



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: June 2, 2017

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Joan Lubamersky, ADM
Rod Goree, MTA
Lavena Holmes, PRT
Kimmie Wu, TTX
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains sixteen (16) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

| Total of this Report | YTD Expedited Approvals FY2016-2017 | Total for FY2016-2017 |
|----------------------|--|-----------------------|
| \$385,860,000 | \$580,480,765 | \$3,143,111,243 |

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POSTING FOR

June 19, 2017

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

2017-06-19

APPLY

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|--------------------------------------|-----------------|---|--------------------------|------------------------|------------------|
| 42180 - 16/17 | AIRPORT COMMISSION | \$1,500,000.00 | The contractor shall provide labor and equipment to service the San Francisco International Airport ("Airport") Airport-owned grease trap equipment. This involves the collection of fat, oil and grease (FOG) from the grease traps, repair and maintenance for the grease trap units, recycling of the collected FOG, training for Airport tenants on the use of the grease trap equipment and reports on the amount of FOG collected and recycled. | June 15, 2017 | June 30, 2024 | REGULAR |
| 46785 - 16/17 | AIRPORT COMMISSION | \$13,000,000.00 | The San Francisco International Airport ("Airport") is seeking to replace the existing Common Use Self Service ("CUSS") Passenger Processing system that was originally installed in 2000 and later upgraded in 2007 and 2015. CUSS Passenger Processing systems are specialized systems used solely by airports to allow airlines to share common airport resources used for passenger processing, such as passenger check-in, baggage processing, passenger boarding. The system consists of four tightly integrated core vendor-developed components: 1) virtualized Common Use application, 2) Self Service Kiosk application, 3) Resource Management application, and 4) Airport Operational Data Base. The services will also include supporting the Information Display Systems (IDS), which are used to display flight and baggage information. The Contractors will be responsible for designing, implementing and supporting the system. The total cost for the systems is \$13,000,000. Of that cost, \$6,000,000 is for the professional services maintenance and support of end user equipment, such as computers, printers, scanners and readers. The remainder of the money is anticipated for the purchasing of equipment. | July 1, 2017 | June 30, 2022 | REGULAR |
| 45492 - 16/17 | GENERAL SERVICES AGENCY - CITY ADMIN | \$225,000.00 | The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U attached) authorizes the Office of Labor Standards Enforcement (OLSE) to monitor contractors' compliance with the Ordinance. The Ordinance provides that until such time as the City determines that it is able to adequately monitor compliance using City personnel, the City shall enter into a professional services contract with an independent non profit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside of the Bay Area and abroad which provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles. | July 1, 2017 | June 30, 2020 | REGULAR |
| 48405 - 16/17 | GENERAL SERVICES AGENCY - CITY ADMIN | \$1,250,000.00 | Treasure Island and Yerba Buena Island is a former Naval Station that was selected for closure and disposition in 1993. It is in the process of an ownership transfer from the United States Navy to the Treasure Island Development Authority ("TIDA") for civilian use. Approximately 60% of the base has been transferred. TIDA was created by San Francisco Board of Supervisors ("BOS") in 1997 as a non-profit, public benefit corporation dedicated to the redevelopment of the base. The vendor will conduct household needs assessments to determine transitioning household | June 12, 2017 | June 9, 2026 | REGULAR |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|--------------------------------------|----------------|--|--------------------------|------------------------|------------------|
| | | | eligibility for housing and unit needs. Vendor will develop and implement plans for transitioning household interim moves and individual sites plans for transitioning households long term moves to support effective and efficient relocations. The Transition Housing Rules and Regulations were approved by BOS as part of the Disposition and Development Agreement (DDA) in 2011. Some 200 Pre-DDA Households are eligible for Transition Benefits, including a newly constructed Transition Unit, a Base Monthly Rent lesser than Market Rate on the Transition Unit, Moving Assistance, In-Lieu Payments, and opportunity to qualify for For-Sale Inclusionary Housing, among others. Another 200 Post-DDA Households are eligible for Transition Advisory Services. | | | |
| 45461 - 16/17 | GENERAL SERVICES AGENCY - CITY ADMIN | \$105,000.00 | The contractor will develop outreach materials and conduct outreach to employers on San Francisco's citywide labor laws. The outreach will target small and medium-sized business, with a focus on immigrant-owned businesses. The scope of work will likely include a) developing content and print and digital outreach materials, b) translating materials, and c) conducting outreach to employers in specified business corridors; and d) conducting media outreach. | June 1, 2017 | February 28, 2018 | REGULAR |
| 45762 - 16/17 | MUNICIPAL TRANSPORTATION AGENCY | \$1,000,000.00 | Contractor will provide 24-hour, 7 days a week as-needed roadside assistance and/or towing services for SFMTA's rubber tire revenue vehicles, to include diesel, electric, and electric buses and trolleys. | July 1, 2017 | June 30, 2021 | REGULAR |
| 48737 - 16/17 | PORT | \$1,500,000.00 | The Port is the lead City agency for the Seawall Resiliency Project which is expected to cost approximately \$500 million and span 10 years. The Seawall was constructed over 100 years ago and stretches for over three miles from Fisherman's Wharf to Mission Creek along San Francisco's historic waterfront. In order to protect critical infrastructure from seismic vulnerabilities and sea level rise, and ensure that the Seawall continues to function today and for generations to come, the Port is pursuing a plan to upgrade and improve the Seawall, which has sustained a century of erosion and structural deterioration. Port staff anticipate a need for public affairs, communications, and media services contracts, for services that will include, but not be limited to, working with the Port's Communications Director and Communications Division to develop and execute a proactive comprehensive public relations campaign and strategic marketing program for the Seawall Resiliency Project and events to target City residents, especially those in the Southern Waterfront and underrepresented communities. | July 1, 2017 | June 30, 2021 | REGULAR |
| 49797 - 16/17 | PORT | \$3,000,000.00 | The Port will issue a Request for Qualifications to establish a pool of pre-qualified consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project planning, development, property management, maintenance, and maritime operations. Three As-Needed consulting teams will assist Port staff by providing services in the areas of environmental characterization and compliance; air, water, and stormwater permitting and compliance; hazardous materials, hazardous waste, and solid waste management; technical support of Port Projects and Programs; lead and asbestos support; geographic information systems/information management systems support; LEED review and commissioning support; and climate change support. The consultants may work in conjunction with the Port's technical staff or as part of a project team. | January 1, 2017 | December 31, 2021 | REGULAR |
| 41818 - 16/17 | TREASURER/TAX COLLECTOR | \$200,000.00 | Provide expert services for general audits of all tax types and specifically on gross receipts. Identify tax compliance issues, review documents, provide guidance and resolution to tax interpretations and opinion. Develop and conduct training to audit staff, and provide | February 8, 2017 | February 8, 2019 | REGULAR |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|------------------|------------------|---|--------------------------|------------------------|------------------|
| | | | resources/research for various topics of interest such as industry sector specific knowledge and know how. Lead discussions and training on forensic accounting, evaluate internal control. Review and provide feedback on quality control of audit reports to audit team, and provide professional standards review. Edit and augment audit policy and procedures manual to incorporate and evaluate gross receipts tax. Provide analytical report and support to legal staff for taxpayer hearings and resolve dispute cases. Provide resources and professional development to audit staff in areas of interpersonal skills, professional writing, public speaking, conflict management, time management, and taxpayer hearing training. | | | |
| 44670 - 16/17 | PUBLIC HEALTH | \$16,000,000.00 | <p>Mental Health Services Act (MHSA)-funded Prevention and Early Intervention (PEI) programs are designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, incarcerated youth and juvenile justice system providers, adults and older adults who exhibit varying levels of risk of developing mental illness include severe psychosis, through peer outreach, screening and response, supportive services, consultation and training. Contractors will provide PEI services in two areas:</p> <p>--School-based Behavioral Health Services, including individual therapy and case management, group counseling, crisis intervention, leadership development, academic support, educational workshops, and family engagement, as well as regular mental health consultation for teachers, support staff and administrators at designated schools.</p> <p>--Population-focused Behavioral Health Services for Latino/a, Mayan, Native American and Socially Isolated Older Adults populations (initially referred to as holistic wellness prevention), including early needs identification and linkage to services; promotion of wellness and awareness to reduce the stigma associated with mental health care; and delivery of services responsive to community members in ways that are respectful and honor each person's heritage and cultural worldview.</p> | July 1, 2017 | June 30, 2021 | REGULAR |
| 46987 - 16/17 | PUBLIC HEALTH | \$75,000,000.00 | <p>Culturally appropriate mental health services for children, youth and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include outpatient mental health services; educationally related mental health services, success, opportunity, achievement resiliency classrooms, classroom educational enrichment program, intensive supervision and clinical services, residential based mental health outpatient, mental health assessment therapy, collateral and community based wraparound services, specialty Mental Health services, community-based violence and trauma recovery services, community-based day treatment services, short term residential therapeutic programs, intensive treatment foster care and treatment foster care, day treatment services, intensive/day rehabilitative services, therapeutic behavioral services, therapeutic visitation services, and targeted case management.</p> | July 1, 2017 | June 30, 2022 | REGULAR |
| 48652 - 16/17 | PUBLIC HEALTH | \$192,080,000.00 | <p>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:</p> <p>--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;</p> | July 1, 2017 | June 30, 2022 | REGULAR |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|--------------------|----------------|--|--------------------------|------------------------|------------------|
| | | | <p>--Increasing local control and accountability, creating utilization controls, and increasing program oversight and integrity;</p> <p>--Requiring evidence-based practices and increasing coordination with other systems of care, including primary care and mental health;</p> <p>--Expanding the SUD treatment workforce by including Licensed Practitioners of Healing Arts; and</p> <p>--Providing more intensive services for the criminal justice population.</p> <p>Services will:</p> <p>--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.</p> <p>--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</p> <p>--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.</p> | | | |
| 44548 - 16/17 | AIRPORT COMMISSION | \$9,500,000.00 | Contractor will be responsible for operation, management and administration of the Medical Clinic at the San Francisco International Airport (SFO). Medical clinic services including travel medicine, urgent care and occupational health services for San Francisco International Airport (SFO) passengers, visitors, Airport Commission (Airport) employees, and employees of SFO tenants. | June 1, 2017 | December 31, 2024 | REGULAR |

TOTAL AMOUNT \$314,360,000



Posting For June 19, 2017

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2017-06-19

APPLY

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|-------------------------------|-------------------------|---------------------------------|-------------------|------------------|--|------------|------------|---------------|
| 40120 - 14/15 - MODIFICATIONS | June 19, 2017 | AIRPORT COMMISSION -- AIR | \$1,500,000 | \$2,500,000 | Provide consultation services to prepare San Francisco International Airport (SFO) Information Technology and Telecommunications (ITT) division for certification in International Organization for Standardization (ISO) Standard 20000 Service Management, ISO Standard 22301 Business Continuity Management, and ISO Standard 27001 Information Security Management. | 10/01/2020 | 10/01/2021 | REGULAR |
| 4065-10/11 - MODIFICATIONS | June 19, 2017 | PUBLIC HEALTH -- DPH | \$30,000,000 | \$57,167,907 | Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call availability, 7 days per week. Registry personnel will be available on 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences. | 07/01/2017 | 06/30/2022 | REGULAR |
| 49137 - 14/15 - MODIFICATIONS | June 19, 2017 | PUBLIC HEALTH -- DPH | \$40,000,000 | \$58,000,000 | Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations. | 05/01/2017 | 12/31/2021 | REGULAR |

Scope Change:

The largest change to the scope is to provide for back-fill services for the readiness efforts for the SFDPH EHR project. Similar to what was done for the ZSFG rebuild project, the SFDPH EHR project will require back-fill staffing for nurses while they attend training on a new EHR. While the ZSFG project only affected the ZSFG campus, the SFDPH EHR project will cover all of the Department which includes Laguna Honda Hospital, the primary care clinics, and Jail Health. In addition, in the summer of 2017, the Department anticipates

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|------------|-------------------------------|------------|----------------------|---------------------|---|---------------|----------|------------------|
| | | | | | that the medical respite center will be fully functional, and will increase the need for qualified Certified Nursing Assistants (CNAs) to staff this program. | | | |

TOTAL AMOUNT \$71,500,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Grease Trap Equipment Services for Airport-Owned Equipment

Funding Source: Airport Operating Funds

PSC Amount: \$1,500,000

PSC Est. Start Date: 06/15/2017 PSC Est. End Date 06/30/2024

1. Description of Work

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

The contractor shall provide labor and equipment to service the San Francisco International Airport ("Airport") Airport-owned grease trap equipment. This involves the collection of fat, oil and grease (FOG) from the grease traps, repair and maintenance for the grease trap units, recycling of the collected FOG, training for Airport tenants on the use of the grease trap equipment and reports on the amount of FOG collected and recycled.

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

This service is necessary because the grease traps must be emptied on a regular basis. If the grease traps is full, the overflow FOG will enter the waste water pipeline and damage the plumbing and waste water treatment center.

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 been provided by a contractor through a purchase order.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need at the Airport.

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 requested duration correlates to the maximum duration of the anticipated contract, should the Airport Commission exercise all options to extend, through the end of the calendar year.

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 own grease collection trucks.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must have a fleet of grease collecting trucks which are required to empty the grease traps. As the Airport grease traps come in a range of sizes from 200 to 4000 gallons, a variety of grease collection trucks are needed to service them. The contractor would need to have the ability to recycle the collected FOG. In addition, the contractor would need to gather data on the amount of FOG collected and recycled for the Airport. The contractor would provide use and safety training to Airport tenants on the correct usage of the grease traps.

- B. Which, if any, civil service class(es) normally perform(s) this work? 7213, Plumber Supervisor 1; 7239, Plumber Supervisor 2; 7347, Plumber;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide grease collection trucks.

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

None, as the City does not have the necessary grease collection trucks to perform this work.

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

- A. Explain why civil service classes are not applicable.
While the plumbers can monitor the grease traps and supervise the contractor, civil service classes cannot perform the work as the City does not own grease collection trucks.
- 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 City lacks the appropriate equipment to perform the work.

6. Additional Information

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

7. Union Notification: On 04/10/2017, the Department notified the following employee organizations of this PSC/RFP request:
Plumbers, Local 38.

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42180 - 16/17

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/19/2017

Civil Service Commission Action:

Receipt of Union Notification(s)

From: Yen Pang (AIR)
To: "larryir@ualocal38.org"
Cc: Cynthia Avakian (AIR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42180 - 16/17
Date: Tuesday, April 11, 2017 10:54:00 AM

Mr Mazzola,

This is the union notification for PSC 42180-16/17 for Grease Trap Equipment Services for Airport-owned Equipment.

Yen Pang
Senior Contracts Analyst | Administration and Policy
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128
Tel 650-821-2029 | flysfo.com

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

From: dhr-psccoordinator@sfgov.org [<mailto:dhr-psccoordinator@sfgov.org>] On Behalf Of
cynthia.avakian@flysfso.com

Sent: Monday, April 10, 2017 6:37 PM

To: Cynthia Avakian (AIR) <Cynthia.Avakian@flysfso.com>; Yen Pang (AIR) <Yen.Pang@flysfso.com>; DHR-
PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>

Subject: Receipt of Notice for new PCS over \$100K PSC # 42180 - 16/17

RECEIPT for Union Notification for PSC 42180 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 42180 - 16/17 for \$1,500,000 for Initial Request services for the period 06/15/2017 – 06/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8620> For union notification, please see the

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION – AIR

Dept. Code: AIR

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

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

Type of Service: Common Use Self Service Passenger Processing System

Funding Source: Capital Funds

PSC Amount: \$13,000,000

PSC Est. Start Date: 07/01/2017 PSC Est. End Date 06/30/2022

1. Description of Work

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

The San Francisco International Airport ("Airport") is seeking to replace the existing Common Use Self Service ("CUSS") Passenger Processing system that was originally installed in 2000 and later upgraded in 2007 and 2015. CUSS Passenger Processing systems are specialized systems used solely by airports to allow airlines to share common airport resources used for passenger processing, such as passenger check-in, baggage processing, passenger boarding. The system consists of four tightly integrated core vendor-developed components: 1) virtualized Common Use application, 2) Self Service Kiosk application, 3) Resource Management application, and 4) Airport Operational Data Base. The services will also include supporting the Information Display Systems (IDS), which are used to display flight and baggage information. The Contractors will be responsible for designing, implementing and supporting the system.

