July 1, 2013	June 30, 2020	REGULAR
44596 - 19/20	PUBLIC UTILITIES COMMISSION	\$14,000,000.00	<p>The proposed work is tunnel and geotechnical engineering design, and engineering support during construction for SFPUC's Kansas and Marin Streets Sewer Improvements Project. This project is proposing an 8-foot diameter tunnel (starting from the intersection of Kansas and Marin Streets, and running approximately 900-feet west towards Lot 31, which is within City Property), launching and receiving</p>	January 4, 2020	February 28, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			shafts, junction structures, and all related site investigation work (i.e. geotechnical and hazardous material).The primary purpose of the project is to increase hydraulic conveyance to alleviate flooding for a susceptible portion of the City.			
45106 - 19/20	PUBLIC UTILITIES COMMISSION	\$4,000,000.00	Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering, science, finance, IT and communication/marketing. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities.	March 2, 2020	February 29, 2024	REGULAR
47472 - 19/20	GENERAL SERVICES AGENCY - CITY ADMIN	\$500,000.00	The City is seeking Consultants with proven expertise and experience in one or more multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish the Community Action Plan for Seismic Safety (CAPSS)/Earthquake Safety Implementation Program (ESIP) and Tall Buildings Safety Strategy work plan. Tasks may have a particular focus on development of a non-ductile concrete and/or steel building retrofit program and associated standards, including initiating studies, performing analysis, developing standards, making policy recommendations, and assisting as needed in seismic engineering consulting to guide the development of a non-ductile concrete and/or steel building retrofit program and associated standards.	December 1, 2019	June 30, 2023	REGULAR
45183 - 19/20	HUMAN RESOURCES	\$150,000.00	Provide valid test exam materials. Contractor will score candidate responses to the test.	December 1, 2019	June 30, 2023	REGULAR

TOTAL AMOUNT \$19,600,000



Posting For December 16, 2019

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2019-12-16

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approv Type
46550 - 17/18 - MODIFICATIONS 2019	December 16, 2019	TREASURER/TAX COLLECTOR -- TTX	\$1,500,000	\$2,350,000	Perform supplemental collection services on delinquent business and medical accounts referred by various city departments; also perform credit reporting, skip tracing, and negotiation of payment plans. Contractor shall receive a maximum of 25% of collected funds as a commission fee. The amount of commission fees for medical debt collections will not exceed 250K. The remaining 600K for delinquent business accounts would not be an expense to the City, but instead a commission fee based on the collected funds.	01/01/2024	01/01/2024	REGUL
41338 - 13/14 - MODIFICATIONS 2019	December 16, 2019	PUBLIC HEALTH -- DPH	\$28,800,000	\$54,400,000	Services will include Third Party Pharmacy Adjudication (TPA) of claims and 340B Drug Pricing Program services for the Department of Public Health's (DPH's) integrated service delivery division, the San Francisco Health Network (SFHN). The SFHN provides health care services to San Francisco residents who are not eligible for and/or do not have third party coverage for outpatient medication such as Medi-Cal or private insurance, including members of the San Francisco Health Plan (SFHP). TPA services will include verifying patient and provider eligibility status and adjudicate online claims 24/7. The 340B Drug Pricing Program requires drug manufacturers to provide outpatient drugs to eligible health care organizations at significantly reduced prices. 340B Program services will include inventory management, outpatient prescription claims adjudication services, and 340B contract pharmacy network management.	07/01/2021	06/30/2026	REGUL
48070 - 13/14 - MODIFICATIONS 2019	December 16, 2019	PUBLIC HEALTH -- DPH	\$19,000,000	\$37,504,869	Contractor will utilize its legal staff to provide representation directly to clients to maximize client income in order to stabilize client living situations and provide client access to healthcare. The Department of Public Health (DPH) provides these advocacy services in administrative hearings and related legal processes in collaboration with the Human Services Agency (HSA) and other service providers, as these agencies are often serving the same clients, and among these partners, DPH Behavioral Health Services (BHS) contributes its clear experience and expertise in serving clients with behavioral health and HIV/AIDS diagnoses. Clients will be received primarily from referrals from HSA, DPH (civil service) mental health centers and/or providers serving People Living with HIV/AIDS (PLWHA) in San Francisco, and who are uninsured, underinsured, or at risk of losing insurance, in order to obtain or maintain Supplemental Security Income/Supplemental Disability Income/Cash Assistance for Immigrants (SSI/SSDI/CAPI) income and corresponding Medi-Cal/Medicare coverage. Clients likely will include people who have multiple diagnoses, have been incarcerated, have documented substance use disorders, who are homeless, single parents, people of color, immigrants, women, and/or part of the Lesbian/Gay/Bisexual/Transgender (LGBT) community, and may be monolingual or limited English-speaking, with fluency in a range of languages, including Spanish, Cantonese, Mandarin and Tagalog.	07/01/2022	06/30/2027	REGUL
48652 - 16/17 - MODIFICATIONS 2019	December 16, 2019	PUBLIC HEALTH -- DPH	\$175,800,000	\$367,880,000	These services will be provided by contractors responding to a new RFP to create a Drug Medi-Cal Organized Delivery System (DMC-ODS) pilot, which tests a new paradigm for the organized delivery of health care services for Medicaid eligible individuals with a substance use disorder. Its purpose is to demonstrate how such a system will increase the success of DMC beneficiaries while decreasing other system health care costs. Critical elements include: --Providing a continuum of care modeled after the American Society of Addiction Medicine (ASAM) Criteria for Substance Use Disorder (SUD) treatment services, which describes specific service levels within Opioid Treatment, Intensive Outpatient, and Residential SUD services; --Increasing local control and accountability, creating utilization controls, and increasing program oversight and	07/01/2022	06/30/2027	REGUL

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approv Type
					integrity; --Requiring evidence-based practices and increasing coordination with other systems of care, including primary care and mental health; --Expanding the SUD treatment workforce by including Licensed Practitioners of Healing Arts; and --Providing more intensive services for the criminal justice population. Services will: --Prioritize services to specific populations, including persons who are Black/African American, homeless, incarcerated or involved with the criminal/juvenile justice systems/Drug Court, adolescents aged 10-18 years old, Transitional Aged Youth (TAY) aged 18-24 years old, Lesbian/Gay/Bisexual/Transgender/Queer/Questioning/Intersex/Ally/Two-Spirit, Pregnant/Parenting women with children, and/or whose primary substance is alcohol. --Prioritize services in specific geographic areas, including Hayes Valley/Tenderloin/North of Market, South of Market, Bernal Heights/Inner Mission/94110, Bayview Hunter's Point/94124, and Southeast/Visitacion Valley/Sunnydale/94134 --Include patient engagement and peer support, medication assisted treatment, withdrawal management, case management, and recovery services and supports, with appropriate integration of adolescent-specific considerations, pregnant women and women with dependent children residential treatment requirements, evidence-based practices, DMC-ODS compliant policies and regulations, electronic health records and data systems, evaluation and quality improvement, workforce development and staffing, ancillary treatment and outreach services.			
2014-08/09 - MODIFICATIONS 2019	December 16, -- DPH	PUBLIC HEALTH	\$250,000	\$781,600	Contractors will provide 24-hour perinatal, neonatal and pediatric consultation and transport services, consultation services: nursing, social services and respiratory therapy. They will also provide preceptorship programs to the perinatal outreach program, and full-day didactic classes to UCSF's Nursing Education and Training Program. Included will be comprehensive maternity care, e.g., physicians and certified nurse midwives for outpatient obstetrical visits, antenatal assessments, labor, delivery, obstetrically-related inpatient visits, and postpartum outpatient visits within eight weeks of delivery.	09/09/2019	continuing	CONTIN

TOTAL AMOUNT \$225,350,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: Child Welfare Reporting and Analysis

Funding Source: 50% County; %50 Federal

PSC Amount: \$950,000 PSC Est. Start Date: 07/01/2013 PSC Est. End Date 06/30/2020

1. Description of Work

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

The Contractor shall provide the following parallel services during the term of this contract: A) SafeMeasures; B) Structured Decision Making; C) Ad Hoc Analytics; and D) On-Site training and coaching to FCS staff, supervisors and managers.

A. SafeMeasures: The California Department of Social Services provides the Contractor with bi-weekly extracts from the statewide child welfare database. The Contractor conducts an analysis to display the data in tables that are related to the Division 31 Requirements that regulate child welfare operations. The Contractor organizes the data into a user-friendly, point-and-click format that allows managers, supervisors, and child welfare workers to view data by program, by office site, by unit, and by individual. The Contractor is one of two entities who has access to the state's database. SafeMeasures is a tool that supports measurement of both processes and outcomes.

B. Structured Decision-Making: The FCS program utilizes an actuarial-based safety assessment tool, Structured Decision-Making (SDM) to improve its understanding of child risk and to improve case decision-making. The Contractor manages the data generated by these assessments and produces an annual management report, which compiles information from child welfare assessments. SDM is a logic tool based on probabilities, statistics, and research on outcomes.

C. Ad Hoc Analytics: Using data extracts from SafeMeasures and the Structured Decision-Making tools, the Contractor will provide, on a monthly basis or as requested, ongoing reports related to various outcome measures as identified in the Family and Children Services (FCS) System Improvement Plan, including disproportionality, differential response, standardized assessments, and permanency. The Contractor will also provide comprehensive quarterly reports that include information related to foster care placement patterns, with particular focus on racial disproportion, distance of placement from home, adolescents in placement and length of time in care, children in institutional care, and placement moves.

D. On-Site training and coaching to FCS staff, supervisors and managers: The Contractor will provide Safety Organized Practice (SOP) to Domestic Violence (DV) training and coaching for Protective Services Workers, coaches and Protective Service Supervisors. The Contractor will also provide management training for leadership development and implementation of the tools. The training will be conducted in connection with the SDM tool, to teach staff how to apply the material in the evidence-based decision making tool regarding domestic violence and moving it through SOP.

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

The Contractor is a non-profit, Software as a Solution (SaaS) provider. The Contractor will provide the web

based SafeMeasures and the Standard Decision-Making (SDM) tool. SafeMeasures organizes case data according to performance requirements of the state legislature AB636. In addition, SafeMeasures allows staff to plan the Division 31 requirements and drill-down to individual, unit, and program performance. The SDM tool assists HSA in meeting their goals to promote the ongoing safety and well-being of children. The SDM tool is an evidence and research-based system that identifies the key points in the life of a child welfare case and uses structured assessments to improve the consistency and validity of each decision. SafeMeasures provides a child welfare database that is capable of organizing case data for state-mandated reports. State legislature AB636 requires counties to be responsible for reporting on a series of measurements that provide key indicators of program outcomes, process and receipt of critical services. The California Department of Social Services (CDSS) uses SafeMeasures for its audits of county compliance. The Contractor is the only SaaS provider that has access to the CDSS' confidential CWS/CMS (Child Welfare System/Case Management System) data extract to generate reports that is used to determine compliance with AB636 and reports that assist social workers with case work. The system gives up-to-date information on case management and compliance to ensure children are being seen, services are being provided, and the county is meeting the mandates. The state also mandates the use of a decision-making tool. Almost all of the counties in California uses SDM. The consequences for denial are that there would be poorer outcomes for families and children. The county would be out of compliance of state/federal requirements. And, a higher chance of critical incidences occurring that could have been preventable. The SafeMeasures tool extracts data from the child welfare state database used by all counties. The State has allowed the Contractor to use the data and make reports. Only the Contractor has the ability to do this. The City's IT department cannot run reports or pull data at the level in which the Contractor can.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
These services have been provided by the current contractor since 2008. Most recently, the services were provided under PSC#2001-08/09.

D. Will the contract(s) be renewed?
Yes, in fiscal year 2021/22. A new sole source waiver request and PSC request will be submitted at that time. A new CWS/CMS system is currently being developed. This may impact the need for SafeMeasures and/or the Structured Decision-Making tool 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 contract was approved under the continuous PSC #2001-08/09 with the last amendment to the contract done in December 2017. We now need to modify the contract again to add funds for fiscal year 2019-2020 and would like to create a new PSC to cover the full term of the contract and not just the remaining years.

2. Reason(s) for the Request

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Access to the Contractor's databases, training, and reporting services are necessary to meet county-specific needs for the child welfare system. The City does not have the subject matter and technical expertise to provide these services on their own. The City also does not have a database program that is connected to the state's secure database.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Contractor is the only provider of a child welfare database that is capable of organizing cases for state-mandated reports. The California Department of Social Services currently uses SafeMeasures for its audits of county compliance with child welfare regulations. The Contractor is the only organization providing a child welfare data portal that fully meets the department's needs, providing county-specific progress measurements and responses to data requests. For SafeMeasures, the required skills and/or expertise are: Knowledge of the child welfare system's outcomes and indicators Technical expertise Access to state database For Structured Decision-Making, the required skills and/or expertise are: Research and knowledge of child welfare as it relates to case decision making (risk & safety, removal, return of the child, case closures, etc.) Technical expertise in program/evidence-based decision making tool Background in evaluation and testing of tools
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1054, IS Business Analyst-Principal; 1064, IS Prg Analyst-Principal; 1232, Training Officer; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 2944, Protective Services Supervisor;
- 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. The child welfare database is a proprietary system. The City does not have the expertise or the resources to develop two systems.

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

- A. Explain why civil service classes are not applicable.
This contract is specific to the child welfare system SafeMeasures and the Structured Decision-Making Tool. There is propriety control over both of these systems. The work requires subject matter experts in both systems and child welfare which are currently not available through civil service positions. The City does not have the combined field expertise and technical ability to create and maintain these systems.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It is not practical to adopt a new civil service class to perform this work due to the two database systems being proprietary.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. The Contractor will provide highly technical training regarding domestic violence in the Safety Organized Practice/Structured Decision-Making Tools. The Contractor will also provide management training on how to properly use the two databases to run reports. Training on the basic use of the tool will be conducted by City staff.
- C. Are there legal mandates requiring the use of contractual services?
Yes. The Contractor's system organizes case data according to performance requirements of the State legislature AB636. The state requires counties to use an SDM tool. Almost all counties use in California use the Contractor's tool.