The total cost for the systems is \$13,000,000. Of that cost, \$6,000,000 is for the professional services maintenance and support of end user equipment, such as computers, printers, scanners and readers. The remainder of the money is anticipated for the purchasing of equipment.

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

The current CUSS system does not provide the capabilities for agent mobility, application flexibility and airport resource management required by the Airport and many airlines. Software application virtualization will allow airlines to access their proprietary applications at workstations, a path the industry is striving for. If this system is not installed, the Airport will be constrained in its ability to efficiently share limited Airport resources such as ticket counters and gates.

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 system was previously managed under PSC 4133-11/12.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SFO.

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 requested PSC duration corresponds to the anticipated contract duration of five (5) years to provide for both implementation and support of the system.

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 implementation is a one-time project, and the maintenance will need to be supported by the Contractor.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills and expertise include the ability to design, develop, engineer and support a CUSS system for a large international airport. Some of the required technical skills are: product management, business analysis, software engineering, software architecture, implementation engineering, system administration, quality assurance, software deployment, testing, and training related to a virtualized CUSS system.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1070, IS Project Director; 0941, Manager VI;

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

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

None. No departments within the City and County of San Francisco develop or produce CUSS Passenger Processing systems, as these systems are proprietary in nature and unique to airports.

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

A. Explain why civil service classes are not applicable.

CUSS Passenger Processing systems are very specialized systems used solely by airports to allow airlines to share common airport resources used for passenger processing. These are vendor developed and maintained solutions, and consequently, civil servant staff cannot perform these services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as these are specialized proprietary systems that require specific industry expertise to develop and maintain.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training on the administration of the system will be provided to three (3) 0923 staff for approximately 20-40 hours over the duration of the 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 04/07/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Municipal Executive Association

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46785 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
To: [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); camaguey@sfmea.com (contact); staff@sfmea.com; pkim@ifpte21.org;
L21PSCReview@ifpte21.org; [Lisa Randall \(AIR\)](mailto:Lisa.Randall@AIR); DHR-PSCCoordinator, [DHR \(HRD\)](mailto:DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 46785 - 16/17
Date: Friday, April 07, 2017 5:47:39 PM

RECEIPT for Union Notification for PSC 46785 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 46785 - 16/17 for \$13,000,000 for Initial Request services for the period 07/01/2017 -- 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/8695> For union notification, please see the

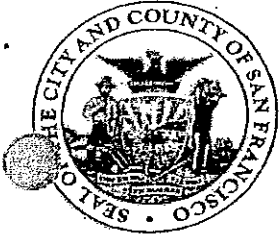
TO: field of the email to verify receipt. If you do not see all the unions you

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)

**PSC# 46785-16/17 Common Use Passenger Processing System
Term Justification**

The requested PSC duration corresponds to the anticipated contract duration of five (5) years to provide for both implementation and support of the system.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

June 25, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4133-11/12 THROUGH 4141-11/12; 4098-10/11; AND 3103-09/10.

At its meeting of **June 18, 2012** 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. Please share it with everyone responsible for follow-up.*

The Commission:

- 1) Adopted the report; Approved request for PSC #4134-11/12 as amended. Notified the Office of the Controller and the Office of Contract Administration.
- 2) Adopted the report; Approved request for PSC #4140-11/12 as amended. Notified the Office of the Controller and the Office of Contract Administration.
- 3) Adopted the report; Approved request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

- c:
- Derik Aoki, Children & Families Commission
 - Cynthia Avakian, Airport Commission
 - Parveen Boparai, Municipal Transportation Agency
 - Rachel Buerkle, Department of the Environment
 - Micki Callahan, Human Resources Director
 - Marie de Vera, Department of Human Resources
 - Aleric Degrafinried, Public Utilities Commission
 - Thomas DiSanto, Planning Department
 - Jaci Fong, Office of Contract Administration
 - Shamica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - William Lee, Department of Emergency Management
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR
6/18/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No. | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|----------|---------------------------------|---------------|-----------------|--|-----------------------|
| 4133-11/12 | 27 | Airport Commission | Regular | \$18,000,000 | Maintenance and support for the operation of integrated electronic and computer systems used by all of the Airport tenant airlines and the Airport Commission staff. The cost of maintaining the equipment and software is shared by the Airlines and the Airport Commission. In 2007, the Civil Service Commission approved PSC 4034-05/06 for the maintenance of the Common Use Terminal Equipment Maintenance for the International Terminal; however, the new Terminal 2 and consolidation of systems in Terminal 1 and 3 have increased the scope of the maintenance and support. The work under this request includes maintenance and support of the Integrated Electronic Systems, Network Monitoring and Help Desk Services; and as-needed Patron Assistance. | 7/1/2012 - 12/31/2022 |
| 4134-11/12 | 64 | Children & Families Commission | Regular | \$70,000 | The Integrated Electronic Systems include: proprietary systems for flight information, Common Use Passenger Processing, and Common Use Self Service Kiosks. Network Monitoring and Help Desk Services provided outside of normal airport business hours, 365 days per year. Patron Assistance is a service to patrons with special needs from the main terminal complex to outlying facilities, including rental car and long term parking, which is not provided for by the Airlines. | 8/1/2012 - 12/31/2016 |
| 4135-11/12 | 77 | Emergency Management | Regular | \$200,000 | The audit will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all materials respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report. | 7/1/2012 - 4/30/2014 |
| 4136-11/12 | 22 | Environment | Regular | \$59,190 | The contractor will manage, organize, and administer regional catastrophic planning, training, and exercise efforts in the Bay Area as established by the Bay Area UASI Approval Authority, through benchmarking, capabilities assessment and a series of public outreach. | 5/1/2012 - 12/31/2012 |
| 4137-11/12 | 35 | Municipal Transportation Agency | Regular | \$120,000 | Administer the California Green Business Network's online Green Business database, including everyday database management, web based and in person trainings and support for new users of online database, customer service to all coordinator users, and oversight of bug fixes and necessary updates to the system. | 7/1/2012 - 9/30/2017 |

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 23, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: International Terminal Equipment Maintenance and Operating Support

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$18,000,000 PSC DURATION: 7/1/2012 - 12/31/2022

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Maintenance and support for the operation of integrated electronic and computer systems used by all of the Airport tenant airlines and the Airport Commission staff. The cost of maintaining the equipment and software is shared by the Airlines and the Airport Commission. In 2007, the Civil Service Commission approved PSC 4034-05/06 for the maintenance of the Common Use Terminal Equipment Maintenance for the International Terminal; however, the new Terminal 2 and consolidation of systems in Terminal 1 and 3 have increased the scope of the maintenance and support. The work under this request includes maintenance and support of the Integrated Electronic Systems, Network Monitoring and Help Desk Services; and as-needed Patron Assistance.

The Integrated Electronic Systems include: proprietary systems for flight information, Common Use Passenger Processing, and Common Use Self Service Kiosks. Network Monitoring and Help Desk Services provided outside of normal airport business hours, 365 days per year. Patron Assistance is a service to patrons with special needs from the main terminal complex to outlying facilities, including rental car and long term parking, which is not provided for by the Airlines.

B. Explain why this service is necessary and the consequences of denial: The equipment, which includes self-service kiosks for customers and Airline staff, is essential for the operation of SFO. Maintenance and upgrades of the proprietary equipment require the support of the software vendor and systems is necessary for efficient operations and denial would lead to service disruptions.

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 have been previously provided under PSC #4034-05/06.

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

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

IFPTE Local 21, Electrical Workers Local 6, SEIU 1021 Union Name

Signature of person mailing/faxing form

April 23, 2012 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4133-11/12
STAFF ANALYSIS/RECOMMENDATION:

Approved 6/18/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Extensive knowledge and experience with the installation, configuration, maintenance, troubleshooting upgrading and support of common use terminal equipment systems and associated peripherals.

B. **Which, if any, civil service class normally performs this work?** If the City had access to the integration software codes, portions of the work could be performed by: 1021-1023 IS Administrator series, 1041-1043 IS Engineer series, 1061-1063 IS Programmer Analyst series, 1070 IS Project Director and 1071 IS Manager. Since the system and the equipment are proprietary, no civil service classification can perform this work.

The network monitoring and help desk services are required 24 hours per day 365 days per year to dispatch appropriate services required to maintain Airport operations. Over the next 12 to 24 months, the Airport is planning to either bring the Network Monitoring and Help Desk services in-house or prepare a separate RFP to address this work. In July 2011 during the prior approval, the Airport transferred the maintenance of approximately 800 electronic displays to 7318 Electronic Maintenance Technicians and 7345 Electricians. Patron Assistance could possibly be performed by 2586 Health Worker II.

C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**
Yes, the contractor will provide access to the proprietary software codes and the specialized equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:** The common use equipment and integration software codes are proprietary, so civil service classes are not applicable. Please see the answer to Question 3.B. above.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**
No. Please see the answer to Question 3.B.

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"/> |
|--------------------------|-------------------------------------|

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

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

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

D. Are there federal or state grant requirements regarding the use of contractual services?

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution # 12-0064 for the approval of the Agreement to SFOTEC.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The current contractor, SFOTEC, will continue to provide these needed services, if approved.

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - 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: Monitoring, reporting and consultation services on sweatshops

Funding Source: General fund

PSC Duration: 3 years

PSC Amount: \$225,000

1. Description of Work

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

The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U attached) authorizes the Office of Labor Standards Enforcement (OLSE) to monitor contractors' compliance with the Ordinance. The Ordinance provides that until such time as the City determines that it is able to adequately monitor compliance using City personnel, the City shall enter into a professional services contract with an independent non profit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside of the Bay Area and abroad which provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles.

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

The Sweatfree Contracting Ordinance specifies that OLSE shall contract an independent non profit organization with expertise in Sweatshop Labor for the implementation of the ordinance until such a time as the City has resources to do so. If this request is denied, the Ordinance will not be effectively enforced or fully implemented.

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.

They have been provided under contract. Please see PSC 4015 13.14 attached.

D. Will the contract(s) be renewed?

Unknown but likely.

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):

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

REASON FOR CHECKING OTHER:

The Administrative Code requires that these services be provided by an outside non profit entity until such time as the City has the resources to do so. The City does not have employees expert in the skills and knowledge required to perform tasks required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: - At least three years experience in monitoring, reporting, conducting workplace inspections and investigations of Sweatshop Labor violations. - Staff with multilingual capabilities and experience operating in states and foreign countries where City contracted goods are manufactured. - Extensive knowledge of local, state and international laws pertaining to Sweatshop labor violations. - Extensive knowledge of the San Francisco Administrative Code, Chapter 12U, Sweatfree Contracting Ordinance and Chapter 12R, Minimum Wage Ordinance. Also, must have knowledge of the World Bank Gross National Income Per Capita Purchasing Parity Index.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2978, Contract Compliance Officer 2; 2992, Contract Compliance Officer 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

These resources are not available within the City.

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

- A. Explain why civil service classes are not applicable.
Current classes do not provide expertise in international laws and contract monitoring abroad and can't travel abroad to monitor contractor performance.
- 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. All of the factory inspections as part of this contract will be performed outside of the United States.

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 to City employees. The inspections are conducted outside of the United States.
- 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 04/04/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: 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# 45492 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Tuesday, April 04, 2017 5:25 PM
To: Lubamersky, Joan (ADM); pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45492 - 16/17

RECEIPT for Union Notification for PSC 45492 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 45492 - 16/17 for \$225,000 for Initial Request services for the period 07/01/2017 – 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/8718> 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)

See page 5
Sect. 12U.7.(b)

SEC. 12U.1. - FINDINGS.

SEC. 12U.2. - DEFINITIONS.

SEC. 12U.3. - PROHIBITION ON SWEATSHOP CONDITIONS.

SEC. 12U.4. - CONTRACTUAL REQUIREMENT.

SEC. 12U.5. - PHASE-IN PERIOD.

SEC. 12U.5.1. - ADDITIONAL GOODS COVERED BY ORDINANCE.

SEC. 12U.6. - ADVISORY GROUP.

SEC. 12U.7. - ADMINISTRATION AND ENFORCEMENT.

SEC. 12U.8. - EFFECTIVE DATE.

SEC. 12U.9. - EXCEPTIONS.

SEC. 12U.9.5. - AWARD OF CONTRACT ABSENT A SWEATFREE-COMPLIANT BID OR PROPOSAL.

SEC. 12U.10. - PREEMPTION.

SEC. 12U.11. - SEVERABILITY.

SEC. 12U.1. - FINDINGS.

The Board of Supervisors finds and declares the following:

- (a) This Chapter shall be known as the Sweatfree Contracting Ordinance.
- (b) Each year the City and County of San Francisco spends hundreds of millions of dollars contracting with private sector contractors for the purchase or rental of goods. The prudent expenditure of public dollars requires that the City select responsible contractors.
- (c) The City and County, as a major purchaser of goods, must be cognizant of the labor conditions that may be supported by its actions as a major market participant. Better working conditions assure consistently better quality goods for the City and County, by assuring fewer disruptions in the workplace due to workers' grievances, fewer absences due to illnesses, less fatigue and fewer workplace injuries, less turnover of workers, and greater incentive to perform.
- (d) In its role as a market participant, the City and County seeks to assure that the integrity of the procurement process is not undermined by contractors or subcontractors who engage in sweatshop practices. Contractors who use Sweatshop Labor are able to underbid responsible contractors who pay fair wages and maintain humane work environments and conditions. Such practices place responsible contractors at a competitive disadvantage, which may dissuade responsible contractors from participating in the City and County procurement process. This Chapter will encourage responsible contracting with the City and County and reduce any inadvertent support of contractors who use Sweatshop Labor.
- (e) By adopting this ordinance, the City and County does not intend to preclude the City and County or its contractors or subcontractors from doing business with any foreign country.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)

SEC. 12U.2. - DEFINITIONS.

For the purposes of this Chapter, the following definitions shall apply to the terms used herein.

- (a) "Abusive Forms of Child Labor" shall mean the following: work performed by a person under the age of 18 when the person does not voluntarily seek the work or the person is threatened by the person's employer with physical, mental or emotional harm for nonperformance; (2) work performed by a person under the age of 18 in violation of any applicable law of the country of manufacture or assembly governing the minimum age of employment, compulsory education, or occupational health and safety; or (3) the use of a person under the age of 18 for illegal activities, including but not limited to the production or trafficking of illicit drugs or for prostitution.
- (b) "Contract" shall mean an agreement for Goods for an amount greater than \$25,000 and having a term in excess of three months to be purchased or provided at the expense of the City and County or to be paid out of moneys deposited in the treasury or out of trust moneys under the control of or collected by the City and County. "Contract"

shall also mean any amendment to a contract entered into after the effective date of this Chapter that causes the amount of the contract to exceed \$25,000 or causes the term to exceed three months.

- (c) "Contractor" shall mean any person or persons, association, cooperative, firm, partnership, corporation, company, venture, trustee, trustee in bankruptcy, receiver, or combination thereof who enters into a Contract with the City and County.
- (d) "Director" shall mean the Director of the Office of Contract Administration.
- (e) "Foreign Convict or Forced Labor" shall mean any form of labor used to produce or manufacture goods prohibited from importation into the United States under 19 U.S. C. § 1307, which includes Abusive Forms of Child Labor and Slave Labor.
- (f) "Good" shall mean any good, including without limitation, any material, supply, or equipment.
- (g) "Slave Labor" shall mean any form of slavery, sale and trafficking of persons, debt bondage, indentured servitude, serfdom, or forced or compulsory labor.
- (h) "Subcontract" shall mean any subcontract agreement or arrangement directly with a Contractor for any work under a Contract (first tier subcontract) and shall mean any subcontract agreement or arrangement between subcontractors, at any tier, except for any agreement or arrangement between subcontractors if the amount of the agreement or arrangement is less than the lesser of (1) 10 percent of the amount of the higher tier subcontractor's work; or (2) \$25,000. "Subcontract" also shall mean any subcontract agreement or arrangement that any Contractor or Subcontractor creates by dividing work into smaller increments for award to any subcontracting entity created for the purpose of awarding a subcontract that is not subject to this Chapter on the basis that it fails to meet either of the monetary thresholds for a Subcontract set above in this subsection (h).
- (i) "Subcontractor" shall mean any person or persons, association, cooperative, firm, partnership, corporation, trustee, trustee in bankruptcy, receiver, or combination thereof including without limitation any subcontractor, entering into a Subcontract.
- (j) "Sweatshop Labor" shall mean work performed by any Worker under terms or conditions that seriously or repeatedly violate laws of the jurisdiction within which the work is performed governing: (i) wages; (ii) employee benefits; (iii) health and safety, including without limitation exposure to hazardous or toxic substances; (iv) labor, including without limitation collective bargaining rights; (v) environmental conditions; (vi) nondiscrimination, harassment, or retaliation, including without limitation all laws prohibiting workplace and employment discrimination; (vii) freedom of association; or (viii) building or fire codes. "Sweatshop Labor" also shall mean any work performed by any person contributing to the provision of Goods to the City and County under a Contract or Subcontract that constitutes Foreign Convict or Forced Labor, or Abusive Forms of Child Labor or Slave Labor.
- (k) "Worker" shall mean any employee of a Contractor or Subcontractor who contributes to the provision of Goods to the City and County under a Contract or Subcontract, including but not limited to any manufacturing or assembling of the Goods.

(Added by Ord. 223-05, File No. 051257, App. 9/18/2005; Ord. 265-07, File No. 071369, App. 11/14/2007)

SEC. 12U.3. - PROHIBITION ON SWEATSHOP CONDITIONS.

Each Contractor and Subcontractor shall comply with each of the following requirements:

- (a) Each Contractor and Subcontractor, regarding any Worker, shall comply with all human and labor rights and labor standards imposed by treaty or law on the country in which the Goods are made or assembled, and shall not engage in Sweatshop Labor.
- (b) Each Contractor and Subcontractor shall pay at least the following minimum wages to Workers: (1) to Workers working in the United States a base hourly wage, to be set and adjusted annually by the Director, to produce for 2,080 hours worked, an annual income equal to or greater than the U.S. Department of Health and Human Services most recent poverty guidelines for a family of three plus an additional 20 percent of the wage level paid, including without limitation amounts paid as hourly wages or health benefits or retirement benefits; and (2) for Workers working in countries other than the United States, a wage, to be set and adjusted annually by the Director, that shall be comparable to the wage for domestic manufacturers established above, adjusted to reflect the country's level of economic development by using the World Bank's most recent Gross National Income per capita Purchasing Power Parity Index.
- (c)

This Chapter specifies a minimum level of compensation to be paid Workers and shall not be construed to preempt or otherwise limit any other applicable law, regulation or requirement that requires a higher level of compensation.

- (d) Each Contractor and Subcontractor shall keep or cause to be kept for a period of not less than three years from the date of the expiration or termination of the term of the Contract, basic payroll and time records for each Worker, and copies of any tax records filed with a governmental entity during the term. Such records shall include the following for each Worker: (a) name and job classification; (b) a general description of the work the Worker performed each day and the rate of pay (including rates of contributions for, or costs assumed to provide fringe benefits); and (c) the daily and weekly number of hours worked, deductions made; and (d) any actual wages paid.
- (e) Each Contractor and Subcontractor shall maintain weekly certified payroll records for submission to the Office of Contract Administration, the Office of Labor Standards Enforcement, or the Director's designee or other authorized officers or agents of the City and County upon demand. The Contractor shall be responsible for submitting the payroll records of its Subcontractors, although Subcontractors shall submit such records directly to the City and County upon request. All certified payroll records shall be accompanied by a statement signed by the Contractor, or Subcontractor if requested by the City and County to submit the records, stating that the records are complete and correct.
- (f) All records required to be maintained by this Chapter shall at all times be open to inspection and examination of the duly authorized officers and agents of the City and County of San Francisco.
- (g) All Contractors and Subcontractors shall comply with the overtime laws and regulations applicable to their Workers. In the absence of a law setting overtime compensation, overtime hours shall be compensated at the rate of one-and-one-half times the regular hourly compensation rate. All overtime hours worked beyond 48 hours of working time per work week shall be worked voluntarily, except mandatory overtime above that 48-hour mark is permitted if each of the following conditions is satisfied: (1) the law of the country of manufacture permits mandatory overtime, (2) the manufacturing facility is party to a collective bargaining agreement that permits mandatory overtime, and (3) the mandatory overtime hours are worked in conformance with the collective bargaining agreement.
- (h) No Contractor or Subcontractor shall subject any Worker to any physical, sexual, or other illegal harassment or abuse, including corporal punishment, illegal discrimination or retaliation for exercising his or her right to free speech and assembly or other rights protected under applicable labor or employment laws.
- (i) No Contractor or Subcontractor shall require or compel any Worker to use contraceptives or take pregnancy tests.
- (j) Before commencing any work under the Contract, the Contractor shall provide the City and County a list of the names and addresses of each Subcontractor to be utilized in the performance of the Contract, the Contractor's and each Subcontractor's applicable State tax identification number and the address of each manufacturing or other facility or operation of the Contractor and its Subcontractors for the performance of the Contract. The Office of Contract Administration shall post this information on its internet website before a Contractor or any of its Subcontractors may commence work under the Contract. Contractor shall update the list to show any changes in the Subcontractors or the facilities or operation during the term of the Contract. Before commencing any work under the Contract, the Contractor also shall provide the City and County a written statement showing the amount to be paid each Subcontractor and shall update this information in writing to show changes in the amount to be paid any Subcontractor or amounts to be paid Subcontractors added after submittal of the most recent statement to the City and County. Amounts to be paid to subcontractors may be reported in ranges of \$20,000.00 to \$50,000.00; \$50,001.00 to \$100,000.00; \$100,001.00 to \$250,000.00; \$250,001.00 to \$500,000.00; above \$500,000.00; or such other ranges as the Director, after consultation with the Office of Labor Standards Enforcement and Sweatfree Procurement Advisory Group, deems appropriate to effectively implement this Chapter. Updates in the amount to be paid a Subcontractor or Subcontractors after submittal of the most recent statements to the City and County need only be submitted if the changed amount would fall into a different range.
- (k) During each year of the term of a Contract, the Director, the Office of Labor Standards Enforcement, or the Director's designee may request a written assurance from the Contractor and each of its Subcontractors that the Contractor or Subcontractor is in compliance with this Chapter. The request may seek confirmation of compliance with some or all of the requirements of this Chapter, and may require the response to be submitted under penalty of perjury. The Contractor or Subcontractor shall provide the written assurance within the time period specified by the Director, the Office of Labor Standards Enforcement, or the Director's designee, which shall not be less than 14 days from receipt of the request.
- (l) Each Contractor and Subcontractor shall be responsible for ensuring the Subcontractor's compliance with this Chapter.
- (m) Contractors and Subcontractors shall demonstrate commitment to best practices and continuous improvement in management practices to eliminate Sweatshop Labor, including the right to freedom of association and collective bargaining. No Contractor or Subcontractor shall subject a Worker to harassment, intimidation or retaliation as a result of his or her efforts to freely associate or bargain collectively. This subsection shall not apply to Contractors or

3

Subcontractors subject to the National Labor Relations Act, 29 U.S.C. §§ 151 et seq.
(Added by Ord. 223-05, File No. 051257, App. 9/16/2005; Ord. 285-07, File No. 071369, App. 11/14/2007)

SEC. 12U.4. - CONTRACTUAL REQUIREMENT.

Each Contract shall include an agreement by the Contractor to comply with the requirements of this Chapter, and shall incorporate this Chapter by reference. Contracts shall provide the following: (1) that in the event the Director determines that any Contractor or Subcontractor has failed to comply with any provision of this Chapter or any regulations implementing this Chapter, the Contractor shall be liable for liquidated damages equal to the greater of \$1,000 or 20% of the amount of the Goods provided in violation of this Chapter, as determined by the Director; and (2) the City and County may deduct any liquidated damages owed by a Contractor from any monies owed the Contractor under the Contract or any other agreement that the Contractor has with the City and County.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)

SEC. 12U.5. - PHASE-IN PERIOD.

During the first full fiscal year of the City and County after the effective date of this Chapter, the City and County shall target for enforcement only Contracts for apparel, garments and corresponding accessories, materials, supplies or equipment. Agreements for other Goods shall be targeted for enforcement in accordance with the procedure set forth in Section 12U.6.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)

SEC. 12U.5.1. - ADDITIONAL GOODS COVERED BY ORDINANCE.

In addition to Contracts for apparel, garments and corresponding accessories, materials, supplies or equipment, contracts for the following goods shall be targeted for enforcement:

- (a) Textiles; meaning all items of cloth that are produced by weaving, knitting, felting, sewing, or similar production processes, including but not limited to such cloth items as sheets, pillows, pillowcases, towels, blankets, comforters, bath mats, mattress covers, table linens, cloth napkins, cleaning cloths, draperies, upholstery, rugs, and entrance mats, but excluding carpets.

(Added by Ord. 28-10, File No. 091403, 2/11/2010)

SEC. 12U.6. - ADVISORY GROUP.

- (a) The City and County shall establish a Sweatfree Procurement Advisory Group. The Sweatfree Procurement Advisory Group shall evaluate the industries engaged in the manufacture and sale of goods to determine whether contracts for any goods, in addition to apparel and garments, should be targeted for enforcement, and to evaluate the implementation, administration, and enforcement of this Chapter. To determine whether a particular good shall be targeted for enforcement, the factors that the Sweatfree Procurement Advisory Group shall consider shall include, but not be limited to: (a) the amount the City and County has spent, and anticipates spending for such good; (b) evidence of Sweatshop Labor or other conditions prohibited by this Chapter in the manufacturing, assemblage or distribution of such good; and (c) any financial impact that targeting the good for enforcement will have on the City and County. At the end of the first full fiscal year of the City and County following the effective date of this Chapter, and annually thereafter, the Sweatfree Procurement Advisory Group shall submit a written report to the Director and the Office of Labor Standards Enforcement that contains any recommendations on the administration, implementation, and enforcement of this Chapter, or the application of this Chapter to other goods. The report shall include the supporting information upon which each recommendation is based and a report on the financial impact that adoption of the recommendation will have on the City and County. The Director may submit any recommendation to extend the applicability of this Chapter to other goods to the Board of Supervisors. Upon the adoption of an ordinance approving such recommendation, Contracts for the purchase of such goods shall be subject to this Chapter. The Director in the Director's discretion may adopt other recommendations of the Sweatfree Procurement Advisory Group subject to the Municipal Code and the Charter.

- (b) The Sweatfree Procurement Advisory Group shall determine how the City and County may maximize its purchase of goods produced in San Francisco. Within four months of its formation, the Sweatfree Procurement Advisory Group shall examine how the City and County may provide preferences and/or incentives to garment industry manufacturers in San Francisco that are in compliance with this Chapter, and explore the expansion of preferences and/or incentives to other industries. Within the four-month period, the Sweatshop Procurement Advisory Group shall propose legislation to immediately implement the preferences and/or incentives.

(c)

The Sweatfree Procurement Advisory Group shall consist of eleven members. The Mayor and the Board of Supervisors shall each appoint five members. The Controller shall appoint one member. Each member shall be appointed to a term of two years. At least one of the Board of Supervisors' appointees and one of the Mayor's appointees must have significant experience representing employees in labor matters. At least one of the Board of Supervisors' appointees and one of the Mayor's appointees must have significant experience acquiring goods or services for a public entity. At least one of the Board of Supervisors' appointees and one of the Mayor's appointees must have significant experience as an advocate for human rights or the poor. The Controller's appointee shall have significant experience in finance, financial auditing, or accounting. All members of the Sweatfree Procurement Advisory Group shall be appointed within sixty days of the effective date of this Chapter. Each member shall serve at the pleasure of the appointing authority. The Sweatfree Procurement Advisory Group shall meet not less than once each fiscal year.

(Added by Ord. 223-05, File No. 051267, App. 9/16/2005)

SEC. 12U.7. - ADMINISTRATION AND ENFORCEMENT.

(a)

The Director shall implement and administer, and the Director and the Office of Labor Standards Enforcement shall enforce the requirements of this Chapter. The Director may issue regulations for the implementation and administration of this Chapter. The Director may, in consultation with the Office of Labor Standards Enforcement, issue regulations for the enforcement of this Chapter. The Director may delegate, in writing, responsibilities to other departments, offices, employees, officers, or agents of the City and County. Each City department, when requested by the Director, shall cooperate with the Director in the implementation or administration of this Chapter, and when requested by the Director or Office of Labor Standards Enforcement, shall cooperate with the enforcement of this Chapter by providing relevant information that is in the department's possession and control, and providing any other assistance that it is feasible for the department to provide. The City and County may, subject to the Charter, including without limitation its budgetary and fiscal provisions, and the Municipal Codes, enter into contracts with any entity and cooperative agreements or arrangements with any public entity for assistance in implementing, administering or enforcing this Chapter, and shall explore efficient and cost-effective mechanisms for ensuring the compliance of Contractors.

(b)

Until such time as the City and County determines that it is able to adequately monitor compliance with this Chapter using City personnel, the City and County shall, subject to the Charter, including without limitation its budgetary and fiscal provisions, and the Municipal Codes, enter into an agreement with an independent non-profit organization with expertise in monitoring and reporting on Sweatshop Labor for assistance monitoring the compliance of Contractors. This subsection does not in any way limit the City's ability to contract for assistance under subsection 12U.7(a).

(c)

Each Contractor and Subcontractor shall cooperate fully with any investigation of the Director, the Office of Labor Standards Enforcement, the Director's designee or contractors, including without limitation any independent non-profit monitor, and other City employees and agents authorized to assist in the implementation, administration or enforcement of this Chapter. Such persons or entities shall, in the performance of their duties, have the right to engage in random inspections of any worksite where the Contract or any Subcontract is performed and have access to any Worker or any record required to be maintained in Section 12U.3.

(d)

Any failure of a Contractor or Subcontractor to perform in accordance with this Chapter shall be a material breach of the Contract. In such an event, the City and County may take any or all of the following actions:

(1)

Assess liquidated damages as provided for in the Contract.

(2)

Terminate the Contract.

(3)

Commence debarment proceedings pursuant to Chapter 28 of this Code against the Contractor, where the Contractor has failed to comply with this Chapter, or against the Subcontractor, or Contractor and Subcontractor, where the Subcontractor has failed to comply with this Chapter.

(4)

Withhold payments under the Contract until the Contractor or its Subcontractor is in full compliance with this Chapter.

(5)

Require the Contractor or Subcontractor, at its expense, to provide training and best practices guidelines to managers and employees at the facility or operation where the violation occurred to ensure future compliance. Upon request by the Director or the Director's designee, the Contractor or Subcontractor shall submit such materials for the City and County's review and approval prior to distribution to managers and employees.

(6)

Any Contractor or Subcontractor shall provide the Director or the Director's designees or contractor, and other City employees and agents authorized to assist in the administration and enforcement of this Chapter immediate access to the facility or operation where the violation has occurred for an inspection of the facility or operation and records, and interviews of Workers.

(7)

During the term of the Contract, but not more than once every 30 days, the Director, the Office of Labor Standards Enforcement, or the Director's designee may require the Contractor or Subcontractor to provide a written summary of the steps taken to remedy the noncompliance and any difficulties encountered in curing the noncompliance. The request may require the response to be submitted under penalty of perjury. The Contractor or Subcontractor shall provide the written summary within the time period specified by the Director, the Office of Labor Standards Enforcement, or the Director's designee, which shall not be less than 14 days from receipt of the request.

(8)

Pursue any other remedies available to the City and County at law or in equity.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)

SEC. 12U.8. - EFFECTIVE DATE.

This Chapter shall be effective ninety days after it is adopted. This legislation is intended to have prospective effect only.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)

SEC. 12U.9. - EXCEPTIONS.