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

No.

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

Yes: HSA Commission Memos 6/16, 12/17, 9/19

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

No.

7. **Union Notification:** On 10/10/2019, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44506 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/16/2019

Receipt of Union Notification(s)

Acevedo, Annyse (HSA)

From: Acevedo, Annyse (HSA)
Sent: Thursday, November 21, 2019 11:53 AM
To: Gail Byrdsong
Cc: XiuMin Li; Jason Klumb; Meyers, Julie (HSA)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44506 - 19/20

Good Morning All,

✓ Thank you for approving the PSC and waiving the 60 day union notification.

It is much appreciated.

Have a great day!

Annyse Acevedo
Senior Administrative Analyst

From: Gail Byrdsong [mailto:Gail.Byrdsong@seiu1021.org]
Sent: Tuesday, November 19, 2019 11:15 AM
To: Acevedo, Annyse (HSA) <annyse.acevedo@sfgov.org>
Cc: XiuMin Li <XiuMin.Li@seiu1021.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 44506 - 19/20

✓ Hi All. This was reviewed by my chapter Vice President and was approved.

Thank you,
Gail Byrdsong
SEIU 1021 Field Representative
350 Rhode Island St., Ste. 100, South
San Francisco, CA 94103
gail.byrdsong@seiu1021.org
(415) 361-1994
MRC/Member Resource Center
1-877-687-1021

"I am no longer accepting things I cannot change...I am changing things I can no longer accept". (Angela Davis)

On Nov 19, 2019, at 11:08 AM, Acevedo, Annyse (HSA) <annyse.acevedo@sfgov.org> wrote:

Ok, thanks, XiuMin.

From: dhr-psccordinator@sfgov.org on behalf of john.tsutakawa@sfgov.org
To: [RECEIPT for Union Notification for PSC 44506 - 19/20 more than \\$100k](mailto:Tsutakawa, John (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakavan@ifpte21.org; L21PSCReview@ifpte21.org; Acevedo, Annysse (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 44506 - 19/20
Date: Thursday, October 10, 2019 11:29:37 AM</p><hr/></div><div data-bbox=)

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 44506 - 19/20 for \$950,000 for Initial Request services for the period 07/01/2013 – 06/30/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14047> 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)



Edwin M. Lee, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: SYLVIA DEPORTO, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS

DATE: JUNE 17, 2016

SUBJECT: NEW CONTRACT: NATIONAL COUNCIL ON CRIME AND DELINQUENCY (NON-PROFIT) FOR PROVISION OF CHILD WELFARE REPORTING AND ANALYSIS

CONTRACT TERM:	<u>Current</u> 7/1/16-6/30/21				
CONTRACT AMOUNT:	<u>Current</u>	<u>Contingency</u>	<u>Total</u>		
	\$521,050	\$52,105	\$573,155		
ANNUAL AMOUNT:	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
	\$104,210	\$104,210	\$104,210	\$104,210	\$104,210
Funding Source	<u>County</u>	<u>State & Federal</u>	<u>Contingency</u>	<u>Total</u>	
FUNDING:	\$286,577	\$234,473	\$52,105	\$573,155	
PERCENTAGE:	55%	45%		100%	

The Department of Human Services (DHS) requests authorization to enter into a new contract with National Council on Crime and Delinquency (NCCD) for the period of 7/1/16-6/30/21, in an amount of \$521,050 plus a 10% contingency of \$52,105 for a total amount not to exceed \$573,155. The purpose of this contract is to access SafeMeasures®, a web-based data-mart, and to obtain reporting services to meet county-specific data needs. The contract would also provide for management information reports, technical assistance and training to support the City's utilization of the Structured Decision Making (SDM) system for Family & Children's Services child welfare program.

Background

This contract will provide access to case and assessment information for child welfare managers and to the agency's planning and evaluation team. The online data-mart and reports will improve the agency's quality of decision-making and planning, ultimately improving the outcomes for children and families who become involved in the child welfare system.

Services to be Provided

The contractor shall provide the following parallel services during the term of this contract:

1. **Safe Measures:** The California Department of Social Services provides the National Council on Crime and Delinquency (NCCD) with bi-weekly extracts from the statewide child welfare database. NCCD conducts an analysis to display the data in tables that are related to the Division 31 Requirements that regulate child welfare operations. NCCD organizes the data into a user-friendly, point-and-click format that allows managers, supervisors, and child welfare workers to view data by program, by office site, by unit, and by individual.
2. **Ad Hoc Analytics:** Using data extracts from the California Department of Social Services, NCCD will provide, on a monthly basis or as requested, ongoing reports related to various outcome measures as identified in the F&CS System Improvement Plan, including disproportionality, differential response, standardized assessments, and permanency. NCCD will also provide comprehensive quarterly reports that include information related to foster care placement patterns, with particular focus on racial disproportion, distance of placement from home, adolescents in placement and length of time in care, children in institutional care, and placement moves.
3. **Structured Decision Making (SDM):** The FCS program uses the Structured Decision Making assessment tool to improve its understanding of child risk and to improve case decision making. NCCD manages the data generated by SDM assessments and produces two annual management reports. A first report compiles information from Substitute Care Provider assessments and a second summarizes information from child welfare assessments.

Selection

NCCD is the sole source developer and trademark owner of the "SDM Assessment" system. NCCD's Safe Measure is the only system to provide a child welfare data portal that meets the Division 31 Requirements and organizes the data into a user-friendly, point-and-click format that allows managers, supervisors, and child welfare workers to view data by program, by office site, by unit, and by individual.

Funding

Funding for this contract is provided through a combination of General Fund (55%) and State/Federal (45%) revenue.

ATTACHMENTS

- Appendix A – Services to be Provided
- Appendix B – Calculation of Charges

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



February 3, 2004

ALL COUNTY LETTER: 04-05

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY PROBATION OFFICERS
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS

SUBJECT: IMPLEMENTATION OF CHILD WELFARE SERVICES OUTCOME AND
ACCOUNTABILITY SYSTEM

REFERENCE: WELFARE AND INSTITUTIONS CODE SECTION 10601.2,
STATUTES OF 2001 (AB 636)

Pursuant to State Law (AB 636), effective January 2004, a new Child Welfare Services Outcome and Accountability System will begin operation in California. The new system, referred to as the California-Child and Family Services Review (C-CFSR), was developed in accordance with the provisions of WIC 10601.2 and focuses primarily on measuring outcomes in Safety, Permanence and Child and Family Well-Being. The new system replaces the former Child Welfare Services Oversight System which focused exclusively on regulatory compliance and brings California's oversight into alignment with the Federal Child and Family Service Review oversight system of the states.

OVERVIEW

The new system operates on a philosophy of continuous quality improvement, interagency partnerships, community involvement and public reporting of program outcomes. The principle components of the system include: Quarterly Outcome and Accountability Reports published by the California Department of Social Services (CDSS); County Self-Assessments; County Peer Quality Case Reviews; County System Improvement Plans and State Technical Assistance and Monitoring.

The features of each component include:

- Quarterly Outcome and Accountability County Data Reports - in early 2004, CDSS will begin issuing quarterly reports with key safety, permanence and well being indicators for each county. These quarterly reports provide summary level Federal and State program measures that will serve as the basis for the county self assessment reviews and be used to track State and county performance over time. The initial January 2004 report will serve as the baseline level of performance for each county and represents the starting point that each county

REASON FOR THIS TRANSMITTAL

- State Law Change
 Federal Law or Regulation Change
 Court Order
 Clarification Requested by One or More Counties
 Initiated by CDSS

will use to measure improvement. It is important that counties not draw comparisons to other counties or even to the State as a whole given the differences in demographics, resources and practice. The intent of the new system is for each county, through their self assessment, to determine the reasons for their current level of performance and to develop a plan for measurable improvement. (Note: the initial Quarterly Data Report does not contain all of the elements in the C-CFSR matrix listed in the CWS Outcomes and Accountability Conceptual Design. The remaining measures are under development and will be reported for the next self assessment cycle).

County Self-Assessment - is a focused analysis of the data from the January 2004 report performed by each county of its' own Child Welfare Services program including such services provided to probation youth. The county Child Welfare Agency in partnership with the county Probation Department, proportionate to their share of children in the system, will work together with public and private agencies, the judiciary and the community to complete the assessment. The Self-Assessment Outline and Instructions provide the requirements and format to ensure that the county examines all program areas. This is necessary to determine the basis for current level of performance and to identify procedural, systemic, practice or resource barriers to improved performance. Counties are strongly encouraged to utilize existing planning processes and/or existing community based groups to facilitate the public input into the self assessment process.

County Peer Quality Case Reviews (PQCR) – an extension of the county's self-assessment process and is guided by questions raised by the analysis of outcome data and systemic factors. The goal of the PQCR is to analyze specific practice areas and to identify key patterns of agency strengths and concerns for the host county. The PQCR process uses peers from other counties to promote the exchange of best practice ideas within the host county and to peer reviewers. The peer reviewers provide objectivity to the process and serve as an immediate onsite training resource to the host county.

County System Improvement Plans - are developed by the lead agencies in collaboration with their local partners and are approved by the County Board of Supervisors and CDSS. The overall focus of the plan is a commitment to specific measurable improvements in performance outcomes that the county will achieve within a defined timeframe. The County System Improvement Plan will establish program priorities, define the actions steps to achieve improvement and establish the specific percentage increases in performance that the county will achieve within the term of the plan. The County System Improvement Plan is based on the previous components and it is recommended that all counties include early

involvement of the Board of Supervisors or their representatives in the county Self-Assessment to ensure timely submission of the Plan to the State.

State Technical Assistance and Monitoring – The CDSS staff will monitor the completion of all activities under the C-CFSR for each county, including: ongoing tracking of county performance measures, reviewing county self-assessments for completeness, participation in peer quality case reviews and review and approval of the county system improvement plans. The CDSS will provide guidance and technical assistance to counties during each phase of C-CFSR process and ultimately track and report on progress toward measurable goals set by each county in their plan. As the new C-CFSR system is fully implemented, CDSS will compile the county information to fulfill the requirements for a Statewide Self-Assessment and Program Improvement Plan under the Federal review process.

IMPLEMENTATION REQUIREMENTS AND TIMEFRAMES

The new C-CFSR system is effective beginning January 2004. When fully implemented, the C-CFSR process will be a tri-annual review with a third of the counties completing all steps in the review process every third year, with annual updates to their County System Improvement Plan. For the initial implementation of the new system, however, all counties are required to complete a County Self-Assessment and County System Improvement Plan.

The CDSS will issue instructions in future All County Letters regarding conversion of the C-CFSR to a tri-annual process and, any changes to the forms or instruments. The CDSS will also issue implementing regulations. For purposes of the initial implementation year the following actions must be taken no later than the date indicated:

- 1) **Quarterly Outcome and Accountability Data Reporting Begins:** January 2004
The initial report will be sent to each county in early 2004.
- 2) **County Self-Assessment Reviews Completed and Submitted to CDSS:** June 30, 2004
- 3) **County System Improvement Plans Approved by the County Board of Supervisors and the California Department of Social Services:** Sept. 30, 2004

INSTRUCTIONS AND FORMS

Attached you will find:

- a) A sample quarterly County Outcome and Accountability County Data Report (Attachment A) and the report Interpretation Guide (Attachment B), which defines the terms used and identifies additional sources of information for each item in the report. It is important that counties as part of their analysis of performance review the underlying breakout of information, which will include breakouts by age, ethnicity and placement type. In this way, the analysis can focus on specific issues impacting the unique needs of the subset of population that make up each county caseload.
- b) The County Self-Assessment Outline and Instructions (Attachment C) which describes the content of the self-assessment and who must participate.
- c) The County Peer Quality Case Review guide, instructions and forms (Attachment D). For the implementation year counties are not required to conduct a PQCR. Several counties on a voluntary basis will test the peer quality case review process, which will subsequently be refined based on input and incorporated into the future tri-annual reviews.
- d) The County System Improvement Plan Instructions (Attachment C) which provides the instructions for the format, content and who must participate.

The implementation of the new C-CFSR is a significant event in the evolution of the Child Welfare Services system in California. It represents a fundamental shift from monitoring process activities to evaluating improved outcomes for the children and families served by this important program. It also represents an opportunity to involve all aspects of the system and the community into the discussion on how to achieve better outcomes for children and families.

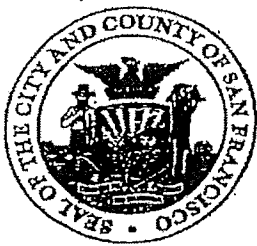
If you have any questions, you may contact Ellie Jones, Chief of the Children's Services Operations Bureau at (916) 681-8100.

Sincerely,

Original Document Signed By:

BRUCE WAGSTAFF
Deputy Director
Children & Family Services Division

Attachments



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- cc: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigette Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg, SF, CA 94103
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 85,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 26,415,000.00	Will provide support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 18,000 homecare workers. Provides the contract mode (HSS as mandated).	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4080-08/09	22	Department of the Environment	Regular	\$ 80,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 284,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13

CCSF: DNR
RBCPSTNG

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Tunnel Design Services (DB-131)

Funding Source: Sewer System Improvement Program

PSC Duration: 2 years 8 weeks

PSC Amount: \$14,000,000

1. Description of Work

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

The proposed work is tunnel and geotechnical engineering design, and engineering support during construction

for SFPUC's Kansas and Marin Streets Sewer Improvements Project. This project is proposing an 8-foot diameter

tunnel (starting from the intersection of Kansas and Marin Streets, and running approximately 900-feet west

towards Lot 31, which is within City Property), launching and receiving shafts, junction structures, and all related

site investigation work (i.e. geotechnical and hazardous material). The primary purpose of the project is to increase

hydraulic conveyance to alleviate flooding for a susceptible portion of the City.