This Chapter shall not apply in the following circumstances:

- (a) When a Contract involves the expenditure of funds received by the City and County and the application of this Chapter would violate or be inconsistent with the terms or conditions of the applicable grant agreement, subvention or agreement or the instructions of an authorized representative of any such agency with respect to any such grant agreement, subvention or agreement.
- (b) When the Director or the Director's designee determines that there is only one responsible contractor available to provide the Goods and that contractor is unable to comply with this Chapter, or the City and County department, commission, office or other City and County entity seeking to enter into the contract certifies in writing to the Director, and the Director finds that there are no qualified responsive bidders or proposers or prospective contractors that would comply with the requirements of this Chapter and the Contract is for Goods that are essential to the City or the public. This subsection (b) is subject to the provisions of Section 12U.9.5. If a waiver is granted pursuant to this subsection (b), the Contract entered into as a result of the waiver may be for a term of no greater than two years.
- (c) When the Contract is with a public entity.
- (d) When the acquisition of Goods is only incidental to the other purchases under the Contract. The acquisition of Goods shall be incidental if the amount paid by the City for the Goods is 10 percent or less than the total amount of the Contract.
- (e) If the department recommending the Contract certifies in writing to the Director that pursuant to Administrative Code Section 6.60 or 21.15 that the Contract is necessary to respond to an emergency which endangers the public health or safety and no entity which complies with the requirements of this Chapter capable of responding to the emergency is immediately available.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005; Ord. 265-07, File No. 071369, App. 11/14/2007)

SEC. 12U.9.5. - AWARD OF CONTRACT ABSENT A SWEATFREE-COMPLIANT BID OR PROPOSAL.

- (a) It is the City's goal to achieve full compliance with this Chapter. But, in the absence of bids or proposals that are fully compliant with the provisions of this Chapter, the City should have authority to award Contracts to the bidder or proposer that is most compliant with this Chapter. If, in response to a solicitation for bids or a request for proposals, the City receives no bids or proposals that are fully compliant with the provisions of this Chapter, the Director is authorized to enter into a Contract with a noncompliant bidder or proposer, according to the following principles.
- (b) Notwithstanding the determination of low bid or highest ranked proposal, the Director shall have authority to determine which bidder or proposer most substantially complies with this Chapter, and shall award the Contract to that bidder or proposer.
- (c) No Contract awarded pursuant to subsection (b) may exceed two years in term unless the Director determines, no later than six months prior to the expiration of the original term of the Contract, that the Contractor has achieved an additional level or

levels of compliance with the provisions of this Chapter that warrants exercise of an option to extend the Contract for up to an additional year.

- (d) Any Contract awarded pursuant to subsection (b) shall be terminated by the Director during the original term of the Contract or any extension of the original term if the Director determines that the Contractor (i) is not making a good faith effort to achieve an additional level or levels of compliance with the provisions of this Chapter or (ii) has not corrected within a reasonable time, as defined by the Director, a specific violation of this Chapter that the City discovers after award of the Contract. In addition, the Director shall include in any Contract awarded pursuant to subsection (b) a compliance plan that identifies deficiencies in the bid or proposal and specifies a condition or conditions and related timetables designed to achieve an additional level or levels of compliance with the provisions of this Chapter no later than six months prior to the expiration of the original term of the Contract; and failure of the Contractor to satisfy said compliance plan may serve as the basis for the Director to terminate the Contract.
- (e) Standards for determining most substantial compliance under subsection (b) and additional level or levels of compliance under subsections (c) and (d) shall be adopted by the Director following consultation with the Office of Labor Standards Enforcement and the Sweatfree Procurement Advisory Group, and a public hearing. Such standards shall give due consideration to the City's need to receive information from bidders and Contractors to enable the City to monitor compliance with this Chapter; the degree to which a particular requirement of the Ordinance is not being complied with by a bidder or Contractor; the number of requirements of the Ordinance that are not being complied with by a bidder or Contractor; practical difficulties faced by bidders and/or Contractors generally in complying with a particular requirement of the Ordinance; the relative importance, if ascertainable, of the different labor standards set forth in Section 12U.3; and such other factors as may be relevant to achieving maximum compliance with this Chapter.
- Such standards shall become operative on the effective date of this Section if they are adopted by the Director before then. Such standards shall become operative on the date they are adopted by the Director if that occurs after the effective date of this Section.

In addition, the Director has authority to adopt rules and procedures that implement this Section.

- (f) The Director shall not award a Contract pursuant to subsection (b) where the cost of that contract would exceed the low bid or highest ranked proposal by more than 15 percent.
- (g) The Director shall submit quarterly reports to the Board of Supervisors regarding the implementation of this Section and contracts issued to otherwise noncompliant bidders or proposers under this Section.
- (h) Neither subsection (b) nor any other provision in this Section shall override the Director's authority to reject all bids or proposals or take other action within his or her legal authority.

(Added by Ord. 265-07, File No. 071369, App. 11/14/2007)

SEC. 12U.10. - PREEMPTION.

Nothing in this Chapter shall be interpreted or applied so as to create any power or duty in conflict with any federal or state law.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)

SEC. 12U.11. - SEVERABILITY.

If any part or provision of this Chapter or the application of this Chapter to any person or circumstance, is held invalid, the remainder of this Chapter, including the application of such part or provisions to other persons or circumstances, shall not be affected by such holding and shall continue in full force and effect. To this end, the provisions of this Chapter are severable.

(Added by Ord. 223-05, File No. 051257, App. 9/16/2005)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

PSC 4015 -
13/14

August 21, 2013

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4012-13/14 THROUGH 4016-13/14; 4115-11/12 AND 4123-05/06.

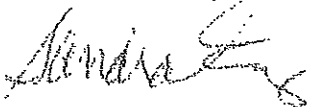
At its meeting of August 19, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

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

CIVIL SERVICE COMMISSION


JENNIFER JOHNSTON
Executive Officer

Attachment

- Cc: Cynthia Avakian, San Francisco International Airport
- Angela Auyong, Public Defender
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Department of Human Resources
- Leorah Dang, Department of Human Resources
- William Lee, Department of Emergency Management
- Brent Lewis, Department of Human Resources
- Joan Lubamersky, General Services Agency
- Commission File
- Chron

August 19, 2013 Regular Meeting

MINUTES

Regular Meeting

August 19, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:01 p.m.

ROLL CALL

| | |
|-----------------------------------|--|
| President Scott R. Haldford | Present |
| Vice President E. Dennis Normandy | Present (Left at 3:38p.m., missed items 15 & 16) |
| Commissioner Douglas S. Chan | Present |
| Commissioner Kate Favetti | Excused (Notified Absence) |
| Commissioner Gina Roccanova | Present |

| | | | | | |
|------------|---------------------------------|--------------|---|---------|------------|
| 4012-13/14 | Airport Commission | \$200,000 | The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment. The Contractor will update and develop computer based training (CBT) course content for security and safety training modules in Security Identification Display Area (SIDA), Security Awareness, Authorized Signatory, Non-Movement Driving in Air Operations Area, Movement Driving in Air Operations Area, Fueling, Escort Privileges, and Passenger Boarding/Jet Bridge courses. The Contractor will also provide maintenance to the operating software/system of the CBT known as ILS (Instructional Learning System), update course content and develop additional program as required by regulatory changes. | Regular | 12/31/2014 |
| 4013-13/14 | Airport Commission | \$28,000,000 | Contractor shall be responsible for the maintenance, repair, annual inspection, hoist way rope replacement, load testing, and unlimited emergency call back of approximately 170 elevators, 130 escalators, and 40 electric walks in the following locations: International Terminal Building, Boarding Area A and Garage A, Boarding Area G and Garage G, Domestic Terminals 1, 2 and 3, Domestic Garage, Connectors, AirTrain Stations, Rental Car Facility, Long Term Parking Garage and various other buildings and garages throughout the SFO Campus. | Regular | 12/31/2014 |
| 4014-13/14 | Municipal Transportation Agency | \$1,500,000 | The consultant will provide full-service configuration design, implementation and support for SFMTA to integrate the Sustainable Streets Division's project management business needs into the ongoing SFMTA's Capital Program and Control System (CPCS) implementation. CPCS is an agency-wide program controls software system capable of tracking capital project budgeting, financing, and contractor payments, project design scheduling, construction scheduling, and contract claims management. The consultant shall provide the following services: collect all project management and financial data (approximately 300 projects) and standardize data for analysis and input in the system; develop detailed requirements (including reporting requirements), technical design specifications, and configuration for integrating/customizing the various software components; build integration software and configuration; install software components; migrate data to the new solution; process design (to be) and implementation; testing; documentation; training; and solution rollout for production. | Regular | 9/30/2014 |
| 4015-13/14 | General Services Agency | \$35,000 | The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U) authorizes OLSE to monitor contractors' compliance with the Ordinance. The Ordinance provides that until such time as the City determines that it is able to adequately monitor compliance using city personnel, the City shall enter into a professional services contract with an independent non profit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside of the Bay Area and abroad that provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles. | Regular | 3/28/2015 |



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: Relocation Services

Funding Source: TIDA funds

PSC Duration: 8 years 52 weeks

PSC Amount: \$1,250,000

1. Description of Work

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

Treasure Island and Yerba Buena Island is a former Naval Station that was selected for closure and disposition in 1993. It is in the process of an ownership transfer from the United States Navy to the Treasure Island Development Authority ("TIDA") for civilian use. Approximately 60% of the base has been transferred. TIDA was created by San Francisco Board of Supervisors ("BOS") in 1997 as a non-profit, public benefit corporation dedicated to the redevelopment of the base. The vendor will conduct household needs assessments to determine transitioning household eligibility for housing and unit needs. Vendor will develop and implement plans for transitioning household interim moves and individual sites plans for transitioning households long term moves to support effective and efficient relocations. The Transition Housing Rules and Regulations were approved by BOS as part of the Disposition and Development Agreement (DDA) in 2011. Some 200 Pre-DDA Households are eligible for Transition Benefits, including a newly constructed Transition Unit, a Base Monthly Rent lesser than Market Rate on the Transition Unit, Moving Assistance, In-Lieu Payments, and opportunity to qualify for For-Sale Inclusionary Housing, among others. Another 200 Post-DDA Households are eligible for Transition Advisory Services.

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

This will provide important support for the Treasure Island Development Authority (TIDA) in its responsibility for relocating existing residents to new permanent housing. This is in accordance with the adopted Tenant Housing Rules and Regulations (THRR) of the Development and Disposition Agreement (DDA) and Development Agreement (DA). These documents were approved by the Board of Supervisors in 2011. Without this support, TIDA will not be able to complete the work properly or in a timely manner, delaying relocation of residents and resulting in failure of the City to meet DA/DDA obligations.

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 at an earlier point in the development process, as a redevelopment activity. Civil Service approval was not required at that time.

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.
not applicable

2. Reason(s) for the Request

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The City does not have employees with the specific knowledge and abilities required. Services may not be regularly scheduled and will vary during project phases and schedule.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Professional interview skills and experience working with diverse populations, coordination of operational data collection; knowledge of affordable housing and Mayor's Office of Housing and Community Development Preferences ad Lottery Program. Ability to develop a communications plan for resident engagement. Ability to organize and prioritize important project priorities.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1823, Senior Administrative Analyst; 4140, Real Property Manager; 4142, Senior Real Property Officer; 5278, Planner 2; 0922, Manager I;
- 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?

No City classifications perform these services. We have discussed our needs with the Mayor's Office of Housing. Services related to housing developed through the work of the Mayor's Office of Housing are performed by the nonprofit corporation on site management that operate the housing, or the services are performed under contract.

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

- A. Explain why civil service classes are not applicable.
The City doesn't have classes that perform this work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Skills required will vary during the duration of the contract. Services workload will vary.

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. There will be some transfer of knowledge as TIDA staff members coordinate with the vendor.
- 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 04/24/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Municipal Executive Association

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

Name: 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# 48405 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, April 24, 2017 2:50 PM
To: Lubamersky, Joan (ADM); camaguey@sfmea.com (contact); staff@sfmea.com;
pkim@ifpte21.org; L21PSCReview@ifpte21.org; Saez, Mirian (ADM); DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48405 - 16/17

RECEIPT for Union Notification for PSC 48405 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 48405 - 16/17 for \$1,250,000 for Initial Request services for the period 06/12/2017 – 06/09/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8668> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)



OFFICE OF THE
CITY ADMINISTRATOR



Edwin M. Lee, Mayor
Naomj M. Kelly, City Administrator

April 19, 2017

MEMORANDUM

TO: Honorable Civil Service Commission

FROM: *John Lubamersky*
John Lubamersky, Contract Coordinator
Office of the City Administrator

SUBJ: Request for duration over five years
Treasure Island Development Authority (TIDA) Relocation Services
PSC 48405 16.17

The redevelopment of Treasure Island is a multi-year, multi-phased project expected to take over 20 years to complete. The housing replacement program for which Treasure Island Development Authority (TIDA) seeks a relocation consultant will take over 10 years to build out and will involve over 1,200 units of affordable housing.

Given the limited financial resources available to TIDA, the replacement program will be done in phases. Therefore a relocation consultant is required throughout the phasing. It is essential that relocation services be communicated and managed in a consistent way over time. The appearance of different treatment or actual different treatment would present potential legal challenges to the relocation process.

We would be pleased to provide you additional information.

Thank you for your consideration.

Copy to: Marian Saez, TIDA

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: Employer outreach about San Francisco labor laws

Funding Source: General fund

PSC Duration: 38 weeks 6 days

PSC Amount: \$105,000

1. Description of Work

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

The contractor will develop outreach materials and conduct outreach to employers on San Francisco's citywide labor laws. The outreach will target small and medium-sized business, with a focus on immigrant-owned businesses. The scope of work will likely include a) developing content and print and digital outreach materials, b) translating materials, and c) conducting outreach to employers in specified business corridors; and d) conducting media outreach.

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

In the past three years, the City has adopted new four new labor policies that affect private employers with employees: the Family Friendly Workplace Ordinance, Fair Chance Ordinance, Formula Retail Ordinances, and Paid Parental Leave Ordinance. Voters and the Board of Supervisors have also amended all of the existing citywide policies: the Minimum Wage, Paid Sick Leave, and Health Care Security Ordinances. The City has established mechanisms (website, dedicated phone line and email) to respond to questions and complaints, but there is a need for a proactive campaign to ensure employers understand their obligations. Denial of the contract would mean San Francisco employers would know less about their obligations and responsibilities.

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.

A prior contract for similar services requested by the Office of Economic and Workforce Development and was approved by the Civil Service Commission in 2007, PSC 4026-07/08. Please see attached. That contract focused on outreach for San Francisco's first three citywide labor laws at that time. Our current request will provide outreach to inform employers of new responsibilities.

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:

Project is nine months long and requires multi lingual skills and knowledge of San Francisco labor laws.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Multilingual capabilities and experience in outreach to diverse and minority communities; knowledge of San Francisco labor laws; knowledge of San Francisco employers and experience conducting employer outreach, including multilingual employer outreach; at least three years' experience providing media services, including multilingual media services.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 2978, Contract Compliance Officer 2; 2992, Contract Compliance Officer 1; 0933, Manager V;

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?

Knowledge and skills required plus multilingual abilities are not available within the City.

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

A. Explain why civil service classes are not applicable.

Work is short term and requires skills and experience beyond those required for existing City staff.

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

6. Additional Information

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

No.

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

No. No training will be provided

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

No.

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

No.

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

No.

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

7. **Union Notification:** On 04/05/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Municipal Executive Association

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

Name: 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# 45461 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Wednesday, April 05, 2017 3:58 PM
To: Lubamersky, Joan (ADM); camaguey@sfmea.com (contact); staff@sfmea.com; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45461 - 16/17

RECEIPT for Union Notification for PSC 45461 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 45461 - 16/17 for \$105,000 for Initial Request services for the period 06/01/2017 – 02/28/2018. 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/8696> 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)

Meeting Information

2009 2008 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998 1997

MINUTES

Regular Meeting
October 1, 20072:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett PlaceCALL TO ORDER

2:05 p.m.

ROLL CALL

| | |
|---------------------------------|--|
| President Alicia D. Becarril | Present |
| Vice President Donald A. Casper | Present |
| Commissioner Morgan R. Gorrone | Present |
| Commissioner Thomas T. Ng | Present |
| Commissioner Yu-Yee Wu | Present (Left at 6:30 p.m. Missed Items 10 & 11) |

President Alicia Becarril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of September 17, 2007

Action: Approve. (Vote of 5 to 0)

0730-07-8

Review of request for approval of proposed personal services contracts.
(Item No. 5)

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|------------|--|-------------|---|------------------|----------|
| 4026-07/08 | Mayor's Office of Economic & Workforce Development | \$150,000 | Will develop and implement a public media campaign and an employer outreach program on the City's labor laws. Work products may include the development of public service announcements, production of written and web-based informational materials. | Regular | 06/30/08 |
| 4027-07/08 | Mayor's Office of Economic & Workforce Development | \$75,000 | Will conduct a feasibility study for the possible development of a high-quality performing arts/arts-related center that includes gallery and administrative uses as a site comprised of approx. 90,000 sq. ft. at Van Ness and Grove Street. | Regular | 10/15/08 |
| 4028-07/08 | Planning Department | \$1,000,000 | Will provide historic resources survey and architectural design services to complete the long-range planning effort of generating a city-wide inventory of buildings and areas of architectural, historical and cultural significance. | Regular | 01/01/10 |
| 4029-07/08 | Planning Department | \$650,000 | Will provide completion of environmental analysis for the Transit Center District Plan and the Transit Tower in S.F. The Planning Department is preparing the Plan and the Trans-Bay Joint Powers Authority (TJPA) is serving as project sponsor. | Regular | 06/30/09 |
| 4030-07/08 | Municipal Transportation Agency (MTA) | \$99,000 | Will research, analyze and produce a "State of Cycling in San Francisco" report assessing the effectiveness of existing bicycle facilities and programs. | Regular | 08/31/08 |
| 4031-07/08 | Municipal Transportation Agency (MTA) | \$250,254 | Will conduct and evaluate a pilot middle school bicycle education program. The program will be based on, and consistent with, the League of American Bicyclist's Bike Ed curriculum. | Regular | 09/30/09 |

| | | | | | |
|--------------------------------|--|---|--|---------|----------|
| 4032-07/08 | Public Utilities Commission | \$1,200,000 | Will review, assess, develop and implement a records management (RM) system for the Water Systems Improvement Program specifically designed for application to the SFPUC's current records management operating system. | Regular | 12/31/11 |
| 4033-07/08 | Public Utilities Commission | 900,000 | Will install, configure, and test a new Customer Information and Billing System. Assist PUC in migrating data from old system to new system. Train PUC staff in use and ongoing maintenance of system. | Regular | 11/01/09 |
| 4034-07/08 | Public Health | \$200,000 | Will provide specialized hazardous materials handling and emergency response training for the City's Hazardous Materials Team. Approx. 40 Fire Department and Public Health personnel will receive 160 hours of training to qualify them as Hazardous Materials Tech. | Regular | 12/31/12 |
| 4035-07/08 | GSA/City Administrator Animal Care & Control | \$104,500 | Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed. | Regular | 06/30/08 |
| 4031-06/07 <i>Withdrawn</i> | Municipal Transportation Agency (MTA) | Increase Amount \$16,969 New Amount \$192,874 | Will provide parts, labor, and software system to install 110 Automatic Passenger Counter devices on select MTA Revenue Vehicles to determine accurate ridership numbers. | Regular | 12/31/07 |
| 4064-06/07 | Public Utilities Commission | Increase Amount \$2,900,000 New Amount \$4,550,000 | Will provide remaining architectural design development services for 525 Golden Gate Avenue including comprehensive space planning for the SFPUC, complete the remaining 50% of the design development drawings and the permitting for the project. | Regular | 01/31/08 |
| 4074-06/07 | Public Utilities Commission | Increase Amount \$550,000 New Amount \$770,000 | Will provide businesses and residents an alternative disposal option for fats, oils and grease (FOG) and to make beneficial reuse of this wastestream by diverting FOG to the SFPUC FOG Biofuel Program. | Regular | 12/31/09 |
| 4012-06/07 | Public Health & CHN | New Amount \$300,000 New Amount \$500,000 | Will provide as-needed and after-hours security guard services and as-needed guard/driver services for the Community Health Network. | Regular | 06/30/10 |
| 4136-03/04 | Public Health | Increase Amount \$3,160,000 New Amount \$4,480,000 | Will provide storage and retrieval services for approximately 32,500 linear feet of medical records for the City and County of San Francisco and its Departments, divisions and on-campus Primary Care and Specialty Clinics to comply with local, state and federal laws. | Regular | 06/30/12 |

Speakers: Kyril McClellan, Mayor's Office of Economic & Workforce Development spoke on PSC #4028-07/08.
 Elaine Forbes, Planning Department spoke on PSC #4028-07/08 and 4029-07/08.
 Deldre Weinborg, Municipal Transportation Agency spoke on PSC #4030-07/08.
 Nick Carr, Municipal Transportation Agency spoke on PSC #4031-07/08.
 Jacquie Hale and Richard Lee, Department of Public Health spoke on PSC #4034-07/08.
 Joan Lubanersky, General Services Administration spoke on PSC #4035-07/08.
 John Winge, Public Utilities Commission and Ron Tom, Department of Public Works spoke on PSC #4064-06/07.
 Bonita McGee and Karri Ving, Public Utilities Commission spoke on PSC #4074-06/07.
 Jacquie Hale, Edward Pease and Richard Rothman, Department of Public Health spoke on PSC #4012-06/07.
 Jacquie Hale, Department of Public Health spoke on PSC #4136-03/04.

Action: (1) Withdraw PSC #4031-06/07 at the request of the Municipal Transportation Agency. (Vote of 5 to 0)
 (2) Adopt the Human Resources Director's report on PSC # 4074-06/07 and 4012-06/07 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
 (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0721-07-4 Appeal by Alvin Johnson of the Position-Based Testing Job announcement for 0941 Manager VI - IS Manager (PBT-0941-53190). (Item No. 6)

Speakers: None.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: bus towing and roadside assistance

Funding Source: Operating Funds

PSC Duration: 4 years

PSC Amount: \$1,000,000

1. Description of Work

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

Contractor will provide 24-hour, 7 days a week as-needed roadside assistance and/or towing services for SFMTA's rubber tire revenue vehicles, to include diesel, electric, and electric buses and trolleys.

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

The service is necessary because broken down buses and trolleys must be either promptly repaired or towed to SFMTA repair facilities. If this service is denied, the SFMTA will not be able to respond to disabled buses and trolleys that must be repaired or removed from the locations where they break down.

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 been provided in the past, as approved by the Civil Service Commission on December 3, 2014, in PSC # 41791-14/15. On April 11, 2017, the DHS administratively approved an additional amount to fund continuation of services after contract amount was almost expended.

D. Will the contract(s) be renewed?

Yes.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Services required on as-needed bases, requiring specialized equipment that the SFMTA does not have.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The service provider must possess the ability to tow a bus or trolley using a Lowboy trailer and be able to provide year-round, 24-hour emergency roadside service (such as tire inflation in order to move a bus or trolley).
- B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The awarded contractor must have a tow truck with Lowboy trailer for towing a bus or trolley. The SFMTA does not have this specialized equipment.

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

None. This work requires specialized equipment, to be used and operated when towing is needed.

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

- A. Explain why civil service classes are not applicable.
While civil service classes could perform the work, the work requires utilization of specialized equipment that the SFMTA does not have.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work requires that the SFMTA have specialized equipment used for towing buses and trolleys.

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. Only employees of the awarded contractor will perform the work, using the contractor's specialized equipment.
- 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 04/14/2017, the Department notified the following employee organizations of this PSC/RFP request:
Automotive Machinists, Local 1414; TWU - Automotive Service Worker

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

Name: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45762 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccoordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Friday, April 14, 2017 4:10 PM
To: Goree, Rodney (MTA); agonzalez@iam1414.org; speedy4864@aol.com; Goree, Rodney (MTA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45762 - 16/17

RECEIPT for Union Notification for PSC 45762 - 16/17 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 45762 - 16/17 for \$1,000,000 for Initial Request services for the period 07/01/2017 -- 06/30/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/8768> 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: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

Type of Approval: [] Expedited [X] Regular ([] Omit Posting)

Type of Service: Bus Towing and Roadside Assistance Services

Funding Source: Operating Funds PSC Duration: 4 years
PSC Amount: \$400,000 PSC Est. Start Date: 03/01/2015 PSC Est. End Date: 02/28/2019

1. Description of Work

A. Scope of Work:

The contractor will provide intermittent, as-needed towing and roadside assistance services for the San Francisco Municipal Transportation Agency (SFMTA) rubber-tire revenue vehicles, which include diesel and hybrid buses and electric trolleys, on a 24-hour/7-days-a-week basis.

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

The service is necessary for prompt removal of buses and trolleys if they break down on the streets, to tow them to repair facilities, or any required towing of such vehicles. If the service is denied, the SFMTA will not be able to respond to towing needs for disabled buses and trolleys so they can be repaired or removed from the streets.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This service has been provided under a purchase order or blanket agreement. In order to benefit from more predictable contract pricing and to include certified micro local business enterprises, a contract will be bid out. That process will need the approval of the Civil Service Commission.

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

2. Union Notification: On 12/03/2014, the Department notified the following employee organizations of this PSC/RFP request: Automotive Machinists, Local 1414; Professional & Tech Engrs, Local 21; TWU - Automotive Service Worker

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41791 - 14/15

DHR Analysis/Recommendation:

02/02/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 02/02/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The service provider must possess the ability to tow a bus or trolley via a tow truck with a Lowboy trailer and provide emergency roadside assistance on a 24-hour/7-days-a-week basis. An example of such roadside assistance may include inflating the bus tires in order to move a bus or trolley.

B. Which, if any, civil service class(es) normally perform(s) this work?
7410,7381,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. The awarded contractor must have specialized equipment (tow truck with a Lowboy trailer) to tow a bus or trolley. The City does not currently possess this specialized equipment to tow a bus.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The SFMTA does not possess the required tow truck to tow buses and trolleys and civil service classifications would only be able to provide a portion of this work.

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

No. This work requires specialized equipment that the SFMTA does not have and this work is only performed when towing is required.

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

| | <u>YES</u> | <u>NO</u> |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? Training is not needed. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 12/03/2014 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Professional Services: Communications, Media Services for Seawall Resiliency Project

Funding Source: Port Operating Budget

PSC Duration: 4 years

PSC Amount: \$1,500,000

1. Description of Work

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

The Port is the lead City agency for the Seawall Resiliency Project which is expected to cost approximately \$500 million and span 10 years. The Seawall was constructed over 100 years ago and stretches for over three miles from Fisherman's Wharf to Mission Creek along San Francisco's historic waterfront. In order to protect critical infrastructure from seismic vulnerabilities and sea level rise, and ensure that the Seawall continues to function today and for generations to come, the Port is pursuing a plan to upgrade and improve the Seawall, which has sustained a century of erosion and structural deterioration.

Port staff anticipate a need for public affairs, communications, and media services contracts, for services that will include, but not be limited to, working with the Port's Communications Director and Communications Division to develop and execute a proactive comprehensive public relations campaign and strategic marketing program for the Seawall Resiliency Project and events to target City residents, especially those in the Southern Waterfront and underrepresented communities.

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

See attached Additional Information

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.

The Port has not previously required the level of consulting and public relations services as described in this request due to the unique, specialized, and high profile nature of the Seawall Resiliency Project.

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 is an urgent earthquake safety and flood protection project. Seawall and adjacent infrastructure vulnerabilities were only recently quantified by an Earthquake Vulnerability Study (4/2016), a Sea Level Rise Study (2012), and updated FEMA Flood Maps (FIRM's) (2016). The Port and City are determined to act quickly to improve safety, protect critical and culturally significant assets, improve disaster response, and limit the duration of the disaster recovery period. The Port requires public affairs, communications, and media services support to develop and execute a proactive comprehensive public relations campaign and strategic marketing program for the Seawall Resiliency Project and events to target City residents, especially those in the Southern Waterfront and underrepresented communities.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants proposing for this opportunity will need to demonstrate experience as a community outreach, public relations/media, marketing, crisis communication firm. Proposers must have the capability to access media sources on a national, statewide and local scale. The ability to work with ethnic media sources and to outreach to diverse communities within San Francisco is also required.

B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations 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?

Port requires the services of a full service public relations firms. These are not currently available through the City.

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

A. Explain why civil service classes are not applicable.
See attached Additional Information

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, there is not enough demand to maintain and develop staff with the specialized expertise and knowledge.

6. Additional Information

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

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

No. The consultant will be required to provide market research; marketing and advertising; strategic communications and public relations; public outreach and project engagement; innovative engagement; photography, video, and recording; graphic design; collateral production and distribution; translation and interpretive and accessibility standards under the Americans with Disabilities Act (ADA). There are no training opportunities available through 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.
Yes. See attached Port Commission Resolution
- 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 04/21/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48737 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sfpport.com
To: [Holmes.Lavena \(PRT\)](mailto:Holmes.Lavena@ppte21.org); kgeneral@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Braganza.Lorceli \(PRT\)](mailto:Braganza.Lorceli@ppte21.org); [DHR-PSCCoordinator.DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48737 - 16/17
Date: Friday, April 21, 2017 1:10:44 PM

[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>]

RECEIPT for Union Notification for PSC 48737 - 16/17 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 48737 - 16/17 for \$1,500,000 for Initial Request services for the period 07/01/2017 – 06/30/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8782> 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)

PORT OF SAN FRANCISCO (39)

PSC #48737 – 16/17

INITIAL REQUEST – REGULAR APPROVAL

Type of Service: *Professional Services: Communications, Media Services for Seawall Resiliency Project*

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

The Seawall is vulnerable to a major seismic event and to sea level rise. There is a 72% chance of a major seismic event taking place in the Bay Area in the next 30 years and sea level could rise up to 66 inches by year 2100. The Port recently completed a seismic vulnerability study to help evaluate these risks. The results from this study show that a seismic event with ground settling and movement would result in a compromised Seawall and wharf structures and could possibly contribute to loss of life and significant economic harm.

The size and scope of this project will require support from local, regional, state and federal government agencies, non-profits, private partners, neighborhood groups, San Francisco residents and others. The goal of this contract is public outreach and education. Failure to approve this PSC will prevent public education about the benefits of the Seawall Resiliency Program which may lead to a decrease in funding for this critical infrastructure project.

§. A. Explain why civil service classes are not applicable:

The primary services provided through this contract include market research; marketing and advertising; strategic communications and public relations; public outreach and project engagement; innovative engagement; photography, video, and recording; graphic design; collateral production and distribution; translation and interpretive and accessibility standards under the Americans with Disabilities Act (ADA). This work is specialized and varied. Port staff anticipate the work demands will be sporadic and short term often during intense durations and therefore not applicable to the creation of civil service classes.

MEMORANDUM

January 5, 2017

TO: MEMBERS, PORT COMMISSION
Hon. Willie Adams, President
Hon. Kimberly Brandon, Vice President
Hon. Leslie Katz
Hon. Eleni Kounalakis
Hon. Doreen Woo Ho

FROM: Elaine Forbes
Executive Director

SUBJECT: Request Approval to Issue a Request for Proposal Soliciting Public Relations, Communications, Media Services and Related Professional Services for the Seawall Resiliency Project

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution

EXECUTIVE SUMMARY

Port staff is seeking the Port Commission's authorization to advertise a Request for Proposal ("RFP") for professional services. The objective of the RFP process is to select a consultant team with expertise in a variety of professional disciplines, including public relations, communications, and media services. Port staff seeks these services for the Seawall Resiliency Project which requires highly specialized expertise that does not exist within existing personnel resources.

After the evaluation and scoring of qualified consultants that respond to the RFP, Port staff will recommend awarding one professional services contract to the highest-ranked consultant. The proposed contract will have an initial 4-year term with an option for an additional year at the Port's sole discretion and a not-to-exceed value of \$1,500,000. The City's Contract Monitoring Division ("CMD") has established a 20% Local Business Enterprise ("LBE") subcontracting goal based on the scope of services sought by this proposed RFP.

STRATEGIC OBJECTIVE

This contract opportunity will support the goals of the Port's Strategic Plan as follows:

THIS PRINT COVERS CALENDAR ITEM NO. 10C

Engagement:

By regularly engaging in meaningful public participation and incorporate community feedback into Port initiatives and by keeping the public informed of the financial responsibilities of the Port.