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

These services are necessary because tunnel engineering and associated geotechnical engineering is specialized work that is not routinely performed by City engineers. The neighborhood near the intersection of Kansas and Marin Streets has been historically subject to flooding during moderate to heavy storms. The design of this project is part of the Sewer System Improvement Program (SSIP) Phase 1 to advance the City's goal of managing stormwater and minimizing flooding during the City's design storm. Without this project, the surrounding areas will remain vulnerable to flooding.

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. Previous projects include: PSC 4065-04/05 for CS-781 (WD-2531 Bay Tunnel), PSC 41561 - 14/15 (CS-249 Mountain Tunnel), PSC 4104-07/08 for CS-730 (Polhemus Tunnel). PSC 44496 -19/20 was requested as a renewal of PSC 45698-17/18 which expired on June 18, 2019. PSC 44496-19/20 was withdrawn and replaced with this PSC 44596-19/20 to correctly state the PSC amount of \$14,000,000 representing both the design and construction estimates of Design-Build Contract DB-131.

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.
N/A.

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 experience and skills to design a tunnel are not available among the City's civil service staff; therefore, the project needs designed with the diverse skills, expertise, and knowledge to build a tunnel.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Highly specialized expertise in tunnel engineering is required to assist City staff to provide engineering design services for a large-diameter (8-foot) sewer tunnel in an active seismic zone, including associated comprehensive geotechnical and hazardous material investigation. For geotechnical investigation, Geotechnical Interpretation Report and Geotechnical Baseline Report are expected to be produced by the consultant team. There will be optional services such as surveying, structural designs, etcetera with the Request For Proposal.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling equipment for site investigation may be required. Also, the contractor will provide plans and specifications for the construction of the final facilities, which are a tunnel and two junction structures.

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

SFPUC Engineering Management Bureau has reviewed the staffing plan and confirmed that such expertise is not available within current City resources. All related services that the City can provide - such as project engineering efforts, coordination for utility conflicts and environmental approval work will be performed by City resources, in collaboration with the selected consultant team.

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

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

Typically, design and construction of tunnels occur infrequently and far in between - especially compared with other civil engineering work in the City. There is no reliable, continuous, long-term workload for tunnel designs; therefore, it does not warrant hiring long-term City employees for tunnel work. Note that this project will be performed jointly between City and consultant staffs.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It would not be practical nor feasible to adopt a new civil service class to perform this work. There is insufficient continuous and long-term workload to support a long term staffing of tunnel engineers. Tunnels are considered as a high risk activity and the work does not occur frequently enough to justify.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. To foster the transfer of technical expertise relevant to tunnel design and construction to City staffs, this contract will include provisions for approximately 24-hours of consultant-led, in-office training sessions at the SFPUC. While training topics will be determined jointly with SFPUC during the Design Phase, potential topics may include: tunnel safety, maintenance and rehabilitation strategies for tunnels, construction management of tunnel projects, retrofitting of portals and pipelines for seismic hazards, geotechnical considerations related to rock or mixed soil tunnel design, tunnel lining design. Training will be relevant but not limited to: civil engineers, mechanical engineers, geotechnical engineers, structural engineers, resident engineers, construction managers, and project managers.

- 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 10/21/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44596 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/16/2019

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccoordinator@sfgov.org on behalf of wirwin@sfgwater.org
Sent: Monday, October 21, 2019 3:25 PM
To: Irwin, William; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44596 - 19/20

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

RECEIPT for Union Notification for PSC 44596 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44596 - 19/20 for \$14,000,000 for Initial Request services for the period 01/04/2020 -- 02/28/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14116> 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: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Tunnel and Geotechnical Engineering Design (PRO.0110)

Funding Source: Sewer System Improvement Program

PSC Duration: 3 years 4 days

PSC Amount: \$1,000,000

1. Description of Work

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

The proposed work are tunnel and geotechnical engineering design, and engineering support during construction for SFPUC's Kansas and Marin Streets Sewer Improvements Project. This project is proposing a 8-foot diameter tunnel (starting from the intersection of Kansas and Marin Streets, and running approximately 900-feet west towards Lot 31, which is within City Property), launching and receiving shafts, junction structures, and all related site investigation work (i.e. geotechnical and hazardous material).The primary purpose of the project is to increase hydraulic conveyance to alleviate flooding for a susceptible portion of the City.

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

These services are necessary because tunnel engineering and associated geotechnical engineering are specialized work that is not routinely performed by City engineers. The neighborhood near the interaction of Kansas and Marin Streets has been historically subject to flooding during moderate to heavy storms. The design of this project is part of the Sewer System Improvement Program (SSIP) Phase 1 to advance the City's goal of managing stormwater and minimizing flooding during the City's design storm. Without this project, the surrounding areas will remain vulnerable to flooding.

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

These services have not been provided in the past.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This capital project requires specialized skills, expertise and knowledge to complete the work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Highly specialized expertise in tunnel engineering is required to assist City staff to provide engineering design services for a large-diameter (8-foot) sewer tunnel in an active seismic zone, including associated comprehensive geotechnical and hazardous material investigation. For geotechnical investigation, Geotechnical Interpretation Report and Geotechnical Baseline Report are expected to be produced by the consultant team. There will be optional services such as surveying, structural designs, etcetera with the Request For Proposal.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling equipment for site investigation may be required.

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

SFPUC Engineering Management Bureau has reviewed the staffing plan and confirmed that such expertise is not available within current City resources. All related services that the City can provide - such as project engineering efforts, coordination for utility conflicts and environmental approval work will be performed by City resources, in collaboration with the selected consultant team.

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

- A. Explain why civil service classes are not applicable.
Typically, design and construction of tunnels occur infrequently and far in between - especially compared with other civil engineering work in the City. There is no reliable, continuous, long-term workload for tunnel designs; therefore, it does not warrant hiring long-term City employees for tunnel work. Note that this project will be performed jointly between City and consultant staffs.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical nor feasible to adopt a new civil service class to perform this work. There is insufficient continuous and long-term workload to support a long-term staffing of tunnel engineers.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. To foster the transfer of technical expertise relevant to tunnel design and construction to City staffs, this contract will include provisions for approximately 24-hours of consultant-led, in-office training sessions at the SFPUC. While training topics will be determined jointly with SFPUC during the Design Phase, potential topics may include: tunnel safety, maintenance and rehabilitation strategies for tunnels, construction management of tunnel projects, retrofitting of portals and pipelines for seismic hazards, geotechnical considerations related to rock or mixed soil tunnel design, tunnel lining design. Training will be relevant but not limited to: civil engineers, mechanical engineers, geotechnical engineers, structural engineers, resident engineers, construction managers, and project managers.

- 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 04/10/2018, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45698 - 17/18

DHR Analysis/Recommendation:

action date: 06/18/2018

Commission Approval Required

Approved by Civil Service Commission

06/18/2018 DHR Approved for 06/18/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Tunnel Design Services (DB-131)

Funding Source: Sewer System Improvement Program

PSC Duration: 1 year 51 weeks

PSC Amount: \$750,000

1. Description of Work

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

The proposed work are tunnel and geotechnical engineering design, and engineering support during construction

for SFPUC's Kansas and Marin Streets Sewer Improvements Project. This project is proposing a 8-foot diameter

tunnel (starting from the intersection of Kansas and Marin Streets, and running approximately 900-feet west

towards Lot 31, which is within City Property), launching and receiving shafts, junction structures, and all related

site investigation work (i.e. geotechnical and hazardous material).The primary purpose of the project is to increase

hydraulic conveyance to alleviate flooding for a susceptible portion of the City.

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

These services are necessary because tunnel engineering and associated geotechnical engineering are specialized work that is not routinely performed by City engineers. The neighborhood near the interaction of Kansas and Marin Streets has been historically subject to flooding during moderate to heavy storms. The design of this project is part of the Sewer System Improvement Program (SSIP) Phase 1 to advance the City's goal of managing stormwater and minimizing flooding during the City's design storm. Without this project, the surrounding areas will remain vulnerable to flooding.

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. Previous projects include: WD-2531 (Bay Tunnel), CS-249 (Mountain Tunnel), WD-2498 (Polhemus Tunnel), and WW-487 (Sunnydale Tunnel).PSC 44496 -19/20 is a renewal of PSC 45698-17/18 which expired on June 18, 2019.

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.
N/A.

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 experience and skills to design a tunnel are not available among the City's civil service staff; therefore, the project needs designed with the diverse skills, expertise, and knowledge to build a tunnel.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Highly specialized expertise in tunnel engineering is required to assist City staff to provide engineering design services for a large-diameter (8-foot) sewer tunnel in an active seismic zone, including associated comprehensive geotechnical and hazardous material investigation. For geotechnical investigation, Geotechnical Interpretation Report and Geotechnical Baseline Report are expected to be produced by the consultant team. There will be optional services such as surveying, structural designs, etcetera with the Request For Proposal.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling equipment for site investigation may be required. Also, the contractor will provide plans and specifications for the construction of the final facilities, which are a tunnel and two junction structures.

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

SFPUC Engineering Management Bureau has reviewed the staffing plan and confirmed that such expertise is not available within current City resources. All related services that the City can provide - such as project engineering efforts, coordination for utility conflicts and environmental approval work will be performed by City resources, in collaboration with the selected consultant team.

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

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

Typically, design and construction of tunnels occur infrequently and far in between - especially compared with other civil engineering work in the City. There is no reliable, continuous, long-term workload for tunnel designs; therefore, it does not warrant hiring long-term City employees for tunnel work. Note that this project will be performed jointly between City and consultant staffs.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It would not be practical nor feasible to adopt a new civil service class to perform this work. There is insufficient continuous and long-term workload to support a long term staffing of tunnel engineers. Tunnels are considered as a high risk activity and the work does not occur frequently enough to justify.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. To foster the transfer of technical expertise relevant to tunnel design and construction to City staffs, this contract will include provisions for approximately 24-hours of consultant-led, in-office training sessions at the SFPUC. While training topics will be determined jointly with SFPUC during the Design Phase, potential topics may include: tunnel safety, maintenance and rehabilitation strategies for tunnels, construction management of tunnel projects, retrofitting of portals and pipelines for seismic hazards, geotechnical considerations related to rock or mixed soil tunnel design, tunnel lining design. Training will be relevant but not limited to: civil engineers, mechanical engineers, geotechnical engineers, structural engineers, resident engineers, construction managers, and project managers.
- 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 08/12/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 525 Golden Gate Avenue San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44496 - 19/20

DHR Analysis/Recommendation:
Commission Approval Required
10/07/2019 DHR Approved for 10/07/2019

action date: 10/07/2019
Other

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 41561 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Engineering Design Services for Mountain Tunnel Improvements (CS-249;PRO.0137)Funding Source: Joint Water/Power Revenue BondsPSC Original Approved Amount: \$21,000,000 PSC Original Approved Duration: 02/01/16 - 01/31/27 (11 years 2 days)PSC Mod#1 Amount: \$1,500,000 PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$22,500,000 PSC Cumulative Duration Proposed: 11 years 2 days**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) has initiated an extensive Capital Improvement Program for the Hetch Hetchy Water and Power(HHWP) Enterprise to improve reliability of its water, power, and joint water/power facilities. This work consists of engineering and design services for a new 12-mile water tunnel, as well as the interim rehabilitation of the existing Mountain Tunnel located in Moccasin, CA.

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

Expertise in tunnel engineering is not available within SFPUC or other City department. Denial would not provide the SFPUC the opportunity to upgrade the Hetch Hetchy system which will hinder improving reliability of water delivery to SFPUC customers.

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

No.

D. Will the contract(s) be renewed?

Yes if permitting or construction is significantly delayed.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**2. Reason(s) for the Request****A. Display all that apply** Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

Expertise in tunnel engineering is not available within SFPUC or other City department.

B. Reason for the request for modification:

The San Francisco Public Utilities Commission (SFPUC) is seeking individual expert consultants within fields related to the design and construction of tunnels and associated structures and facilities, including but not limited to tunnel design/engineering, tunnel construction and constructability, geotechnical engineering, seismology and engineering geology, fluid mechanics/hydraulics to provide technical advisory services for Mountain Tunnel, Central Bayside System Improvement Project, Folsom Tunnel, Kansas/Marin, and other SFPUC Tunnel projects. The consultants shall participate as members of a panel of independent technical experts. The panel, hereafter designated as the Tunnel Technical Advisory Panel (TTAP), will be composed of one or more experts with highly specialized expertise in tunnel design/engineering, tunnel construction, geotechnical/seismology engineering, tunnel structural engineering, structural/shoring and/or fluid mechanics/hydraulics.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise is required for the preparation of engineering detail design package for tunnel facilities including tunnel, tunnel portal shafts, vent or intermediate structures, new control structures, and ancillary appurtenances along tunnel. Engineering expertise also requires experience to define and implement a geotechnical investigation and site characterization program to determine required design parameters and to assess ground and groundwater conditions along the alignment of the tunnel facilities and to prepare baseline reports for the contract documents.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because the majority of the work required is for specialized geotechnical investigations and tunnel engineering. The City does not have this expertise on staff required to complete the project design.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It will be impractical to adopt a new civil service class to perform this work as there is insufficient continuous, long term workload to support a staff of tunnel engineers.