Sustainability:

By enabling Port staff to employ strong environmental stewardship principles and implement best environmental practices in Port operations.

Livability:

By increasing the proportion of funds spent by the Port with LBE and micro-LBEs.

BACKGROUND

The Port is the lead City agency for the approximately \$2-5 billion restoration project of the Seawall which is expected to span 10+ years. The Seawall was constructed over 100 years ago and stretches for over three miles from Fisherman's Wharf to Mission Creek along San Francisco's historic waterfront. With a century of erosion and structural deterioration, the Seawall must be upgraded and improved in order to protect critical infrastructure from seismic vulnerabilities and sea level rise, and continue to function today and for generations to come.

The Seawall infrastructure supports the world renowned Embarcadero Promenade which was recently added to the 2016 National Trust for Historic Preservation's Endangered Historic Places list due to the failing structure. Additionally, the Seawall supports a vast network of infrastructure, utilities and assets that various City and County of San Francisco agencies such as the Port of San Francisco, San Francisco Fire Department (SFFD), San Francisco Municipal Transportation Agency (SFMTA), San Francisco Public Utilities Commission (SFPUC), San Francisco Public Works (SFPW), and the Office of Community Investment and Infrastructure (OCII) own. Regional and private entities such as Bay Area Rapid Transit (BART), Golden Gate Ferry, and Pacific Gas and Electricity (PG&E) own and operate critical infrastructure protected by the Seawall. The Seawall also supports infrastructure for San Francisco's small businesses along the waterfront and the historic Ferry Building, which contribute to the overall economic vitality and diversity of the City and generate billions in rent, business income, and wages for the City. Moreover, Seawall supports \$2.1 billion of economic activity annually – employing a diversity of skilled workers.

The Seawall is highly vulnerable to a major seismic event and to sea level rise. There is a 72% chance of a major seismic event taking place in the Bay Area in the next 30 years and sea level could rise up to 66 inches by the year 2100. The Port recently completed a seismic vulnerability study to help evaluate these risks. The results from this study show that a seismic event with ground settling and movement would result in a failed Seawall and wharf structures and could contribute to loss of life and significant economic harm.

The initial phase of a Seawall Resiliency Project will address the immediate seismic vulnerabilities and life-safety issues associated with select and critical sections of the seawall. The seismic vulnerability design will also consider expected sea level rise.

PROJECT SCOPE

The proposed scope of work for consultant assistance during the next four to five years is anticipated for support on the projects described below. Port staff predict a need for the same types of services utilized under past master agreements for public affairs, communications, and media services contracts, including but not limited to working with the Port's Public Relations Manager and Communications Division to develop and execute a proactive comprehensive public relations campaign and strategic marketing program for the Seawall Resiliency Project and events to target City residents, especially those in the Southern Waterfront and underrepresented communities. These services will support the Port in its on-going efforts to effectively engage and maintain communication with its diverse stakeholders.

Upcoming Deliverables

Staff anticipates utilizing the proposed contract scope to complete the following specific projects related to the Seawall Resiliency Project:

- Developing, maintaining and executing an effective and comprehensive internal and external strategic communications and public engagement plan that supports the Seawall Resiliency Project.
- Providing strategic counsel to the Port to develop key messages, competitive analysis, and a proactive public relations campaign to engage with the general public, especially those in underrepresented communities, Port and City tenants, investors, stakeholders and influencers.
- Provide branding, messaging, advertising design and development services about the Seawall Resiliency Project efforts.
- Designing and developing an informational and interactive mini website for the Seawall Resiliency Project using Drupal theme design, services; Drupal custom development services; and, Drupal custom hosting and support services (for highly customized solutions).
- Producing promotional and educational videos and developing public dissemination plan for videos for the Seawall Resiliency Project.
- Designing and developing info-graphics and GIS-based map graphics to illustrate the location and function of the Seawall, City property and infrastructure that graphically convey complex technical information in simplified concepts oriented to educating the general public about conditions, needs and solutions for the Port of San Francisco waterfront, including the Seawall Resiliency Project.
- Copyediting, review and translation of technical documents and complex stories into visual graphics for print, digital and other media formats.

- Translating materials for the City's recognized and three most common non-English languages (Chinese, Spanish, and Tagalog) and ensuring communication assets are compliant with ADA accessibility standards.

Disciplines and Work Tasks

A more comprehensive list of the various disciplines and work tasks that may be required includes:

Major Categories of Work

- Strategic Communication and Public Relation Services
- Marketing and Advertisement Services
- Public Outreach and Engagement Services
- Photography, Video and Recording Services
- Graphic Design Services

Minor Categories of Work

- Public Surveying Services
- Innovative Engagement Services
- Educational Program and Curriculum Development Services
- Translation and Interpretive Services and ADA Accessibility Standard Services
- Specialized and Miscellaneous Communications Services

SELECTION PROCESS

Port staff proposes a RFP to solicit and procure the requested services through a fair and competitive process that CMD will facilitate. Port staff and the Port's CMD representative will convene a selection panel consisting of at least one Port staff member and two non-Port representatives. The selection panel will have expertise in the required fields, knowledge of the project area and objectives, and meet diversity goals that CMD determines. Staff envisions the selection process to include the following steps:

1. Written Proposal Evaluation, Ranking and Short-List
After Port and CMD staff review proposals for responsiveness, the selection panel will score each written proposal based upon criteria included in the RFP. Expected criteria include an understanding of objectives, experience of the firm and project staff, and management approach. Scores will be tabulated and ranked to determine short-listed firms with the highest scores.
2. Oral Interviews
Interviews with the short-listed firms will include a firm presentation and responses to a list of standard questions. The selection panel members will individually score each firm and a total score will be tabulated. Final ranking of the short-listed candidates will be based on the cumulative total of written proposal and oral interview score.

3. Contract Negotiation and Award

Port staff will seek Port Commission authorization to negotiate and enter into an agreement with the highest-ranking firm based on the Port's proposed scope of work and an acceptable budget. The form of the agreement will be included in the RFP. If staff cannot complete successful negotiations with the highest-ranked firm, Port staff will reserve the right to negotiate with the next highest-ranked firm in descending order.

LOCAL BUSINESS ENTERPRISE

It is the goal of the Port to maximize participation of LBEs in its contracting opportunities. Potential roles for LBEs in this contract include web design, community relations, public affairs, communications, and public relations.

The City's Administrative Code Chapter 14B, the Local Business Enterprise and Non-Discrimination in Contracting Ordinance, establishes discounts for LBE prime consultants and empowers the CMD to set a project specific goal for LBE subcontractor participation.

For this proposed professional services contract, the ordinance establishes rating discounts for LBE prime consultants and joint ventures as follows:

- Five percent (5%) to a Joint Venture with LBE prime contractor participation that equals or exceeds thirty-five percent (35%) but is under forty percent (40%);
- Seven and one half percent (7.5%) to a Joint Venture with LBE prime contractor participation that equals or exceeds forty percent (40%); and
- Ten percent (10%) to an LBE prime contractor or a Joint Venture among LBE prime contractors.

The discount applies to each stage of the selection process, including the written proposal evaluation and interviews. CMD set the LBE subcontracting participation goal for this proposed contract at 20%. The selected prime contractor will be obligated to subcontract a minimum of 20% of the total contract value to certified LBE firms.

OUTREACH EFFORTS

Subject to Port Commission authorization, Port staff will advertise the RFP opportunity on the Port and Office of Contract Administration websites. Port staff will send copies of the RFP to interested parties compiled through industry market research. The Port will host a pre-submittal conference to review the RFP, answer respondent questions, and provide a networking opportunity for potential bidders. Port staff will also advertise the RFP using the following resources:

- Contract Monitoring Division Directory of Certified LBEs
- San Francisco African American Chamber of Commerce
- Hispanic Chamber of Commerce of San Francisco
- Chinese Chamber of Commerce, San Francisco

- LGBTQ Chamber of Commerce, San Francisco (Golden Gate Business Association)
- Local Business Enterprise Advisory Committee, San Francisco
- Board of Supervisors Neighborhood Outreach Advertising Newspapers
- San Francisco Chamber of Commerce
- San Francisco Business Times
- SPUR
- #@SFPORT
- Port of San Francisco Website
- San Francisco Port Linked In

TENTATIVE SCHEDULE

| <u>Activity</u> | <u>Target Date</u> |
|--|--------------------|
| Port Commission Authorization to Advertise | January 10, 2017 |
| Civil Service Commission Authorization | February 6, 2017 |
| Commence RFP Advertisement | January 17, 2017 |
| Pre-submittal Conference | January 24, 2017 |
| Submission Due Date | February 22, 2017 |
| Port Commission Authorization to Award Contracts | March 28, 2017 |
| New Contract Commences | April 15, 2017 |

FUNDING

The proposed contract will have an initial 4-year term with an option for an additional year at the Port's sole discretion and a not-to-exceed value of \$1,500,000. These services will be funded by the CPO-756 Seawall and Marginal Wharf Repair Project. To date, the project has received \$9.6 million in funding through a combination of Port Capital, the General Fund, and contributions from the Municipal Transportation Agency and the Planning Department.

SUMMARY

Port staff is ready to seek competitive proposals for public relations, communications, media services, and related professional services for communications for the Seawall Resiliency Project as described in this report. The proposed contract will have an initial 4-year term with an option for an additional year at the Port's sole discretion and a not-to-exceed value of \$1,500,000. Therefore, staff requests that the Port Commission approve the attached resolution authorizing the advertisement of a Request for Proposals, soliciting professional communications consulting services for the Seawall Resiliency Project.

Prepared by: Boris Delepine, Contracts Coordinator
Finance & Administration Division and
Kirsten Southey, Communications Division

For: John Woo, Acting Deputy Director
Finance & Administration Division and
Renée Dunn Martin, Manager, Communications Division

**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 17-03**

WHEREAS, the San Francisco Seawall is the foundation of over 3 miles of San Francisco waterfront stretching from Fisherman's Wharf to Mission Creek; and

WHEREAS, the Seawall was built over 100 years ago and requires significant improvements in order to withstand the a major earthquake and increasing flood risk from sea level rise and climate change; and

WHEREAS, the Port of San Francisco is undertaking the Seawall Resiliency Project to strengthen the ground below the seawall, improve the ground landside of the seawall, construct a new seawall, and strengthen or replace bulkhead walls and wharves, and relocate or replace critical utilities; and

WHEREAS, to complete the Seawall Resiliency Project, Port staff requires specialized public relations, communications, media services, and related professional services to develop an effective public relations and communication campaign for the Seawall Resiliency Project and, accordingly, staff desires to issue a Request For Proposals ("RFP") to procure a consultant to provide such professional services; and

WHEREAS, Port staff is currently seeking approval from the Civil Service Commission to contract with a private consulting firm for public relations, communications, media services, and related professional services for the Seawall Resiliency Program; and

WHEREAS, the City's Contract Monitoring Division staff reviewed the scope of work for the proposed RFP and, based on the availability of LBE firms set a 20% LBE subcontracting goal for contract services provided under the RFP; and

WHEREAS, Port staff will work with the firm selected for the contract award, to exceed the 20% LBE subcontracting goal to the greatest extent possible; now, therefore be it

RESOLVED, that subject to authorization from the Civil Service Commission, the San Francisco Port Commission hereby authorizes Port staff to advertise a Request for Proposals to solicit professional public relations and communications consulting services for the Seawall Resiliency Project, for a not-to-exceed value of \$1,500,000 with an initial 4-year term with an option for an additional year at the Port's sole discretion.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of January 10, 2017.

Amy Quesada

Secretary of the Port Commission
City and County of San Francisco
1001 Market Street, Suite 1000
San Francisco, CA 94102

Secretary

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Professional Services: As-Needed Environmental

Funding Source: Port Capital & Operating Budget

PSC Duration: 5 years

PSC Amount: \$3,000,000

1. Description of Work

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

The Port will issue a Request for Qualifications to establish a pool of pre-qualified consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project planning, development, property management, maintenance, and maritime operations. Three As-Needed consulting teams will assist Port staff by providing services in the areas of environmental characterization and compliance; air, water, and stormwater permitting and compliance; hazardous materials, hazardous waste, and solid waste management; technical support of Port Projects and Programs; lead and asbestos support; geographic information systems/information management systems support; LEED review and commissioning support; and climate change support. The consultants may work in conjunction with the Port's technical staff or as part of a project team.

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

See attached Additional Information

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

This service was previously authorized under PSC#4129-12/13. The contracts issued for environmental and related professional services under this PSC approval number are scheduled to expire on December 31, 2017.

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.

Many of the projects assigned through the Port's As-Needed environmental contract pool are multiyear projects. It is not uncommon for a project duration, including conceptual design, final design and construction, to span five years, especially if project funding is a challenge. In most cases it is important to have the same Consultant working on the project throughout both the design and the construction phases.

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:

Short-term, specialized assistance is necessary for Port staff to efficiently perform required environmental functions and to comply with regulatory requirements in a timely manner. The very nature of the Port's aging infrastructure and deferred maintenance creates an environment of many unanticipated urgent projects that require immediate attention. The timing for meeting these urgent needs make it necessary to contract with consultants, on an as-needed basis, to provide the requisite environmental services. These services include environmental characterization and compliance; air, water, and stormwater permitting and compliance; hazardous materials, hazardous waste, and solid waste management; technical support of Port Projects and Programs; lead and asbestos support; geographic information systems/information management systems support; LEED review and commissioning support; and climate change support.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge, ability, and demonstrated experience in: environmental review, characterization, permitting and compliance; air, soil, storm and groundwater sampling, analysis and remediation; hazardous materials characterization and management; industrial hygiene and analytical services; climate change, sustainability and energy efficiency planning; terrestrial and marine biology; noise and assessment; federal, state and local environmental laws and regulations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5291, Planner 3; 5305, Materials Testing Technician; 5602, Utility Specialist; 5620, Regulatory Specialist; 6137, Assistant Industrial Hygienist; 6138, Industrial Hygienist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Specific to the environmental compliance issues cited above, the contractor will provide drill rigs and other specialized sampling equipment not currently possessed by the City. Certain contractors will possess specialized computer modeling software used for complex environmental analyses. Certain contractors will also possess specialized materials and environmental testing laboratories.

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

Because the expertise in specific disciplines sought through the as-needed contracts are highly specialized and required occasionally for specific tasks, that expertise generally is not within the scope of existing civil service classifications and is not available from existing City staff. Many of the services sought through the as-needed contracts involve resources are not available within the City, such as chemical and biological laboratories or soil drilling equipment. In the past, Port staff have notified other City departments who have staff with related skills before we issued each task order to see if existing City staff could perform any or all of the services needed. Over the many years and dozens of such requests, other City departments have never been able to provide such services.

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

- A. Explain why civil service classes are not applicable.
- Certain disciplines required in environmental investigation, management, and compliance are beyond the scope of specific civil service classifications. The type and quantity of services will be determined by the scope of each project, which cannot be fully defined at this time. Specific types of environmental services will be sporadic, not requiring long term, full-time service and will supplement civil service positions. Port employees will participate in projects as time and expertise are available.

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. Tasks under this contract will be irregular, short-term, one-time only and will involve many different areas of professional expertise. It would be impractical for the City to hire on a permanent, full time basis due to the many varied, and very expensive, specialized and technical skills and professional experience required in this contract.