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.
Tunnel lining repair - 20 hours - Civil Engineers.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 02/07/19, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41561 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required


Approved by DHR on 02/25/2019



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

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

MEMORANDUM

DATE: December 5, 2011
 TO: Maria Ryan, DHR-PSC Coordinator
 Department of Human Resources (Dept. 33)
 FROM: David E. Scott, PSC Coordinator 
 San Francisco Public Utilities Commission (Dept. # 40)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

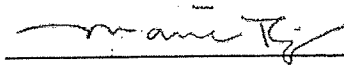
PSC No:	<u>4104-07/08</u>	CSC Approval Date (Original):	<u>03/05/2008</u>
Description of Service(s):	The work under this contract agreement consists of detailed analysis and design for the tunnel including required supplemental geotechnical characterization; assisting in the preparation of construction contract documents including plans, specifications, and cost estimates; support during the environmental certification of the project; and engineering support during construction and close out phases of the project. (CS-730).		
Original Approved Amount:	<u>\$ 2,799,191</u>	Original Approved Duration:	<u>03/05/2008 to 03/31/2012</u>
Modification One Amount:	<u>\$0</u>	Modification of Duration:	<u>12/08/2012 to 05/25/2012</u>
Total Amount as Modified:	<u>\$0</u>	Total Duration as Modified:	<u>03/05/2008 to 05/25/2012</u>

Reason for the modification:

This modification will align the approved Civil Service authority term in the executed contract.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved
 Approval Date: 12/8/11
 By: 
 FOR Micki Callahan, Human Resources Director

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



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Project Pull Citywide Internship

Funding Source: Departmental Funds

PSC Duration: 3 years 52 weeks

PSC Amount: \$4,000,000

1. Description of Work

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

Project Pull is a summer internship program established to provide professional guidance in a work experience

setting within the City Agencies to motivate students to continue their education so they may seek employment

opportunities in the public service sector or other highly disciplined career fields. Students selected from the

program demonstrate an ability and interest in professional careers such as architecture, business, engineering, science, finance, IT and communication/marketing. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities.

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

This service is necessary to ensure that the program is administered efficiently with the essential goal of enriching the lives and providing opportunities to high school and college bound students. Denial of this service could result in the cancellation of the program which could affect the objective of this program which is to motivate students to strive for excellence, develop good working behaviors and complete their studies to enhance their future employment opportunities.

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 provided in the past under PSC No. 47498-1415 (PRO.0029).

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).

B. Explain the qualifying circumstances:

The original contract PRO.0029 has reached its contract capacity, and therefore a new contract is necessary in order to continue the internship program.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge and expertise in the management of youth programs, mentoring for student, and managing funds such as payroll administration, program expenses and monthly invoices for minors hired for seasonal internship.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

None. This specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

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

- A. Explain why civil service classes are not applicable.
Civil services classes are not applicable because this specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It would not be practical to adopt a new civil service class because the program is seasonal and the scope of work is limited.

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

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

7. Union Notification: On 11/12/2019, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Daniel Kwon Phone: 415-934-5722 Email: dkwon@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45106 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/16/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of dkwon@sfwater.org
To: Kwon, Daniel; seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.comnet; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; iduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Kwon, Daniel; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45106 - 19/20
Date: Tuesday, November 12, 2019 3:45:20 PM

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

RECEIPT for Union Notification for PSC 45106 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45106 - 19/20 for \$4,000,000 for Initial Request services for the period 03/02/2020 – 02/29/2024. 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/14185> 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: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Project Pull Citywide Internship (PRO.0029)

Funding Source: Departmental Funds

PSC Duration: 5 years 2 days

PSC Amount: \$2,500,000

1. Description of Work

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

Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering and science. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities.

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

This service is necessary to ensure that the program is administered efficiently with the essential goal of enriching the lives and providing opportunities to high school and college bound students. Denial of this service could result in the cancellation of the program which could affect the objective of this program which is to motivate students to strive for excellence, develop good working behaviors and complete their studies to enhance their future employment opportunities.

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 provided in the past by the Department of Public Works.

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).

B. Explain the qualifying circumstances:

This specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge and expertise in the management of youth programs, mentoring for student, and managing funds such as payroll administration, program expenses and monthly invoices for minors hired for seasonal internship.

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

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

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

None. This specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

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

A. Explain why civil service classes are not applicable.

Civil services classes are not applicable because this specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It would not be practical to adopt a new civil service class because the program is seasonal and the scope of work is limited.

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.

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 03/11/2015, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47498 - 14/15

DHR Analysis/Recommendation:

action date: 04/20/2015

Commission Approval Required

Approved by Civil Service Commission

04/20/2015 DHR Approved for 04/20/2015

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: Seismic Safety Consulting Services

Funding Source: Capital Planning & Resilience Budget

PSC Duration: 3 years 30 weeks

PSC Amount: \$500,000

1. Description of Work

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

The City is seeking Consultants with proven expertise and experience in one or more multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish the Community Action Plan for Seismic Safety (CAPSS)/Earthquake Safety Implementation Program (ESIP) and Tall Buildings Safety Strategy work plan. Tasks may have a particular focus on development of a non-ductile concrete and/or steel building retrofit program and associated standards, including initiating studies, performing analysis, developing standards, making policy recommendations, and assisting as needed in seismic engineering consulting to guide the development of a non-ductile concrete and/or steel building retrofit program and associated standards.

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

The United States Geological Survey (USGS) predicts there is a 72% chance of a magnitude 6.7 or greater earthquake occurring in the Bay Area before 2042. The Earthquake Safety Implementation Program is a 30-year, 50-task strategy to improve the seismic performance of privately owned buildings in San Francisco. This service is necessary to access world leading experts in seismic engineering and related expertise. Consequences of denial would be ignoring the imminent threat of an expected and overdue earthquake, which could potential result in several billion dollars of damage to both public and private buildings. A recent study by the Federal Emergency Management Agency (FEMA) Multi-hazard Mitigation Council reports that each dollar spent on mitigation saves an average of four dollars.

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 never been provided to the City in the past. The original CAPSS study was performed under PSC 3116-99/00 and follow on ESIP tasks were performed under PSC 4080-12/13. This contract will address new ESIP tasks that have not yet been completed and tasks identified in the Tall Buildings Safety Strategy.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

City employees do not have the skills, expertise and knowledge required for this limited term project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Technical analysis and policy development, as well as program research and support, such as the implementation of new technical standards used to analyze existing structures in seismic events, estimating the costs and benefits of various retrofit schemes.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5218, Structural Engineer; 5219, Senior Structural Engineer;

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

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

These resources are not available within the City. Aspects of the tasks may be performed by various levels of structural engineers and plan reviewers, such as 5218 Structural Engineer and 5219 Senior Structural Engineer and Analysts such as 1823 Senior Administrative Analyst and 1824 Principal Resilience Analyst. Part of the focus of the work will focus on private housing, a building type not usually addressed by City engineers.

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 have the specialized knowledge and skills needed to perform this work. This information is rapidly changing and advancing.

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 is a limited term, one time project. These skills are not likely to be needed after this project.

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. Knowledge transfer will be a component of this project, however no training will take place under this 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.
No.

7. Union Notification: On 10/07/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: 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# 47472 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/16/2019

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, October 07, 2019 10:07 PM
To: Lubamersky, Joan (ADM); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47472 - 19/20
Follow Up Flag: Flag for follow up
Flag Status: Flagged

RECEIPT for Union Notification for PSC 47472 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 47472 - 19/20 for \$500,000 for Initial Request services for the period 12/01/2019 – 06/30/2023. 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/14054> 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 - CITY ADMINDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # 4080 12/13)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Seismic safety consulting servicesFunding Source: Earthquake Safety BudgetPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 07/01/13 - 07/01/17 (4 years 1 day)PSC Mod#1 Amount: \$325,000PSC Mod#1 Duration: 07/02/17-07/01/19 (2 years)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 07/01/19-07/31/19 (4 weeks 2 days)PSC Cumulative Amount Proposed: \$1,325,000PSC Cumulative Duration Proposed: 6 years 4 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The City is seeking Consultants with proven expertise and experience in one or more of the multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish, the Community Action Plan for Seismic Safety (CAPSS) Earthquake Safety Implementation Program work plan. This will include the implementing the mandatory soft story retrofit ordinance by training city staff to implement cutting edge technical standards that have recently been published, assist in as needed seismic engineering consultation and developing future standards for seismic performances of various occupancies' such as private schools.

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

This process allows the City to tap world leading professionals in this area of expertise. Consequences of denial would be ignoring the imminent threat of an expected and overdue seismic event which could potentially result in several billion dollars of damage to both public and private buildings. A recent study by the Federal Emergency Management Agency (FEMA) Multi-hazard Mitigation Council shows "that each dollar spent on mitigation saves an average of four dollars

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
By contract**D. Will the contract(s) be renewed?**
Unknown**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**
We request one additional month to complete some work remaining.

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:

A wide variety of skills are required to perform tasks required including multiple engineering specialities at a high level, seismology, geotechnical, and finance cost/benefit assessments.

B. Reason for the request for modification:

To add one month to duration

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Technical and policy development as well as program research and support such as the implementation of new technical standards used to model existing structures in seismic events, researching the socio-economic impacts of seismic upgrades on economically disadvantaged residents and development of Neighborhood Support Centers throughout San Francisco.

B. Which, if any, civil service class(es) normally perform(s) this work? 5214, Building Plans Engineer; 5218, Structural Engineer; 5219, Senior Structural Engineer; 6331, Building Inspector;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: To be determined. In some cases demonstration laboratories may be used such as "shake tables" which simulate a seismic event. The laboratories would be used by consultants for their research would not be provided to the City.

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.

No civil service classes have the specialized knowledge base and skills of the leading earthquake professionals required for this work. This information is rapidly changing and advancing and can only be done by outside contract by these specialists and managed by ESIP staff within the city.

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 is a 5 year project and these skills will likely not be needed after this consulting period. Additionally, the specialized skills required will change during the different phases of the project.

6. Additional Information

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

No.

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

Training will consist of teaching new technical standards to the Department of Building Inspection (DBI) plan check and inspection staff. Largely DBI will be tasked with the plan review and physical inspection of new mandatory seismic upgrades and currently they have not been trained to review these projects using the new FEMA adopted standards. Approximately 80 employees would learn these new standards. They would be typically be DBI plan check staff such as structural engineer classes 5214, 5218 and 5219 and building inspector classes such as 6331, 6333 and 6334

- 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.
The current contractor will continue their seismic safety work

7. **Union Notification:** On 06/26/19, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4080 12/13

DHR Analysis/Recommendation:

08/05/2019

Commission Approval Required

Approved by Civil Service Commission

08/05/2019 DHR Approved for 08/05/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD

Dept. Code: HRD

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

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

Type of Service: Test Materials

Funding Source: General Fund

PSC Amount: \$150,000

PSC Est. Start Date: 12/01/2019 PSC Est. End Date 06/30/2023

1. Description of Work

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

Provide valid test exam materials. Contractor will score candidate responses to the test.

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

This service is necessary because Sheriff Department has requested to assess emotional intelligence. The contractor will provide valid proprietary test materials and will score the candidate responses.

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?

To be determined.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

There will be no formalized training. However, there will be a transfer of knowledge with regard to current best practices through working with the consultant.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have a validated test for measuring emotional intelligence in a custody environment, and must have expert experience in psychometrics and statistical analysis, and experience providing depositions and testifying as an expert witness in State and Federal courts in defense of the test materials.

B. Which, if any, civil service class(es) normally perform(s) this work? 1241, Personnel Analyst; 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst; 0931, Manager III; 1241, Human Resources Analyst; 1244, Senior Human Resources Analyst; 1246, Principal Human Resources 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?

The City does not have a validated test to measure emotional intelligence in a custody environment.

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because staff do not have the credentials to provide expert testimony in court. Also, the vendor will be providing proprietary materials.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class because human resource analysts perform the majority of tasks related to development and administration of the selection process.

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. There will be no formalized training. However, there will be a transfer of knowledge with regard to current best practices through working with the consultant.

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 10/22/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: Ian Hart Phone: 415-557-4912 Email: Ian.Hart@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45183 - 19/20

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 12/16/2019

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of Ian.Hart@sfgov.org
Sent: Tuesday, October 22, 2019 9:57 AM
To: Hart, Ian (HRD); amakayan@ifpte21.org; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Choi, Suzanne (HRD); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45183 - 19/20

RECEIPT for Union Notification for PSC 45183 - 19/20 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 45183 - 19/20 for \$150,000 for Initial Request services for the period 12/01/2019 – 06/30/2023. 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/14119> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 46550 - 17/18)

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

Type of Service: Delinquent Collection Services

Funding Source: General Fund on medical collection only

PSC Original Approved Amount: \$850,000

PSC Original Approved Duration: 11/01/18 - 01/01/24 (5 years 8 weeks)

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

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$2,350,000 PSC Cumulative Duration Proposed: 5 years 8 weeks

1. Description of Work

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

Perform supplemental collection services on delinquent business and medical accounts referred by various city departments; also perform credit reporting, skip tracing, and negotiation of payment plans. Contractor shall receive a maximum of 25% of collected funds as a commission fee. The amount of commission fees for medical debt collections will not exceed 250K. The remaining 600K for delinquent business accounts would not be an expense to the City, but instead a commission fee based on the collected funds.

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

The Bureau of Delinquent Revenue (BDR), the City's official collection agency, received over 15,000 delinquent accounts per month from various city departments for collection. This amount exceeds any reasonable workload for the Section on a per Collector basis. If denied, the City will not have the available resources to pursue debts below a certain value thoroughly and in a timely manner.

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, under PSC 46550-17/18

D. Will the contract(s) be renewed?

Yes.

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

The work will be on-going as the Bureau of Delinquent Revenue(BDR) anticipates continued accounts to flow through the section. As BDR receives more accounts, it will become necessary to outsource the accounts with a value of \$10,000 or less in order to keep pace with an increasing portfolio. The referred accounts have an average age of 5 years for medical debt and 3.5 years for business debt. PSC# 4049-09/10.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Accounts assigned to the Bureau of Delinquent Revenue below a certain value exceed the resources of the section to be thoroughly worked and collected by the prior to the Statute of Limitations expiring.

B. Reason for the request for modification:

Increasing dollar amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A minimum of 5 years collection experience and work with public agencies is required. Also, experience with medical and municipal/business tax debt collection is required.

B. Which, if any, civil service class(es) normally perform(s) this work? 4308, Senior Collections Officer;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The 4308 CSC Senior Collections Officer currently performs the collections services for other City departments and the workload amount exceeds limitations.