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, there is no training or transfer of knowledge associated with this project. The consultant will be providing on call technical support.
- 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.
Yes. See attached Port Commission Resolution
- 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 04/21/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49797 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sfgov.org
To: [Holmes.Lavena \(PRT\)](mailto:Holmes.Lavena@sfport.com); pkim@ifpte21.org; l21PSCReview@ifpte21.org; [Braganza.Lorceli \(PRT\)](mailto:Braganza.Lorceli@sfport.com); [DHR-PSCCoordinator.DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR@hrd.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49797 - 16/17
Date: Friday, April 21, 2017 1:08:00 PM

[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>]

RECEIPT for Union Notification for PSC 49797 - 16/17 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 49797 - 16/17 for \$3,000,000 for Initial Request services for the period 01/01/2017 - 12/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8240> 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)

PORT OF SAN FRANCISCO (39)

PSC #49797 = 16/17

INITIAL REQUEST – REGULAR APPROVAL

Type of Service: *Professional Services: As-Needed Environmental*

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

Short-term, specialized assistance is necessary for Port staff to efficiently perform required environmental functions and to comply with regulatory requirements in a timely manner. The very nature of the Port's aging infrastructure and deferred maintenance creates an environment of many unanticipated urgent projects that require immediate attention. The timing for meeting these urgent needs make it necessary to contract with consultants, on an as-needed basis, to provide the requisite environmental services. The extensive contracting requirements of the City make it impractical to rely on formal bids for every contract to hire temporary staff to perform these urgent tasks. If not approved, critical environmental work necessary for capital, maintenance, and development projects may not be performed. Denial may also lead to violation of State and Federal law (e.g., Clean Water Act, Rivers and Harbors Act, Endangered Species Act) resulting in fines or other civil penalties.

MEMORANDUM

November 10, 2016

TO: MEMBERS, PORT COMMISSION
Hon. Willie Adams, President
Hon. Kimberly Brandon, Vice President
Hon. Leslie Katz
Hon. Eleni Kounalakis
Hon. Doreen Woo Ho

FROM: Elaine Forbes
Executive Director

SUBJECT: Request Approval to Issue a Request for Qualifications Soliciting As-Needed Environmental and Related Professional Services, Each for an Amount Not-to-Exceed \$1,000,000

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution

EXECUTIVE SUMMARY

Port staff is seeking the Port Commission's authorization to advertise a Request for Qualifications ("RFQ") for as-needed professional services. The objective of the RFQ process is to qualify a pool of up to three consultant teams with expertise in a variety of professional disciplines, including environmental engineering, site investigation, site remediation, and environmental permitting. These services are utilized on Port projects that require highly specialized expertise that does not exist within existing personnel resources. The very nature of the Port's aging infrastructure and deferred maintenance creates an environment of many unanticipated urgent projects that require immediate attention. In addition, these as-needed professional resources provide a means to augment staff capacity at times when existing Port and other city staff are unavailable to perform the required work due to other project demands.

After the evaluation and scoring of qualified consultants, Port staff will recommend awarding as-needed professional services contracts to a maximum of three of the highest-ranked consultant teams. Each contract will have an initial 4-year term with an option for an additional year at the Port's sole discretion and a not-to-exceed value of \$1,000,000, for a combined not-to-exceed value total of \$3,000,000. The contracts will function as master agreements under which the Port will issue Contract Service Orders ("CSOs") for specific projects and work scopes as needs arise.

THIS PRINT COVERS CALENDAR ITEM NO. 10B

This contract procurement process is subject to authorization by the Civil Service Commission ("CSC"); accordingly, Port staff submitted a Personal Services Contract ("PSC") request on November 1, 2016. The CSC will review the Port's proposed PSC at their regularly scheduled meeting on January 9, 2017. Port staff expects CSC authorization to be granted, given that this type of PSC was previously approved by the CSC in 2009 and 2013.

STRATEGIC OBJECTIVE

This contract opportunity will support the goals of the Port's Strategic Plan as follows:

Sustainability:

By enabling Port staff to employ strong environmental stewardship principles and implement best environmental practices in Port operations.

Resiliency:

By assessing all pending and new projects for the effects of rising sea level and ensuring appropriate adaptation measures.

Livability:

By increasing the proportion of funds spent by the Port with LBE and micro-LBEs.

BACKGROUND

In Fiscal Year (FY) 2013-14, the Port entered into three (3) master agreements for as-needed environmental services pursuant to Port Commission approvals. The three master agreements each included a maximum dollar value of \$1,000,000, for a combined maximum value of \$3,000,000. Two of the three master agreements had an initial term of three years through November 30, 2016. One of the three contracts expires on February 28, 2017. While no new Contract Service Orders (CSO) may be issued after three years of the original award date, the Port entered into contract extensions with all three firms to allow for completion of existing CSOs one year after contract expiration.

The three prime contractors under the existing contracts are: Baseline Environmental Consulting, SCA Environmental, and Weiss Associates. Each of the teams also included a number of subconsultants in a variety of professional disciplines.

To date projects on the existing contract have included environmental services for the Crane Cove Park rehabilitation project, Pier 70 hazardous materials consulting, storm water compliance and inspection along the waterfront, and wastewater system treatment monitoring at the EcoCenter located at Heron's Head Park. The overall Local Business Enterprise ("LBE") subcontracting performance is currently 28%, or 6% over the City's Contract Monitoring Division ("CMD") set goal of 22%. Port staff expects all of the contracts to close above the CMD required goal.

PROJECT SCOPE

The exact scope of work for consultant assistance during the next four to five years is not fully known, but staff anticipates the need for support on the projects described below. Port staff anticipates a need for the same types of services as were utilized under the current master agreements, including but not limited to environmental engineering; site investigation and remediation; construction monitoring and inspection for environmental regulatory compliance; environmental planning & permitting; storm water management; industrial hygiene services; and climate change planning. Additionally, the Port has on-going need for technical support, monitoring, and trouble-shooting small wastewater treatment systems at Port facilities. These services will support the Port in its on-going efforts to effectively and economically develop, utilize, and maintain its varied infrastructure and facility assets.

Upcoming Projects

Specific projects anticipated to be completed using these as-needed contracts include:

- Monitoring and reporting in compliance with the Portwide Maintenance Permit from the SF Bay Regional Water Quality Control Board, including work site inspection, underwater noise monitoring, marine mammal monitoring, and annual report preparation.
- Contaminated sediment investigation, including evaluation of bathymetric, hydrodynamic, and sedimentation conditions; human health and ecological risk assessment; and remedial action planning. Related permitting assistance including biological assessment, alternatives analysis, and other special studies that may be required to permit remedial action.
- Environmental planning and permitting support to preliminary study and feasibility assessment of "living shoreline" approach to shoreline stabilization and sea level rise adaptation.

Disciplines and Work Tasks

A more comprehensive list of the various disciplines and work tasks that may be required is provided below:

Major Categories of Work

- Environmental Engineering
- Site Investigation
- Site Remediation, Planning, & Design
- Construction & Remediation Site Environmental Inspection
- Environmental Planning Permitting
- Storm Water Management
- Industrial Hygiene Services
- Climate Change Planning

Minor Categories of Work

- Environmental Information Management Systems & Database Development
- Biological Surveys & Monitoring
- Environmental Risk Assessment & Risk Management
- Hazardous Materials & Solid Waste Management

SELECTION PROCESS

Port staff proposes an RFQ to procure the requested services through a fair and competitive process that CMD will facilitate and monitor. Port staff and a CMD representative will convene a selection panel consisting of at least one Port staff member and two non-Port representatives. The selection panel will have expertise in the required fields, knowledge of the project area and objectives, and meet diversity goals that CMD determines. The selection process is envisioned to include the following steps:

1. Written Proposal Evaluation, Ranking and Pre-Qualification
After Port and CMD staff review proposals for responsiveness, the selection panel will score each written proposal based upon criteria included in the RFQ. Expected criteria include an understanding of project objectives, experience of the firm and project staff, and management approach. Port staff intends to pre-qualify all consulting teams scoring at least 75% on the written phase of the evaluation process.
2. Oral Interviews
Interviews with the pre-qualified firms will last approximately 40 minutes and include responses to a list of standard questions. The selection panel members will individually score each firm and a total score will be tabulated. Following the completion of the interviews, Port staff intends to make recommendations to the Port Commission to award contracts to up to three of the highest-ranked consulting teams.
3. Contract Negotiation and Award
After negotiating satisfactory contract terms and fees with the highest-ranked consulting firms, Port staff will request that the Port Commission approve awards of master agreements to up to three consulting teams.

LOCAL BUSINESS ENTERPRISE

It is the goal of the Port to maximize participation of Local Business Enterprises ("LBE") in its contracting opportunities. Potential roles for LBEs in this contract include environmental advisory services, hazardous waste remediation, regulatory compliance assistance, and materials testing.

The City's Administrative Code Chapter 14B, the Local Business Enterprise and Non-Discrimination in Contracting Ordinance, establishes discounts for LBE prime consultants and empowers CMD to set a project specific goal for LBE subconsultant participation. For

the proposed professional services contracts, the ordinance establishes rating discounts for LBE prime consultants and joint ventures as follows:

- Five percent (5%) to a Joint Venture with LBE prime contractor participation that equals or exceeds thirty-five percent (35%) but is under forty percent (40%);
- Seven and one half percent (7.5%) to a Joint Venture with LBE prime contractor participation that equals or exceeds forty percent (40%); and
- Ten percent (10%) to an LBE prime contractor or a Joint Venture exclusively among Small and/or Micro-LBE contractors.

The discount applies to each stage of the selection process, including proposals and interviews.

Additionally, CMD set the LBE sub-consultant participation goal for the proposed contracts at 22%, the same as the previous as needed environmental services contract. LBE subcontracting goals are based on LBE availability data. While the goal is 22%, Port staff will use best efforts to exceed this goal and notes that work under the existing contracts has achieved 28% LBE participation to date.

OUTREACH EFFORTS

Subject to Port Commission authorization, Port staff will advertise the RFQ opportunity on the Port and Office of Contract Administration websites. Port staff will send copies of the RFQ to interested parties compiled through industry market research. The Port will host a pre-submittal conference to review the RFQ, answer respondent questions, and provide a networking opportunity for potential bidders. Port staff will also advertise the RFQ using the following resources:

- Contract Monitoring Division Directory of Certified LBEs
- San Francisco African American Chamber of Commerce
- Hispanic Chamber of Commerce of San Francisco
- Chinese Chamber of Commerce, San Francisco
- LGBTQ Chamber of Commerce, San Francisco (Golden Gate Business Association)
- Local Business Enterprise Advisory Committee, San Francisco
- Board of Supervisors Neighborhood Outreach Advertising Newspapers
- San Francisco Chamber of Commerce
- San Francisco Business Times
- SPUR
- #@SFPORT
- Port of San Francisco Website

SCHEDULE

| <u>Activity</u> | <u>Target Date</u> |
|--|--------------------|
| Port Commission Authorization to Advertise | November 15, 2016 |
| Civil Service Commission Authorization | January 9, 2017 |
| Commence RFQ Advertisement | January 10, 2017 |
| Pre-submittal Conference | January 17, 2017 |
| Submission Due Date | February 9, 2017 |
| Port Commission Authorization to Award Contracts | March 28, 2017 |
| New Contracts Commence | April 15, 2017 |

FUNDING

Funding for these services is subject to appropriation through the Port's operating budget and to specific capital projects. Funding for each CSO will be identified prior to requesting proposals from the as-needed contractors.

SUMMARY

Port staff recommends that the Port Commission approve the attached resolution authorizing staff to advertise a Request for Qualifications soliciting as-needed environmental and related professional services as described above.

Prepared by: Boris Delepine, Contracts Coordinator,
Finance & Administration Division

and

Carol Bach, Environmental Affairs
Manager, Planning & Development
Division

For: John Woo, Acting Deputy Director, Finance
& Administration Division

and

Byron Rhett, Deputy Director, Planning &
Development Division

**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 16-43

- WHEREAS, in 2013, the Port issued a Request for Qualifications (“2013 RFQ”) for “As Needed Environmental and Related Professional Services” to select consultants to provide comprehensive environmental and related professional services including environmental engineering, site investigation, site remediation, environmental inspection, environmental planning & permitting, storm water management, industrial hygiene services, and climate change planning to support the Port in its on-going efforts to effectively and economically develop, utilize, and maintain its varied infrastructure and facility assets; and
- WHEREAS, the Port’s current set of as-needed Environmental and Related Professional Services contracts executed pursuant to the 2013 RFQ have provided a timely and cost-effective vehicle for the provision of professional services, but those contracts are scheduled to expire February 28, 2017; and
- WHEREAS, Port staff is seeking approval from the Civil Service Commission to procure a new group of consulting firms to provide the Port with “As-Needed” Environmental and Related Professional Services; and
- WHEREAS, Port staff now seeks Port Commission authorization to issue a Request for Qualifications (“RFQ”) for As-Needed Environmental and Related Professional Services, to create a group of pre-qualified consulting teams for such contract services the Port needs; and
- WHEREAS, the City’s Contract Monitoring Division has exclusive authority granted by the Board of Supervisors and the City’s Administrative Code (Sections 14B.8) to set Local Business Enterprise (“LBE”) bid discounts and subcontracting goals for professional service contracts; and
- WHEREAS, the Contract Monitoring Division staff reviewed the proposed scope of work for the proposed RFQ and, based on the availability of LBE firms set a 22% LBE subcontracting goal for firms seeking a contract under the RFQ; and
- WHEREAS, Port staff will work with the firms selected for contract awards, to exceed the 22% LBE subcontracting goal to the greatest extent possible; now; therefore be it

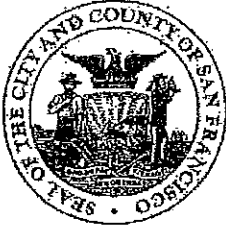
RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to advertise a RFQ for a maximum of three As-Needed Environmental and Related Professional Services contracts, for a not-to-exceed value of \$1,000,000 each or a total combined not-to-exceed value total of \$3,000.000, with an initial term of four years, and an option to extend each term for one additional year at the Port's sole discretion.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of November 15, 2016.

Amy Quesada

Digitally signed by Amy Quesada
DN: cn=Amy Quesada, o=Port of San Francisco, ou=Port
Executive, email=amy.quesada@port.com, c=US
Date: 2017.11.14 13:57:19 -0800

Secretary



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
 MAYOR

June 5, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4127-12/13 THROUGH 4132-12/13; 4086-09/10; 4004-12/13.

KATE FAVETTI
 PRESIDENT

SCOTT R. HELDFOND
 VICE PRESIDENT

MARY Y. JUNG
 COMMISSIONER

E. DENNIS NORMANDY
 COMMISSIONER

At its meeting of June 3, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission:

- 1) Postponed PSC 4004-12/13 to the meeting of June 17, 2013, after Department notifies IFPTE Local 21.
- 2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

JENNIFER C. JOHNSTON
 EXECUTIVE OFFICER

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

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

CIVIL SERVICE COMMISSION

Jennifer Johnston
 JENNIFER JOHNSTON
 Executive Officer

Attachment

cc: Parveen Boparai, Municipal Transportation Agency
 Jeanne Buick, Department of Human Resources
 Micki Callahan, Human Resources Director
 Leorah Dang, Department of Human Resources
 Karan Henderson, Mayor's Office of Housing
 Lavena Holmes, Port
 Rebekah Krell, Arts Commission
 William Lee, Department of Emergency Management
 Pamela Levin, Department of Building Inspection
 Joan Lubamersky, General Services Agency
 Commission File
 Chron

POSTING FOR
06/03/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No. | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|----------|---------------------------------|---------------|-----------------|---|------------------------|
| 4127-12/13 | 19 | Building Inspection | Regular | \$150,000 | The Department of Building Inspection seeks assistance in developing and conducting a comprehensive fee study to ensure that all building fees and service charges are appropriate to cover the cost of providing the services. This fee study shall serve as the analytical and best-practice basis of decision-making for the Department of Building Inspection. | 7/1/2013 - 6/30/2015 |
| 4128-12/13 | 25 | Mayor | Regular | \$400,000 | The Mayor's Office of Housing (MOH) needs qualified real estate brokers to market, sell and perform all real estate sales-related tasks for its limited equity program below market rate condominium units that were formerly owned by the San Francisco Redevelopment Agency and are now owned by MOH. It is the intention of MOH to create a list of pre-qualified brokers who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement. | 9/1/2013 - 8/31/2018 |
| 4129-12/13 | 39 | Port Commission | Regular | \$3,000,000 | The Port will issue a Request for Qualifications to establish a pool of pre-qualified consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project planning, development, property management, maintenance, and maritime operations. Three as-needed consulting teams will assist Port staff by providing services in the areas of environmental characterization and compliance; air, water, and stormwater permitting and compliance; hazardous materials, hazardous waste, and solid waste management; technical support of Port Projects and Programs; lead and asbestos support; geographic information systems/information management systems support; Leadership in Energy and Environmental Design review and commissioning support; and climate change support. The consultants may work in conjunction with Port's technical staff or as part of a project team. See attach Scope of Services for this PSC. | 8/15/2013 - 12/31/2017 |
| 4130-12/13 | 68 | Municipal Transportation Agency | Regular | \$10,000,000 | The consultant will provide engineering services for the San Francisco Municipal Transportation Agency (SFMTA) Capital Programs and Construction Division (CP&C) including design/review of Muni's special track work, design/review of overhead contact system work, and preparing special procurement documents for long lead items. The services will also cover specialized engineering work for Muni's new communications system, GPS-driven system, and systems integration. In addition, the scope of services will cover construction management support, including providing field survey and independent Special Inspections as required by the San Francisco Department of Building Inspection. | 6/1/2013 - 6/1/2018 |
| 4131-12/13 | 70 | General Services Agency | Regular | \$225,000 | The City is seeking to enhance the functions of its Case Management System in the District Attorney's Office with the implementation of three new modules related to Investigations, Juveniles, and Discovery. Additionally they are seeking to upgrade their report writing capabilities and create a bi-directional interface with the City's criminal justice databases. | 4/1/2013 - 12/31/2013 |

-87-

Posting Date:

Page 1 of 2

CCSF: DHR PCSCP Posting

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 29, 2013

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: As-Needed Environmental Services

FUNDING SOURCE: Port Capital and Operating Budget

PSC AMOUNT: \$3,000,000.00 PSC DURATION: August 15, 2013 - December 31, 2017 (40 months)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Port will issue a Request for Qualifications to establish a pool of pre-qualified consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project planning, development, property management, maintenance, and maritime operations. Three as-needed consulting teams will assist Port staff by providing services in the areas of environmental characterization and compliance; air, water, and stormwater permitting and compliance; hazardous materials, hazardous waste, and solid waste management; technical support of Port Projects and Programs; lead and asbestos support; geographic information systems/information management systems support; LEED review and commissioning support; and climate change support. The consultants may work in conjunction with the Port's technical staff or as part of a project team. See attached Scope of Services for this PSC.