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. Debt collection efforts have been exhausted on these already aged and low value cases by the CSC 4308 Senior Collection Officers. The accounts have been gone through extensive skip-tracing, asset research, multiple collection calls, and received multiple notices and detailed summaries of the debtors' liabilities. Collection rate of return on these types of accounts remains at less than 2%.

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.

The contractor will be working on their own systems. City employees will not be working on accounts assigned to the contractors or on their system.

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

No.

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

No.

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

No.

- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, under PSC 46550-17/18, we are using the same contractor.

7. **Union Notification:** On 09/12/19, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous;

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 140, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46550 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/16/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of Kimmie.wu@sfgov.org
To: [Wu, Kimmie \(TTX\); Ricardo.lopez@sfgov.org; Basconcillo, Katherine \(PUC\); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee \(HSA\); david.canham@seiu1021.org; jtanner940@aol.com; Wentworth, Amanda \(TTX\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Wu,Kimmie(TTX);Ricardo.lopez@sfgov.org;Basconcillo,Katherine(PUC);pcamarillo_seiu@sbcglobal.net;Wendy.Frigillana@seiu1021.org;pscreview@seiu1021.org;ted.zarzecki@seiu1021.net;Davidmkersten@gmail.com;ablood@cirseiu.org;xiumin.li@seiu1021.org;Poon,SinYee(HSA);david.canham@seiu1021.org;jtanner940@aol.com;Wentworth,Amanda(TTX);DHR-PSCCoordinator,DHR(HRD)@seiu1021.org)
Subject: Receipt of Modification Request to PSC # 46550 - 17/18 - MODIFICATIONS
Date: Thursday, September 12, 2019 3:55:36 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The TREASURER/TAX COLLECTOR -- TTX has submitted a modification request for a Personal Services Contract (PSC) for \$1,500,000 for services for the period January 1, 2024 – January 1, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13964>

Email sent to the following addresses: jtanner940@aol.com
david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org
ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net
pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org
pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org
Ricardo.lopez@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTXDept. Code: TTXType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Delinquent Collection ServicesFunding Source: General Fund on medical collection onlyPSC Amount: \$850,000PSC Est. Start Date: 11/01/2018 PSC Est. End Date 01/01/2024**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Perform supplemental collection services on delinquent business and medical accounts referred by various city departments; also perform credit reporting, skip tracing, and negotiation of payment plans. Contractor shall receive a maximum of 25% of collected funds as a commission fee. The amount of commission fees for medical debt collections will not exceed 250K. The remaining 600K for delinquent business accounts would not be an expense to the City, but instead a commission fee based on the collected funds.

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

The Bureau of Delinquent Revenue (BDR), the City's official collection agency, received over 15,000 delinquent accounts per month from various city departments for collection. This amount exceeds any reasonable workload for the Section on a per Collector basis. If denied, the City will not have the available resources to pursue debts below a certain value thoroughly and in a timely manner.

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

PSC 4049 - 09/10.

D. Will the contract(s) be renewed?

Yes.

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

The work will be on-going as the Bureau of Delinquent Revenue (BDR) anticipates continued accounts to flow through the section. As BDR receives more accounts, it will become necessary to outsource the accounts with a value of \$10,000 or less in order to keep pace with an increasing portfolio. The referred accounts have an average age of 5 years for medical debt and 3.5 years for business debt. PSC# 4049-09/10.

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

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

B. Explain the qualifying circumstances:

Accounts assigned to the Bureau of Delinquent Revenue below a certain value exceed the resources of the section to be thoroughly worked and collected by the prior to the Statute of Limitations expiring.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: A minimum of 5 years collection experience and work with public agencies is required. Also, experience with medical and municipal/business tax debt collection is required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 4308, Senior Collections Officer;
- 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 Bureau of Delinquent Revenue is the City's collection agency. The accounts that will be referred to the Outside Collection Agencies will have been already assigned to BDR and worked by the staff prioritizing the type of debt and dollar amount.

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

- A. Explain why civil service classes are not applicable.
The 4308 CSC Senior Collections Officer currently performs the collections services for other City departments and the workload amount exceeds limitations.
- 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. Debt collection efforts have been exhausted on these already aged and low value cases by the CSC 4308 Senior Collection Officers. The accounts have been gone through extensive skip-tracing, asset research, multiple collection calls, and received multiple notices and detailed summaries of the debtors' liabilities. Collection rate of return on these types of accounts remains at less than 2%.

6. Additional Information

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

- 7. Union Notification: On 09/06/2017, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous**

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 140 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46550 - 17/18

DHR Analysis/Recommendation:

action date: 12/18/2017

Commission Approval Required

Approved by Civil Service Commission

12/18/2017 DHR Approved for 12/18/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 41338 - 13/14)

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

Type of Service: Third Party Pharmacy Administrator/340B Drug Pricing Program

Funding Source: General Fund

PSC Original Approved Amount: \$21,000,000

PSC Original Approved Duration: 07/01/14 - 06/30/19 (5 years)

PSC Mod#1 Amount: \$4,600,000

PSC Mod#1 Duration: 11/01/15-12/30/20 (1 year 26 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 07/01/16-06/30/21 (25 weeks 6 days)

PSC Mod#3 Amount: \$28,800,000

PSC Mod#3 Duration: 07/01/21-06/30/26 (5 years 1 day)

PSC Cumulative Amount Proposed: \$54,400,000

PSC Cumulative Duration Proposed: 12 years 2 days

1. Description of Work

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

Services will include Third Party Pharmacy Adjudication (TPA) of claims and 340B Drug Pricing Program services for the Department of Public Health's (DPH's) integrated service delivery division, the San Francisco Health Network (SFHN). The SFHN provides health care services to San Francisco residents who are not eligible for and/or do not have third party coverage for outpatient medication such as Medi-Cal or private insurance, including members of the San Francisco Health Plan (SFHP). TPA services will include verifying patient and provider eligibility status and adjudicate online claims 24/7. The 340B Drug Pricing Program requires drug manufacturers to provide outpatient drugs to eligible health care organizations at significantly reduced prices. 340B Program services will include inventory management, outpatient prescription claims adjudication services, and 340B contract pharmacy network management.

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

The San Francisco Health Network (SFHN), comprised of San Francisco General Hospital (SFGH), DPH's primary and specialty care clinics on the SFGH campus, and 13 primary care clinics, provides health care services to San Francisco residents, regardless of their medical insurance status, including prescription benefits resulting in more than 350,000 prescriptions each year. Denial of this request will likely result in severe delays in providing care and corresponding severe negative effects on the health San Francisco residents, as well as lack of compliance with federal and hospital regulatory standards and reduced revenue.

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.

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:

Duration extension is 5 years, to exercise remaining options in contract as stated in Request For Proposals (RFP) under which the contract was awarded, and as approved by the Board of Supervisors. Before the end of the full contract term (with all options exercised), in order to enable continuation of services, the Department expects to solicit these services with a new RFP and at that time to also request approval for a new PSC.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The City does not have the needed information systems (which are proprietary), administrative and clinical resources throughout the City to provide 24/7 adjudication and dispensing in the community.

B. Reason for the request for modification:

To extend the duration by 5 years with a corresponding increase in amount, in order to exercise the remaining options in the contract.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to provide services noted above, including inventory management, outpatient prescription claims adjudication and contract pharmacy network management; upload patient eligibility data, identify when drugs may be replenished with 340B drug purchases, adjudicate claims at network pharmacies for eligible patients written by eligible providers for drugs on the SFHP Drug Formulary, and operate a network of retail community pharmacies located within the city of San Francisco.

B. Which, if any, civil service class(es) normally perform(s) this work? 2450, Pharmacist; 2454, Clinical Pharmacist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will have an established pharmacy network in San Francisco, and services must be provided through an accessible network of participating retail pharmacies in the community.

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.

DPH already utilizes applicable Civil Service classes to provide pharmacy services during accessible hours at SFGH, Laguna Honda Hospital, Jail Health Services and DPH clinics. Additional services are needed which include online 24/7 claims adjudication and dispensing at retail pharmacies. Allowing clients to use existing community resources not only increases the likelihood of medication adherence, but it also plays a part in reducing stigma often faced by mental health clients.

- 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. If the City were to operate the extensive network of community pharmacies needed, the classifications noted in question 3B above would likely be the key classifications needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
The purpose of these services is to adjudicate claims and 340B Drug Pricing Program services. Training will be provided to staff as needed to use these services effectively.
- 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.
Walgreens Co.

7. Union Notification: On 09/13/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41338 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 12/16/2019

Civil Service Commission Action:

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, September 13, 2019 10:50 AM
To: Hale, Jacquie (DPH); Ricardo.lopez@sfgov.org; Basconciello, Katherine (PUC);
pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org;
pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com;
ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA);
david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 41338 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$28,800,000 for services for the period July 1, 2021

– 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/dhr Drupal/node/5714>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconciello@sfgwater.org Ricardo.lopez@sfgov.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 # 41338 - 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Third Party Pharmacy Administrator/340B Drug Pricing ProgramFunding Source: General FundPSC Original Approved Amount: \$21,000,000PSC Original Approved Duration: 07/01/14 - 06/30/19 (5 years)PSC Mod#1 Amount: \$4,600,000PSC Mod#1 Duration: 11/01/15-12/30/20 (1 year 26 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 07/01/16-06/30/21 (25 weeks 6 days)PSC Cumulative Amount Proposed: \$25,600,000PSC Cumulative Duration Proposed: 7 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Services will include Third Party Pharmacy Adjudication (TPA) of claims and 340B Drug Pricing Program services for the Department of Public Health's (DPH's) integrated service delivery division, the San Francisco Health Network (SFHN). The SFHN provides health care services to San Francisco residents who are not eligible for and/or do not have third party coverage for outpatient medication such as Medi-Cal or private insurance, including members of the San Francisco Health Plan (SFHP). TPA services will include verifying patient and provider eligibility status and adjudicate online claims 24/7. The 340B Drug Pricing Program requires drug manufacturers to provide outpatient drugs to eligible health care organizations at significantly reduced prices. 340B Program services will include inventory management, outpatient prescription claims adjudication services, and 340B contract pharmacy network management.

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

The San Francisco Health Network (SFHN), comprised of San Francisco General Hospital (SFGH), DPH's primary and specialty care clinics on the SFGH campus, and 13 primary care clinics, provides health care services to San Francisco residents, regardless of their medical insurance status, including prescription benefits resulting in more than 350,000 prescriptions each year. Denial of this request will likely result in severe delays in providing care and corresponding severe negative effects on the health San Francisco residents, as well as lack of compliance with federal and hospital regulatory standards and reduced revenue.

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.
2010-08/09

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:

Please see attachment.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The City does not have the needed information systems (which are proprietary), administrative and clinical resources throughout the City to provide 24/7 adjudication and dispensing in the community.

B. Reason for the request for modification:

To extend duration to correspond to DPH's contract with Walgreen's Co. to administer DPH's/SFGH's 340B Drug Pricing Program, a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations at significantly reduced prices.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to provide services noted above, including inventory management, outpatient prescription claims adjudication and contract pharmacy network management, upload patient eligibility data, identify when drugs may be replenished with 340B drug purchases, adjudicate claims at network pharmacies for eligible patients written by eligible providers for drugs on the SFHP Drug Formulary, and operate a network of retail community pharmacies located within the city of San Francisco.

B. Which, if any, civil service class(es) normally perform(s) this work? 2450, Pharmacist; 2454, Clinical Pharmacist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will have an established pharmacy network in San Francisco, and services must be provided through an accessible network of participating retail pharmacies in the community.

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.

DPH already utilizes applicable Civil Service classes to provide pharmacy services during accessible hours at SFGH, Laguna Honda Hospital, Jail Health Services and DPH clinics. Additional services are needed which include online 24/7 claims adjudication and dispensing at retail pharmacies. Allowing clients to use existing community resources not only increases the likelihood of

medication adherence, but it also plays a part in reducing stigma often faced by mental health clients.

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. If the City were to operate the extensive network of community pharmacies needed, the classifications noted in question 3B above would likely be the key classifications needed.

6. Additional Information

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

No.

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

The purpose of these services is to adjudicate claims and 340B Drug Pricing Program services. Training will be provided to staff as needed to use these services effectively.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 05/13/16, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41338 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/14/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 41338 - 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Third Party Pharmacy Administrator/340B Drug Pricing ProgramFunding Source: General FundPSC Original Approved Amount: \$21,000,000PSC Original Approved Duration: 07/01/14 - 06/30/19 (5 years)PSC Mod#1 Amount: \$4,600,000PSC Mod#1 Duration: 11/01/15-12/30/20 (1 year 26 weeks)PSC Cumulative Amount Proposed: \$25,600,000PSC Cumulative Duration Proposed: 6 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Services will include Third Party Pharmacy Adjudication (TPA) of claims and 340B Drug Pricing Program services for the Department of Public Health's (DPH's) integrated service delivery division, the San Francisco Health Network (SFHN). The SFHN provides health care services to San Francisco residents who are not eligible for and/or do not have third party coverage for outpatient medication such as Medi-Cal or private insurance, including members of the San Francisco Health Plan (SFHP). TPA services will include verifying patient and provider eligibility status and adjudicate online claims 24/7. The 340B Drug Pricing Program requires drug manufacturers to provide outpatient drugs to eligible health care organizations at significantly reduced prices. 340B Program services will include inventory management, outpatient prescription claims adjudication services, and 340B contract pharmacy network management.

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

The San Francisco Health Network (SFHN), comprised of San Francisco General Hospital (SFGH), DPH's primary and specialty care clinics on the SFGH campus, and 13 primary care clinics, provides health care services to San Francisco residents, regardless of their medical insurance status, including prescription benefits resulting in more than 350,000 prescriptions each year. Denial of this request will likely result in severe delays in providing care and corresponding severe negative effects on the health San Francisco residents, as well as lack of compliance with federal and hospital regulatory standards and reduced revenue.

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.
2010-08/09**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:
Please see attachment.

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

The City does not have the needed information systems (which are proprietary), administrative and clinical resources throughout the City to provide 24/7 adjudication and dispensing in the community.

- B. Reason for the request for modification:

To extend duration and increase amount to correspond to DPH's contract with Walgreen's Co. to administer DPH's/SFGH's 340B Drug Pricing Program, a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations at significantly reduced prices.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to provide services noted above, including inventory management, outpatient prescription claims adjudication and contract pharmacy network management, upload patient eligibility data, identify when drugs may be replenished with 340B drug purchases, adjudicate claims at network pharmacies for eligible patients written by eligible providers for drugs on the SFHP Drug Formulary, and operate a network of retail community pharmacies located within the city of San Francisco.

B. Which, if any, civil service class(es) normally perform(s) this work? 2450, Pharmacist; 2454, Clinical Pharmacist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will have an established pharmacy network in San Francisco, and services must be provided through an accessible network of participating retail pharmacies in the community.

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.

DPH already utilizes applicable Civil Service classes to provide pharmacy services during accessible hours at SFGH, Laguna Honda Hospital, Jail Health Services and DPH clinics. Additional services are needed which include online 24/7 claims adjudication and dispensing at retail pharmacies. Allowing clients to use existing community resources not only increases the likelihood of

medication adherence, but it also plays a part in reducing stigma often faced by mental health clients.

- 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. If the City were to operate the extensive network of community pharmacies needed, the classifications noted in question 3B above would likely be the key classifications needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
The purpose of these services is to adjudicate claims and 340B Drug Pricing Program services. Training will be provided to staff as needed to use these services effectively.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/08/15, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; SEIU 1021 Miscellaneous;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41338 - 13/14

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 12/03/2015

Civil Service Commission Action:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Third Party Pharmacy Administrator/340B Drug Pricing ProgramFunding Source: General FundPSC Amount: \$21,000,000PSC Est. Start Date: 07/01/2014 PSC Est. End Date 06/30/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Services will include Third Party Pharmacy Adjudication (TPA) of claims and 340B Drug Pricing Program services for the Department of Public Health's (DPH's) integrated service delivery division, the San Francisco Health Network (SFHN). The SFHN provides health care services to San Francisco residents who are not eligible for and/or do not have third party coverage for outpatient medication such as Medi-Cal or private insurance, including members of the San Francisco Health Plan (SFHP). TPA services will include verifying patient and provider eligibility status and adjudicate online claims 24/7. The 340B Drug Pricing Program requires drug manufacturers to provide outpatient drugs to eligible health care organizations at significantly reduced prices. 340B Program services will include inventory management, outpatient prescription claims adjudication services, and 340B contract pharmacy network management.

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

The San Francisco Health Network (SFHN), comprised of San Francisco General Hospital (SFGH), DPH's primary and specialty care clinics on the SFGH campus, and 13 primary care clinics, provides health care services to San Francisco residents, regardless of their medical insurance status, including prescription benefits resulting in more than 350,000 prescriptions each year. Denial of this request will likely result in severe delays in providing care and corresponding severe negative effects on the health San Francisco residents, as well as lack of compliance with federal and hospital regulatory standards and reduced revenue.

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

These services were previously provided under PSC 2010-08/09. With the advent of health care reform and the expansion of services to include the 340B program, DPH is requesting approval to establish a new PSC for these discrete services to correspond to a recently awarded RFP for these services.

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.

Please see attachment.

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

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

B. Explain the qualifying circumstances:

The City does not have the needed information systems (which are proprietary), administrative and clinical resources throughout the City to provide 24/7 adjudication and dispensing in the community.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Ability to provide services noted above, including inventory management, outpatient prescription claims adjudication and contract pharmacy network management, upload patient eligibility data, identify when drugs may be replenished with 340B drug purchases, adjudicate claims at network pharmacies for eligible patients written by eligible providers for drugs on the SFHP Drug Formulary, and operate a network of retail community pharmacies located within the city of San Francisco.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2450, Pharmacist; 2454, Clinical Pharmacist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will have an established pharmacy network in San Francisco, and services must be provided through an accessible network of participating retail pharmacies in the community.

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.
DPH already utilizes applicable Civil Service classes to provide pharmacy services during accessible hours at SFGH, Laguna Honda Hospital, Jail Health Services and DPH clinics. Additional services are needed which include online 24/7 claims adjudication and dispensing at retail pharmacies. Allowing clients to use existing community resources not only increases the likelihood of medication adherence, but it also plays a part in reducing stigma often faced by mental health clients.
- 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. If the City were to operate the extensive network of community pharmacies needed, the classifications noted in question 3B above would likely be the key classifications needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The purpose of these services is to adjudicate claims and 340B Drug Pricing Program services. Training will be provided to staff as needed to use these services effectively.
- 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 04/16/2014, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41338 - 13/14

DHR Analysis/Recommendation:

action date: 07/21/2014

Commission Approval Required

Approved by Civil Service Commission

07/21/2014 DHR Approved for 07/21/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 48070 - 13/14)

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

Type of Service: Assistance to Clients with Federal and Other Income Assistance Programs

Funding Source: Work Order

PSC Original Approved Amount: \$6,504,869

PSC Original Approved Duration: 04/01/14 - 06/30/18 (4 years 13 weeks)

PSC Mod#1 Amount: \$12,000,000

PSC Mod#1 Duration: 07/01/18-06/30/22 (4 years 1 day)

PSC Mod#2 Amount: \$19,000,000

PSC Mod#2 Duration: 07/01/22-06/30/27 (5 years 1 day)

PSC Cumulative Amount Proposed: \$37,504,869

PSC Cumulative Duration Proposed: 13 years 13 weeks

1. Description of Work

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

Contractor will utilize its legal staff to provide representation directly to clients to maximize client income in order to stabilize client living situations and provide client access to healthcare. The Department of Public Health (DPH) provides these advocacy services in administrative hearings and related legal processes in collaboration with the Human Services Agency (HSA) and other service providers, as these agencies are often serving the same clients, and among these partners, DPH Behavioral Health Services (BHS) contributes its clear experience and expertise in serving clients with behavioral health and HIV/AIDS diagnoses. Clients will be received primarily from referrals from HSA, DPH (civil service) mental health centers and/or providers serving People Living with HIV/AIDS (PLWHA) in San Francisco, and who are uninsured, underinsured, or at risk of losing insurance, in order to obtain or maintain Supplemental Security Income/Supplemental Disability Income/Cash Assistance for Immigrants (SSI/SSDI/CAPI) income and corresponding Medi-Cal/Medicare coverage. Clients likely will include people who have multiple diagnoses, have been incarcerated, have documented substance use disorders, who are homeless, single parents, people of color, immigrants, women, and/or part of the Lesbian/Gay/ Bisexual/Transgender (LGBT) community, and may be monolingual or limited English-speaking, with fluency in a range of languages, including Spanish, Cantonese, Mandarin and Tagalog.

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

Clients eligible for SSI and other income assistance programs are more likely to become engaged in ongoing and preventive treatment, are more likely to have access to housing, and tend to better meet their nutritional needs. Denial of those services will result in an increase in disease, poor nutrition, homelessness, and crime.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Services have been provided in the past through earlier PSC request. See 48070 - 13/14

D. Will the contract(s) be renewed?
Yes, if funding is available.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

These specialized legal services are provided on an as-needed basis as clients present themselves needing representation in order to get on SSI/SSDI, especially in helping with appeals.

B. Reason for the request for modification:

To extend the PSC duration with a corresponding increase in amount to enable the continuation of services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Demonstrated legal expertise in Social Security Administration disability criteria, evidentiary rules and application process; demonstrated experience in providing legal representation for clients through the legal appeal and hearing stages.

B. Which, if any, civil service class(es) normally perform(s) this work? 2903, Eligibility Worker; 2905, Senior Eligibility Worker; 2907, Eligibility Worker Supervisor;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

There are no current civil service classes established to provide these services, which are provided only to clients with behavioral and other illnesses (not to employees or departments).

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 the services are as-needed and intermittent, depending on individual clients' needs.

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 purpose of this PSC is not training, there may be some knowledge transfer, as the contractor works closely with civil service employees.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Positive Resource Center

7. Union Notification: On 09/13/19, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48070 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/16/2019

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, September 13, 2019 11:47 AM
To: Hale, Jacquie (DPH); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC);
pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org;
pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com;
ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA);
david.canham@seiu1021.org; jtanner940@aol.com; Girma, Mahlet (DPH); DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 48070 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$19,000,000 for services for the period July 1, 2022

– June 30, 2027. 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/11098>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org
xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net
pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgov.org
Ricardo.lopez@sfgov.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 # 48070 - 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Assistance to Clients with Federal and Other Income Assistance ProgramsFunding Source: Work OrderPSC Original Approved Amount: \$6,504,869PSC Original Approved Duration: 04/01/14 - 06/30/18 (4 years 13 weeks)PSC Mod#1 Amount: \$12,000,000PSC Mod#1 Duration: 07/01/18-06/30/22 (4 years 1 day)PSC Cumulative Amount Proposed: \$18,504,869PSC Cumulative Duration Proposed: 8 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will utilize its legal staff to provide representation directly to clients to maximize client income in order to stabilize client living situations and provide client access to healthcare. The Department of Public Health (DPH) provides these advocacy services in administrative hearings and related legal processes in collaboration with the Human Services Agency (HSA) and other service providers, as these agencies are often serving the same clients, and among these partners, DPH Behavioral Health Services (BHS) contributes its clear experience and expertise in serving clients with behavioral health and HIV/AIDS diagnoses. Clients will be received primarily from referrals from HSA, DPH (civil service) mental health centers and/or providers serving People Living with HIV/AIDS (PLWHA) in San Francisco, and who are uninsured, underinsured, or at risk of losing insurance, in order to obtain or maintain Supplemental Security Income/Supplemental Disability Income/Cash Assistance for Immigrants (SSI/SSDI/CAPI) income and corresponding Medi-Cal/Medicare coverage. Clients likely will include people who have multiple diagnoses, have been incarcerated, have documented substance use disorders, who are homeless, single parents, people of color, immigrants, women, and/or part of the Lesbian/Gay/ Bisexual/Transgender (LGBT) community, and may be monolingual or limited English-speaking, with fluency in a range of languages, including Spanish, Cantonese, Mandarin and Tagalog.

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

Clients eligible for SSI and other income assistance programs are more likely to become engaged in ongoing and preventive treatment, are more likely to have access to housing, and tend to better meet their nutritional needs. Denial of those services will result in an increase in disease, poor nutrition, homelessness, and crime.

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, if funding is available.

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

The Department expects the need for these services to continue, as these services enable our clients to increase their income and improve their living conditions when they are able to successfully begin receiving SSI/SSDI benefits.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

These specialized legal services are provided on an as-needed basis as clients present themselves needing representation in order to get on SSI/SSDI, especially in helping with appeals.

B. Reason for the request for modification:

increase amount and extend term

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Demonstrated legal expertise in Social Security Administration disability criteria, evidentiary rules and application process; demonstrated experience in providing legal representation for clients through the legal appeal and hearing stages.

B. Which, if any, civil service class(es) normally perform(s) this work? 2903, Eligibility Worker; 2905, Senior Eligibility Worker; 2907, Eligibility Worker Supervisor;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

There are no current civil service classes established to provide these services, which are provided only to clients with behavioral and other illnesses (not to employees or departments).

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 the services are as-needed and intermittent, depending on individual clients' needs.

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 purpose of this PSC is not training, there may be some knowledge transfer, as the contractor works closely with civil service employees.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 05/25/18, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48070 - 13/14

DHR Analysis/Recommendation:

10/15/2018

Commission Approval Required

Approved by Civil Service Commission

10/15/2018 DHR Approved for 10/15/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 48652 - 16/17)

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

Type of Service: Substance Use Disorder (SUD) Treatment Services

Funding Source: State Drug MediCal, General Fund

PSC Original Approved Amount: \$192,080,000

PSC Original Approved Duration: 07/01/17 - 06/30/22 (5 years)

PSC Mod#1 Amount: \$175,800,000

PSC Mod#1 Duration: 07/01/22-06/30/27 (5 years 1 day)

PSC Cumulative Amount Proposed: \$367,880,000

PSC Cumulative Duration Proposed: 10 years 1 day

1. Description of Work

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

These services will be provided by contractors responding to a new RFP to create a Drug Medi-Cal Organized Delivery System (DMC-ODS) pilot, which tests a new paradigm for the organized delivery of health care services for Medicaid eligible individuals with a substance use disorder. Its purpose is to demonstrate how such a system will increase the success of DMC beneficiaries while decreasing other system health care costs. Critical elements include:

--Providing a continuum of care modeled after the American Society of Addiction Medicine (ASAM) Criteria for Substance Use Disorder (SUD) treatment services, which describes specific service levels within Opioid Treatment, Intensive Outpatient, and Residential SUD services;

--Increasing local control and accountability, creating utilization controls, and increasing program oversight and integrity;

--Requiring evidence-based practices and increasing coordination with other systems of care, including primary care and mental health;

--Expanding the SUD treatment workforce by including Licensed Practitioners of Healing Arts; and

--Providing more intensive services for the criminal justice population.

Services will:

--Prioritize services to specific populations, including persons who are Black/African American, homeless, incarcerated or involved with the criminal/juvenile justice systems/Drug Court, adolescents aged 10-18 years old, Transitional Aged Youth (TAY) aged 18-24 years old, Lesbian/Gay/Bisexual/Transgender/Queer/Questioning/Intersex/Ally/Two-Spirit, Pregnant/Parenting women with children, and/or whose primary substance is alcohol.

--Prioritize services in specific geographic areas, including Hayes Valley/Tenderloin/North of Market,

South of Market, Bernal Heights/Inner Mission/94110, Bayview Hunter's Point/94124, and Southeast/Visitacion Valley/Sunnydale/94134

--Include patient engagement and peer support, medication assisted treatment, withdrawal management, case management, and recovery services and supports, with appropriate integration of adolescent-specific considerations, pregnant women and women with dependent children residential treatment requirements, evidence-based practices, DMC-ODS compliant policies and regulations, electronic health records and data systems, evaluation and quality improvement, workforce development and staffing, ancillary treatment and outreach services.

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

The State funding that San Francisco receives for Substance Use Disorder treatment is now the result of California's Medi-Cal waiver, which received Federal approval August 2015 and was rolled out to counties in steps throughout 2016. This waiver allows counties to support a much wider range of options to people with low incomes who are on Medi-Cal. Without this funding, San Francisco's funding for SUD treatment would be severely limited and people needing these services would likely be untreated and/or require significant increases in repetitive primary care and mental health treatment, experiencing worsening symptoms, requiring more expensive treatment, and escalating mortality rates.

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

Services have been provided in the past through earlier PSC request. See 48652 - 16/17

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:

The Department expects the need for the services to continue.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The City does not have the facilities (including buildings for residential services) or capacity to provide these services, which provide an integral part of the City's system of care for people with substance abuse disorder diagnoses.

B. Reason for the request for modification:

To extend the PSC duration with a corresponding increase in amount to enable the continuation of services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must provide services responsive to the requirements and goals of the new DMC-ODS pilot founded on values of a trauma-informed system of care, the practice of cultural humility and of whole person care, utilizing multi-dimensional assessments as specified by the American Society of Addiction Medicine (ASAM) criteria and an evidence-based, clinically/outcomes-driven treatment model that is person-centered, based on the person's illness and level of functioning, operating within the broad and flexible continuum of care, providing individualized treatment that can be stepped up or down to different care levels, and implemented with an interdisciplinary team approach in collaboration with the person's medical home, behavioral health clinics, and other services providers. All providers must also meet State and City requirements for Drug Medi-Cal certification, harm reduction, cultural and linguistic competency, Americans with Disabilities Act and other access requirements, as well as have the ability to serve priority service populations and geographic service areas.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2305, Psychiatric Technician; 2320, Registered Nurse; 2328, Nurse Practitioner; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 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; 2822, Health Educator; 2908, Hospital Eligibility Worker; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2920, Medical Social Worker; 2930, Psychiatric Social Worker; 2935, Sr Marriage, Fam & Cld Cnslr;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will provide their own treatment and office space, including buildings for residential treatment, as licensed/required by the State.

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.
Existing civil service classes are already overburdened with the current maximum level of delivery of local government-based services which can be provided by the City and County. The remainder of the substance use disorder treatment services within the City's system of care must be based in and often is best performed by community based organizations with the experience, focus, and often the trust of and credibility in the community, who are able to operate the flexible, grassroots-oriented programs.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, there are existing classifications performing this work, however, the demand for services exceeds the capacity of City facilities to provide them, so the City uses contractors to meet as many of the clients' needs as possible.

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.
The purpose of the services is does not include formal training of civil service staff, however, there may be transfer of knowledge through City staff's close coordination and collaboration with providers.
- 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.
Please see attached list of current contractors.

7. **Union Notification:** On 09/13/19, 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; Management & Superv Local 21; Architect & Engineers, Local 21;

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

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48652 - 16/17

DHR Analysis/Recommendation:
 Commission Approval Required
 DHR Approved for 12/16/2019

Civil Service Commission Action:

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, September 13, 2019 1:03 PM
To: Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR- PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 48652 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$175,800,000 for services for the period July 1, 2022 – June 30, 2027. 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/13979>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com 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 HEALTH-- DPHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Substance Use Disorder (SUD) Treatment ServicesFunding Source: State Drug MediCal, General FundPSC Duration: 5 yearsPSC Amount: \$192,080,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

These services will be provided by contractors responding to a new RFP to create a Drug Medi-Cal Organized Delivery System (DMC-ODS) pilot, which tests a new paradigm for the organized delivery of health care services for Medicaid eligible individuals with a substance use disorder. Its purpose is to demonstrate how such a system will increase the success of DMC beneficiaries while decreasing other system health care costs. Critical elements include:

--Providing a continuum of care modeled after the American Society of Addiction Medicine (ASAM) Criteria for Substance Use Disorder (SUD) treatment services, which describes specific service levels within Opioid Treatment, Intensive Outpatient, and Residential SUD services;

--Increasing local control and accountability, creating utilization controls, and increasing program oversight and integrity;

--Requiring evidence-based practices and increasing coordination with other systems of care, including primary care and mental health;

--Expanding the SUD treatment workforce by including Licensed Practitioners of Healing Arts; and

--Providing more intensive services for the criminal justice population.

Services will:

--Prioritize services to specific populations, including persons who are Black/African American, homeless, incarcerated or involved with the criminal/juvenile justice systems/Drug Court, adolescents aged 10-18 years old, Transitional Aged Youth (TAY) aged 18-24 years old, Lesbian/Gay/Bisexual/Transgender/Queer/Questioning/Intersex/Ally/Two-Spirit, Pregnant/Parenting women with children, and/or whose primary substance is alcohol.

--Prioritize services in specific geographic areas, including Hayes Valley/Tenderloin/North of Market, South of Market, Bernal Heights/Inner Mission/94110, Bayview Hunter's Point/94124, and Southeast/Visitacion Valley/Sunnydale/94134

--Include patient engagement and peer support, medication assisted treatment, withdrawal management, case management, and recovery services and supports, with appropriate integration of adolescent-specific considerations, pregnant women and women with dependent children residential treatment requirements, evidence-based practices, DMC-ODS compliant policies and regulations, electronic health records and data

systems, evaluation and quality improvement, workforce development and staffing, ancillary treatment and outreach services.

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

The State funding that San Francisco receives for Substance Use Disorder treatment is now the result of California's Medi-Cal waiver, which received Federal approval August 2015 and was rolled out to counties in steps throughout 2016. This waiver allows counties to support a much wider range of options to people with low incomes who are on Medi-Cal. Without this funding, San Francisco's funding for SUD treatment would be severely limited and people needing these services would likely be untreated and/or require significant increases in repetitive primary care and mental health treatment, experiencing worsening symptoms, requiring more expensive treatment, and escalating mortality rates.

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

These services were previously provided under PSCs 4150-09/10, 4154-09/10, and 4156/09/10.

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.

The Department anticipates continued need for these services.

2. **Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

The City does not have the facilities (including buildings for residential services) or capacity to provide these services, which provide an integral part of the City's system of care for people with substance abuse disorder diagnoses.

3. **Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Contractors must provide services responsive to the requirements and goals of the new DMCO-ODS pilot founded on values of a trauma-informed system of care, the practice of cultural humility and of whole person care, utilizing multi-dimensional assessments as specified by the American Society of Addiction Medicine (ASAM) criteria and an evidence-based, clinically/outcomes-driven treatment model that is person-centered, based on the person's illness and level of functioning, operating within the broad and flexible continuum of care, providing individualized treatment that can be stepped up or down to different care levels, and implemented with an interdisciplinary team approach in collaboration with the person's medical home, behavioral health clinics, and other services providers. All providers must also meet State and City requirements for Drug Medi-Cal certification, harm reduction, cultural and linguistic competency, Americans with Disabilities Act and other access requirements, as well as have the ability to serve priority service populations and geographic service areas.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2305, Psychiatric Technician; 2320, Registered Nurse; 2328, Nurse Practitioner; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 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; 2822, Health Educator; 2908, Hospital Eligibility Worker; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2920, Medical Social Worker; 2930, Psychiatric Social Worker; 2935, Sr Marriage, Fam & Cld Cnslr;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will provide their own treatment and office space, including buildings for residential treatment, as licensed/required by the State.

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

The Department is responsible for continually monitoring the abilities of its system of care to deliver services and utilizes civil service staff as well as community based organizations to provide services. The Department does not have the capacity, resources or the facilities to provide these services, so in order to provide services it must utilize contractors to meet as many of the clients' needs as possible.

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

- A. Explain why civil service classes are not applicable.
Existing civil service classes are already overburdened with the current maximum level of delivery of local government-based services which can be provided by the City and County. The remainder of the substance use disorder treatment services within the City's system of care must be based in and often is best performed by community based organizations with the experience, focus, and often the trust of and credibility in the community, who are able to operate the flexible, grassroots-oriented programs.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, there are existing classifications performing this work, however, the demand for services exceeds the capacity of City facilities to provide them, so the City uses contractors to meet as many of the clients' needs as possible.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The purpose of the services is does not include formal training of civil service staff, however, there may be transfer of knowledge through City staff's close coordination and collaboration with providers.
- 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 03/25/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP; SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

Address: 101 Grove Street, Room 307 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48652 - 16/17

DHR Analysis/Recommendation:

action date: 06/19/2017

Commission Approval Required

Approved by Civil Service Commission

06/19/2017 DHR Approved for 06/19/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 2014-08/09)

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

Type of Service: Perinatal/Neonatal/Maternity Package Plan

Funding Source: Gen Fund, Private, Public Grant

PSC Original Approved Amount: \$420,000 PSC Original Approved Duration: 07/01/2009 - continuous

PSC Mod#1 Amount: \$61,600 PSC Mod#1 Duration: 07/01/15 - continuous

PSC Mod#2 Amount: \$50,000 PSC Mod#2 Duration: 07/01/19 - continuous

PSC Mod#3 Amount: \$250,000 PSC Mod#3 Duration: 09/09/19 - continuous

PSC Cumulative Amount Proposed: \$781,600 PSC Cumulative Duration Proposed: 07/01/2009 - continuous

1. Description of Work

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

Contractors will provide 24-hour perinatal, neonatal and pediatric consultation and transport services, consultation services: nursing, social services and respiratory therapy. They will also provide preceptorship programs to the perinatal outreach program, and full-day didactic classes to UCSF's Nursing Education and Training Program. Included will be comprehensive maternity care, e.g., physicians and certified nurse midwives for outpatient obstetrical visits, antenatal assessments, labor, delivery, obstetrically-related inpatient visits, and postpartum outpatient visits within eight weeks of delivery.

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

These multi-faceted services will help diagnose and treat conditions of pregnant women, often promoting the general well-being of often- marginalized current or newly-arrived residents of San Francisco who may not have the resources to attain services on their own. Many of these services help diagnose, treat and prevent conditions threatening the health of individuals and the public health as a whole. Denial of these services would jeopardize pregnant women without other resources from receiving comprehensive maternity care, the health of residents of San Francisco and would allow non-obstetric conditions to go undiagnosed and untreated, leading to more costly forms of treatment.

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.

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

The Department expects the need for these services to continue.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

24 hour perinatal, neonatal and pediatric consultation services. It's a comprehensive maternity care with physicians and certified nurse midwives for outpatient visits within 8 weeks of delivery. It's a multi faced services and current civil service classes are already at maximum capacity for providing services to this population.

B. Reason for the request for modification:

To increase amount to reflect annual funding for 24-hour prenatal, neonatal and pediatric consultation and transportation services contract.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Professional trained and licensed staff, including medical staff, who are knowledgeable, experienced and represent a wide range of disciplines and skills. Knowledge of immunizations, breast/cervical cancer, tuberculosis, STDs, HIV/AIDS and related monitoring, treatment and prevention. Skills in the field of Obstetrics, Gynecology and Reproductive Sciences. Extensive laboratory and research studies resources. Access to the multi-faceted resources of a medical school. (Continued on attachment)

B. Which, if any, civil service class(es) normally perform(s) this work? 1237, Training Coordinator; 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 2110, Medical Records Clerk; 2220, Physician; 2230, Physician Specialist; 2305, Psychiatric Technician; 2320, Registered Nurse; 2328, Nurse Practitioner; 2416, Laboratory Technician II; 2450, Pharmacist; 2548, Occupational Therapist; 2585, Health Worker 1; 2586, Health Worker 2; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2830, Public Health Nurse; 2920, Medical Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractors will provide services in licensed and approved facilities.

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.

Employees in existing civil service classes work with UCSF employees under this contract to provide these services. Current civil service classes are already at maximum capacity for providing services to this population. UCSF provides a package of experience and expertise currently unavailable in civil 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: The City currently has Civil Service classifications that are used to provide a portion of these services.

6. Additional Information

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

No.

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

7. **Union Notification:** On 09/09/19, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Physicians and Dentists - 8CC; Municipal Executive Association; Management & Superv Local 21;

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

Name: 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# 2014-08/09

DHR Analysis/Recommendation:
 Commission Approval Required
 DHR Approved for 12/16/2019

Civil Service Commission Action:

Receipt of Union Notification(s)

Wu, Cynthia (DPH)

From: DHR-PSCCoordinator, DHR (HRD) on behalf of Hale, Jacquie (DPH)
Sent: Monday, September 9, 2019 4:45 PM
To: Hale, Jacquie (DPH); kcartermartinez@cirseiu.org; Sandeep.lal@seiu1021.me; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; tjenkins@uapd.com; jduritz@uapd.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; brenda_mendieta@sfdph.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 2014-08/09 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$250,000 for services for the period September 9, 2019 – no date entered, contact dept coordinator. 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/6048>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com jduritz@uapd.com tjenkins@uapd.com 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@sfgov.org Ricardo.lopez@sfgov.org Sandeep.lal@seiu1021.me kcartermartinez@cirseiu.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 2014-08/09)

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

Type of Service: Perinatal/Neonatal/Maternity Package PlanFunding Source: Gen Fund, Private, Public Grant

PSC Original Approved Amount: \$420,000 PSC Original Approved Duration: 07/01/2009 - continuous

PSC Mod#1 Amount: \$61,600 PSC Mod#1 Duration: 07/01/15 - continuous

PSC Mod#2 Amount: \$50,000 PSC Mod#2 Duration: 07/01/19 - continuous

PSC Cumulative Amount Proposed: \$531,600 PSC Cumulative Duration Proposed: 07/01/2009 - continuous

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

Contractors will provide 24-hour perinatal, neonatal and pediatric consultation and transport services, consultation services: nursing, social services and respiratory therapy. They will also provide preceptorship programs to the perinatal outreach program, and full-day didactic classes to UCSF's Nursing Education and Training Program. Included will be comprehensive maternity care, e.g., physicians and certified nurse midwives for outpatient obstetrical visits; antenatal assessments, labor, delivery, obstetrically-related inpatient visits, and postpartum outpatient visits within eight weeks of delivery.

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

These multi-faceted services will help diagnose and treat conditions of pregnant women; often promoting the general well-being of often- marginalized current or newly-arrived residents of San Francisco who may not have the resources to attain services on their own. Many of these services help diagnose, treat and prevent conditions threatening the health of individuals and the public health as a whole. Denial of these services would jeopardize pregnant women without other resources from receiving comprehensive maternity care, the health of residents of San Francisco and would allow non-obstetric conditions to go undiagnosed and untreated, leading to more costly forms of treatment.

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.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The Department expects the need for these services to continue.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

24 hour perinatal, neonatal and pediatric consultation services. It's a comprehensive maternity care with physicians and certified nurse midwives for outpatient visits within 8 weeks of delivery. It's a multi faced services and current civil service classes are already at maximum capacity for providing services to this population.

B. Reason for the request for modification:

To extend the contract term and increase the contract amount to enable continuation of services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Professional trained and licensed staff, including medical staff, who are knowledgeable, experienced and represent a wide range of disciplines and skills. Knowledge of immunizations, breast/cervical cancer, tuberculosis, STDs, HIV/AIDS and related monitoring, treatment and prevention. Skills in the field of Obstetrics, Gynecology and Reproductive Sciences. Extensive laboratory and research studies resources. Access to the multi-faceted resources of a medical school. (Continued on attachment)

B. Which, if any, civil service class(es) normally perform(s) this work? 1237, Training Coordinator; 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 2110, Medical Records Clerk; 2220, Physician; 2230, Physician Specialist; 2305, Psychiatric Technician; 2320, Registered Nurse; 2328, Nurse Practitioner; 2416, Laboratory Technician II; 2450, Pharmacist; 2548, Occupational Therapist; 2585, Health Worker 1; 2586, Health Worker 2; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2830, Public Health Nurse; 2920, Medical Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractors will provide services in licensed and approved facilities.

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.

Employees in existing civil service classes work with UCSF employees under this contract to provide these services. Current civil service classes are already at maximum capacity for providing services to this population. UCSF provides a package of experience and expertise currently unavailable in civil 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: The City currently has Civil Service classifications that are used to provide a portion of these services.

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.
While there may be some knowledge transfer, the primary purpose of this PSC does not include training of civil service 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.
Regents of the University of California at San Francisco

7. Union Notification: On 05/06/19, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Physicians and Dentists - 8CC; Municipal Executive Association; Management & Superv Local 21;

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

Name: 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# 2014-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 07/26/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 2014-08/09)

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

Type of Service: Perinatal/Neonatal/Maternity Package PlanFunding Source: Gen Fund, Private, Public Grant

PSC Original Approved Amount: \$420,000 PSC Original Approved Duration: 07/01/2009 - continuous

PSC Mod#1 Amount: \$61,600 PSC Mod#1 Duration: 07/01/15 - continuous

PSC Cumulative Amount Proposed: \$481,600 PSC Cumulative Duration Proposed: 07/01/2009 - continuous

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

Contractors will provide 24-hour perinatal, neonatal and pediatric consultation and transport services, consultation services: nursing, social services and respiratory therapy. They will also provide preceptorship programs to the perinatal outreach program, and full-day didactic classes to UCSF's Nursing Education and Training Program. Included will be comprehensive maternity care, e.g., physicians and certified nurse midwives for outpatient obstetrical visits, antenatal assessments, labor, delivery, obstetrically-related inpatient visits, and postpartum outpatient visits within eight weeks of delivery.

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

These multi-faceted services will help diagnose and treat conditions of pregnant women, often promoting the general well-being of often- marginalized current or newly-arrived residents of San Francisco who may not have the resources to attain services on their own. Many of these services help diagnose, treat and prevent conditions threatening the health of individuals and the public health as a whole. Denial of these services would jeopardize pregnant women without other resources from receiving comprehensive maternity care, the health of residents of San Francisco and would allow non-obstetric conditions to go undiagnosed and untreated, leading to more costly forms of treatment.

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.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

24 hour perinatal, neonatal and pediatric consultation services. It's a comprehensive maternity care with physicians and certified nurse midwives for outpatient visits within 8 weeks of delivery. It's a multi faced services and current civil service classes are already at maximum capacity for providing services to this population.

B. Reason for the request for modification:

to extend term and increase amount accordingly

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Professional trained and licensed staff, including medical staff, who are knowledgeable, experienced and represent a wide range of disciplines and skills. Knowledge of immunizations, breast/cervical cancer, tuberculosis, STDs, HIV/AIDS and related monitoring, treatment and prevention. Skills in the field of Obstetrics, Gynecology and Reproductive Sciences. Extensive laboratory and research studies resources. Access to the multi-faceted resources of a medical school. (Continued on attachment)

B. Which, if any, civil service class(es) normally perform(s) this work? 1237, Training Coordinator; 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 2110, Medical Records Clerk; 2220, Physician; 2230, Physician Specialist; 2305, Psychiatric Technician; 2320, Registered Nurse; 2328, Nurse Practitioner; 2416, Laboratory Technician II; 2450, Pharmacist; 2548, Occupational Therapist; 2585, Health Worker 1; 2586, Health Worker 2; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2830, Public Health Nurse; 2920, Medical Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractors will provide services in licensed and approved facilities.

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.

Employees in existing civil service classes work with UCSF employees under this contract to provide these services. Current civil service classes are already at maximum capacity for providing services to this population. UCSF provides a package of experience and expertise currently unavailable in civil 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: The City currently has Civil Service classifications that are used to provide a portion of these services.

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

7. Union Notification: On 04/27/16, the Department notified the following employee organizations of this PSC/RFP request:

SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Physicians and Dentists - 8CC; Municipal Executive Association; Management & Superv Local 21;

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

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

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

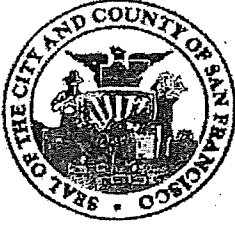
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2014-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required
Approved by DHR on 05/13/2016



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

June 4, 2009

MORGAN R. GORRONS
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

JOY Y. BOATWRIGHT
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2014-08/09; 4151-08/09 THROUGH 4157-08/09; 4087-04/05; 4060-03/04; AND 4105-04/05.

MARY Y. JUNG
COMMISSIONER

At its meeting of June 1, 2009 the Civil Service Commission had for its consideration the above matter.

E. DENNIS NORMANDY
COMMISSIONER

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.

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Postpone PSC #4153-08/09 to the meeting of June 15, 2009 by mutual agreement of the Airport Commission and IFPTE Local 21 to meet and attempt to resolve their issues with no further continuances.
- (2) Postpone PSC #4155-08/09 at the request of the Public Utilities Commission. Adopt the Human Resources Director's report on PSC #4151-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Jung missed vote)
- (3) Adopt the Human Resources Director's report on PSC #4152-08/09 on the condition that existing Class 5298 Planner III Environmental Review, Class 5299 Planner IV Environmental Review and any other permanent civil service Planners involved oversee the environmental review work to be performed pursuant to the proposed contracts and coordinate with all interested agencies; The Airport Commission will report back to the Commission within four (4) months regarding the use of such classifications. Notify the offices of the Controller and the Purchaser.
- (4) Adopt the Human Resources Director's report on PSC #4154-08/09 on the conditions that: 1) the Hetch Hetchy management and the Public Utilities Commission meet with IFPTE Local 21 in good faith regarding the training of existing personnel in the work proposed to be contracted out; 2) apprise Local 21 to what extent the contractor will manage City employees; and 3) using existing permanent civil service employees to perform the work to the maximum extent as possible. Notify the offices of the Controller and the Purchaser.
- (5) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

POSTING FOR
June 01, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

ISSUE#	Quantity	Description	Approval Type	Contract Number	Estimated Amount	Duration
2014-08/09	81	Department of Public Health	Continuing		\$420,000.00	30-Jun-14
4151-08/09	25	Mayor's Office of Housing	Regular		\$70,000.00	30-Jun-10
4152-08/09	27	Airport Commission	Regular		\$3,780,000.00	30-Jun-14
4153-08/09	27	Airport Commission	Regular		\$150,000.00	28-Feb-10
4154-08/09	40	Airport Commission	Regular		\$4,500,000.00	19-Sep-12
4155-08/09	40	San Francisco Public Utilities Commission	Regular		\$200,000.00	30-Jun-10
4156-08/09	40	San Francisco Public Utilities Commission	Regular		\$22,000,000.00	31-Mar-14
4157-08/09	81	Department of Public Health	Regular		\$3,024,000.00	31-Dec-10

Essential Work

WM provide 24-hour perinatal, neonatal and pediatric consultation and transport services, consultation services: nursing, social and respiratory therapy.

WM perform environmental review services for the Mayor's Office of Housing (MOH) and Mayor's Office of Community Investment (MOCI) project undertakings in accordance with the National Environmental Policy Act (NEPA).

WM provide complex environmental analysis, assessments, compliance monitoring and reporting tasks requiring specialized environmental planning expertise and familiarity of federal, state, and local environmental regulations.

WM establish a secure, separate, private access Wi-Fi network within and around Terminal 1, ground level Boarding Area C baggage handling and pierside. The Wi-Fi network will extend current SFO wireless baggage network and compatible with existing Wi-Fi network.

WM provide design services and technical expertise during construction and rehabilitation of Heish Heidy Water and Power (HHWP) hydro-generation and power facilities.

WM design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems with the following rated capacities and locations: a minimum of 100 KW at City Hall and min. of 214 KW at Davies Symphony Hall.

WM provide professional construction management services to oversee Peninsula Regional Water System Improvement Program construction projects (9).

WM provide highly specialized medical and surgical subspecialty services to medically indigent adults, as well as clients under the San Francisco County Medical Assistance Program, the SF County Jail, and the In-Home Support Services Plan.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/1/09

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81 & 82

TYPE OF APPROVAL: [] EXPEDITED [] REGULAR (OMIT POSTING [])
[X] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION PSC #

TYPE OF SERVICE: Perinatal / Neonatal / Maternity Package Plan

FUNDING SOURCE: General Fund, Private, Public (State and Federal), Grant funds

Original PSC AMOUNT: \$84,000 per year; \$420,000/5 years PSC DURATION: 7/1/09-6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors will provide 24-hour perinatal, neonatal and pediatric consultation and transport services, consultation services: nursing, social services and respiratory therapy. They will also provide preceptorship programs to the perinatal outreach program, and full-day didactic classes to UCSF's Nursing Education and Training Program. Included will be comprehensive maternity care, e.g., physicians and certified nurse midwives for outpatient obstetrical visits, antenatal assessments, labor, delivery, obstetrically-related inpatient visits, and postpartum outpatient visits within eight weeks of delivery.

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

These multi-faceted services will help diagnose and treat conditions of pregnant women, often promoting the general well-being of often-marginalized current or newly-arrived residents of San Francisco who may not have the resources to attain services on their own. Many of these services help diagnose, treat and prevent conditions threatening the health of individuals and the public health as a whole. Denial of these services would jeopardize pregnant women without other resources from receiving comprehensive maternity care, the health of residents of San Francisco and would allow non-obstetric conditions to go undiagnosed and untreated, leading to more costly forms of treatment.

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

These services were previously approved and are currently accessed through PSC 2011-04/05 (public health prevention, primary health care, clinical, ancillary, training and consultation services).

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

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate:

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include IFPTE Local 21, SEIU Local 1021 Nurses, SEIU Local 1021 Misc., MEA, and UAPD 8CC.

RFP sent to [Union Name], on [Date], Signature [Signature]

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2014-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: June 1, 2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Professionally trained and licensed staff, including medical staff, who are knowledgeable, experienced and represent a wide range of disciplines and skills. Knowledge of immunizations, breast/cervical cancer, tuberculosis, STDs, HIV/AIDS and related monitoring, treatment and prevention. Skills in the field of Obstetrics, Gynecology and Reproductive Sciences. Extensive laboratory and research studies resources. Access to the multi-faceted resources of a medical school. Experience in identifying needs for pregnant women for outpatient obstetrical treatment, antenatal assessments, providing services of labor, delivery and obstetrical related inpatient care, health education and providing outreach and information to individuals and groups in community settings. Culturally sensitive, bilingual, bicultural, and bi-literate staff with accessibility to high-risk and/or hard-to-reach populations, including recent immigrants. Knowledge of prevention, intervention, training, advocacy and or various support/resource systems. Familiarity with behavior change interventions. Extensive experience in the provision of technical support, training and program consultation.

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

MEA: 1237 Training Coordinator I; UAPD BCC: 2220 Physician, 2230 Physician Specialist; SEIU Local 1021 Nurses: 2320 Registered Nurse, 2328 Nurse Practitioner, 2830 Public Health Nurse; SEIU Local 1021 Misc.: 2110 Medical Records Clerk, 2305 Psychiatric Technician; 2416 Bacteriological Laboratory Assistant, 2450 Pharmacist, 2585/6 Health Worker I, II, 2920 Medical Social Worker IFPTE Local 21: 1822 Administrative Analyst, 1823 Sr. Administrative Analyst, 2548 Occupational Therapist, 2589/91/93 Health Program Coordinator II, III.

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

Yes. The contractors will provide services in licensed and approved facilities.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Employees in existing civil service classes work with UCSF employees under this contract to provide these services. Current civil service classes are already at maximum capacity for providing services to this population. UCSF provides a package of experience and expertise currently unavailable in civil service.

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

The City currently has Civil Service classifications that are used to provide a portion of these services.

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 (i.e., 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?

<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? Yes, the University of California at San Francisco (UCSF)

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE & ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator
JA Jacquie Hale (415) 554-2609

Print or Type Name Telephone Number
101 Grove Street, Room 307, San Francisco, CA 94102

Address