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

Short-term, specialized assistance is necessary for Port staff to efficiently perform required environmental functions and to comply with regulatory requirements in a timely manner. The very nature of the Port's aging infrastructure and deferred maintenance creates an environment of many unanticipated urgent projects that require immediate attention. The timing for meeting these urgent needs make it necessary to contract with consultants, on an as-needed basis, to provide the requisite environmental services. The extensive contracting requirements of the City make it impractical to rely on formal bids for every contract to hire temporary staff to perform these urgent tasks. If not approved, critical environmental work necessary for capital, maintenance, and development projects may not be performed. Denial may also lead to violation of State and Federal law (e.g., Clean Water Act, Rivers and Harbors Act, Endangered Species Act) resulting in fines or other civil penalties.

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

This service was previously authorized under PSC#4004-09/10. The contracts issued for environmental and related professional services under this PSC approval number are scheduled to expire on July 31, 2013.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Includes rows for IFPTE, Local 21 and RFP sent to various unions.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4129 - 12/13

Approved: 06/03/2013

City and County of San Francisco

Department of Human Resources

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge, ability, and demonstrated experience in: environmental review, characterization, permitting and compliance; air, soil, storm and groundwater sampling, analysis and remediation; hazardous materials characterization and management; industrial hygiene and analytical services; climate change, sustainability and energy efficiency planning; terrestrial and marine biology; noise and assessment; federal, state and local environmental laws and regulations.

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

Some of the services to be provided are occasionally performed or managed by staff in the engineering, planning and environmental series, including: Class 5620 Regulatory Specialist, Class 5291 Planner III, Class 6137 Assistant Industrial Hygienist, Class 6138 Industrial Hygienist, Class 5602 Utility Specialist, and 5305 Materials Testing Technician

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

Yes. Specific to the environmental compliance issues cited above, the contractor will provide drill rigs and other specialized sampling equipment not currently possessed by the City. Certain contractors will possess specialized computer modeling software used for complex environmental analyses. Certain contractors will also possess specialized materials and environmental testing laboratories.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Certain disciplines required in environmental investigation, management, and compliance are beyond the scope of specific civil service classifications. The type and quantity of services will be determined by the scope of each project, which cannot be fully defined at this time. Specific types of environmental services will be sporadic, not requiring long term, full-time service and will supplement civil service positions. Part employees will participate in projects as time and expertise are available.

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

No. Tasks under this contract will be irregular, short-term, one-time only and will involve many different areas of professional expertise. It would be impractical for the City to hire on a permanent, full time basis the many varied, and very expensive, specialized and technical skills and professional experience required in this contract.

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

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

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

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

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

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

Lavenna Holmes
Signature of Departmental Personal Services Contract Coordinator

Lavenna Holmes
Print or Type Name

(415) 274-0305
Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

II. Scope of Work

The following description of the Scope of Work is to be used as a general guide and is not intended to be a complete list of all work that may be required. Firms awarded contracts from this solicitation process may be requested to develop, design, perform analysis and/or assist in preparing procurement documents on a variety of large Port projects that will later be formally procured for additional services to complete the project. Consultants (and subconsultants) who are awarded a contract resulting from this solicitation and who perform as-needed services may be disqualified, based upon a conflict of interest, from completing or participating in related formally solicited design services contracts, where the as-needed consultant (or subconsultant) has participated in the project scope development and /or RFP document preparation.

The consultants may be required to perform studies and investigations, prepare plans, specifications and cost estimates, write reports, and perform field inspections for various types of regulatory, environmental, and health and safety issues. For example, consultants may expect their contract services to include the following types of work:

- 1. Environmental Characterization and Compliance Materials testing** to characterize for purposes of protecting human health and the environment and to determine proper handling, storage, treatment, and disposal procedures. This includes but is not limited to evaluation of: soil, sediment, storm water, surface and groundwater, air, noise, and aquatic and terrestrial biological resources. Tasks may include site assessments; risk assessment and management; feasibility studies; data evaluation and management; remediation and monitoring; and environmental audits. Applicable laws and regulations include but are not limited to: California Health and Safety Code, California Code of Regulations Title 22, San Francisco Health Code Article 22A, Toxic Substances Control Act, and Resource Conservation and Recovery Act.
- 2. Environmental Review, Permitting, and Permit Compliance** including: permit negotiations, filing applications, compliance program implementation, training, tracking and reporting, regulatory risk evaluation, developing compliance policies and protocols, sampling and analysis of discharges to waters of the State, storm water program management, compliance with Bay Area Air Quality Management District and California Air Resources Board programs, mitigation monitoring, operations, construction and remediation site environmental inspection. Regulatory authorities include, but are not limited to: the San Francisco Planning Department, U.S. Army Corps of Engineers, Regional Water Quality Control Board, U.S. Fish and Wildlife Service, California Department of Fish and Game, Bay Area Air Quality Management District, San Francisco Department of Public Health and the Bay Conservation and Development Commission.
- 3. Hazardous Materials, Hazardous Waste, and Solid Waste Management** including: materials and waste storage, use, transport, lawful disposal and manifesting; creating and implementing operations plans; underground storage tank management, evaluation of health and safety concerns, training, and identifying permit requirements.
- 4. Industrial Hygiene Services** including lead and asbestos surveys, work plan development, and third-party oversight work.
- 5. Geographic Information Systems/Information Management Systems** support for environmental applications including: document control, development, analysis and maintenance of spatial data including data acquisition from field and

remote methods; creation and implementation of spatial databases, including integration with existing databases and systems; development of web-based mapping tools and creation of maps and other figures.

6. **Climate Change** assessment including: greenhouse gas and carbon footprint evaluation, sea level rise vulnerability and preparedness, development of adaptive plans and strategies, including feasibility analysis and funding strategies.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX

Dept. Code: TTX

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

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

Type of Service: Professional Services

Funding Source: General Fund

PSC Duration: 2 years

PSC Amount: \$200,000

1. Description of Work

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

Provide expert services for general audits of all tax types and specifically on gross receipts. Identify tax compliance issues, review documents, provide guidance and resolution to tax interpretations and opinion. Develop and conduct training to audit staff, and provide resources/research for various topics of interest such as industry sector specific knowledge and know how.

Lead discussions and training on forensic accounting, evaluate internal control. Review and provide feedback on quality control of audit reports to audit team, and provide professional standards review. Edit and augment audit policy and procedures manual to incorporate and evaluate gross receipts tax. Provide analytical report and support to legal staff for taxpayer hearings and resolve dispute cases. Provide resources and professional development to audit staff in areas of interpersonal skills, professional writing, public speaking, conflict management, time management, and taxpayer hearing training.

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

Currently, no services described above is performed by TTX staff. Mr. Harry has conducted forensic accounting services to TTX over the years. Mr. Harry is very familiar with TTX operation and is very aware of the public sector environment. He has institutional knowledge in taxation, and has established a long-time relationship with TTX in resolving tax compliance matters. Mr. Harry provided specialized services needed for the evaluation of the new ordinance. Mr. Harry has worked with TTX management and City Attorney office to provide input, evaluation, and recommendations as a subject matter expert for complex and challenged tax issues. Mr. Harry has been a licensed CPA for over thirty-five years. The services are short-term and non-repetitive. If TTX does not have the support of special counsel through this contract, the unit will face some challenges in developing the institutional knowledge of the gross receipts tax ordinance from an audit perspective that we have had special counsel within the past.

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.

Special counsel services were used through the City attorney's office.

D. Will the contract(s) be renewed?

TTX does anticipate renewing this contract after it is utilized.

- 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:

Special counsel services will be required on an as needed basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Current Certified Public Accountant license holder.

B. Which, if any, civil service class(es) normally perform(s) this work? 8177, Attorney (Civil/Criminal);

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.

We require periodic special information on specific tax issues that are novel that require focus on a specific area for the city. Having a standing civil service position for this work would not be practical or sustainable. We cannot predict or do not know what the issues are until the taxpayers present them to us. In general special counsel has had a critical role in developing the ordinance and creating the strategic approach for the office to be involved in.

- 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 or sustainable to adopt a new civil service class to perform the work of periodic assistance needed from special counsel.

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 consultant will review complex audit issues and train staff to institutionalize knowledge around specific audit areas. The knowledge may be presented by the consultant directly to auditors, or may be incorporated into manuals and trainings led by staff. Hours: 10-20 hours of trainings (approximately 10 sessions) is estimated, dependent on the consultant's rates, and the departmental needs. Classifications Trained: 4220, 4222, 4224, 0931

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 05/22/2017, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Attorney's Association

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 Pl, Room 140 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41818 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

From: sean.connolly
To: Wu, Kimmie (TTX)
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 41818 - 16/17 ✕
Date: Tuesday, May 23, 2017 10:23:15 AM

Hi Kimmie-

In order to clarify, what is the purpose in sending me the notice? I have no objections to this PCS.

From: "Wu, Kimmie (TTX)" <kimmie.wu@sfgov.org>
To: sean.connolly <sfveloce@yahoo.com>
Cc: "Choi, Suzanne (HRD)" <Suzanne.Choi@sfgov.org>
Sent: Tuesday, May 23, 2017 8:31 AM
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 41818 - 16/17

Hi Sean

Thank you for the prompt response. I want to clarify that you are confirming we may proceed with scheduling this PSC for June 19th.

Thanks,

Kimmie

On May 22, 2017, at 4:42 PM, sean.connolly <sfveloce@yahoo.com> wrote:

confirmed.

From: "Wu, Kimmie (TTX)" <kimmie.wu@sfgov.org>
To: sean.connolly <sfveloce@yahoo.com>
Cc: "DHR-PSCCoordinator, DHR (HRD)" <dhr-psccordinator@sfgov.org>; "Choi, Suzanne (HRD)" <Suzanne.Choi@sfgov.org>
Sent: Monday, May 22, 2017 4:35 PM
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 41818 - 16/17

Hi Sean,

Please see attached.

Kimmie Wu
Office of the Treasurer & Tax Collector
City & County of San Francisco
415-554-4513

From: sean connolly [<mailto:sfveloce@yahoo.com>]
Sent: Monday, May 22, 2017 4:30 PM
To: Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>;
Choi, Suzanne (HRD) <Suzanne.Choi@sfgov.org>
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 41818 - 16/17

Hi Kimmie-
I can't log into the PSC database to view the notice. Can you please send me a pdf.
Thanks
Sean

From: "Wu, Kimmie (TTX)" <kimmie.wu@sfgov.org>
To: "sfveloce@yahoo.com" <sfveloce@yahoo.com>
Cc: "DHR-PSCCoordinator, DHR (HRD)" <dhr-psccordinator@sfgov.org>; "Choi, Suzanne (HRD)" <Suzanne.Choi@sfgov.org>
Sent: Monday, May 22, 2017 4:22 PM
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 41818 - 16/17

Hi,

Please see the PSC #41818 - 16/17 notification below.

The Municipal Attorney's Association union was not notified through the PSC web portal. As described on our PSC, Civil Service Employees cannot perform this service:
<image001.jpg>

It would be greatly appreciated if you reply to confirm by Wednesday, May 24, 2017 so this PSC can be scheduled for the commission meeting on June 19, 2017.

Thank you in advance for your prompt response.

Kimmie Wu
Office of the Treasurer & Tax Collector
City & County of San Francisco
415-554-4513

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

From: dhr-psccordinator@sfgov.org [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of [Kimmie.wu@sfgov.org](mailto:kimmie.wu@sfgov.org)
Sent: Thursday, May 11, 2017 4:06 PM
To: Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Receipt of Notice for new PCS over \$100K PSC # 41818 - 16/17

RECEIPT for Union Notification for PSC 41818 - 16/17 more than \$100k

The TREASURER/TAX COLLECTOR -- TTX has submitted a request for a Personal Services Contract (PSC) 41818 - 16/17 for \$200,000 for Initial Request services for the period 02/08/2017 – 02/08/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8515> 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

<image001.jpg>

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) programs

Funding Source: Mental Health Services Act (MHSA)

PSC Duration: 4 years

PSC Amount: \$16,000,000

1. Description of Work

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

Mental Health Services Act (MHSA)-funded Prevention and Early Intervention (PEI) programs are designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, incarcerated youth and juvenile justice system providers, adults and older adults who exhibit varying levels of risk of developing mental illness include severe psychosis, through peer outreach, screening and response, supportive services, consultation and training. Contractors will provide PEI services in two areas:

--School-based Behavioral Health Services, including individual therapy and case management, group counseling, crisis intervention, leadership development, academic support, educational workshops, and family engagement, as well as regular mental health consultation for teachers, support staff and administrators at designated schools.

--Population-focused Behavioral Health Services for Latino/a, Mayan, Native American and Socially Isolated Older Adults populations (initially referred to as holistic wellness prevention), including early needs identification and linkage to services; promotion of wellness and awareness to reduce the stigma associated with mental health care; and delivery of services responsive to community members in ways that are respectful and honor each person's heritage and cultural worldview.

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

State MHSA funding provides the opportunity to fill otherwise unmet needs for mental health services at many levels, in K-12 schools, in juvenile justice detention, among distinct cultural communities in San Francisco, in child care classrooms, family resource Centers, family child care network and substance abuse residential treatment programs, as well as among juvenile justice staff who lack support and prevention training, among isolated adults age 55 and up who have limited access to mental health programs, among youth and their families at risk for psychosis, among transitional aged youth, in after-school programs for children aged 6-13, and for the public, who will benefit from a peer education system designed to stamp out stigma associated with mental illness. Denial of this PSC will result in reductions in existing mental health services, especially to the targeted populations, those with severe mental illness who are school age, Latino/a, Mayan, Native American or Socially Isolated Older Adults.

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.
The services were previously provided under PSC 4160-09/10. Approval of new PSC is being requested in to correspond to awards under recent Requests For Proposals (RFPs).

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.
not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The Department does not have the capacity to provide the wide range of very specialized services needed as required under the MHSA. MHSA requires the capacity to provide a wide range of services which may be needed intermittently based on the needs of clients who are identified (e.g., Mayan language and culture or specific mental illness diagnoses or needs of incarcerated youth), especially as regards specialized services (e.g., early childhood consultation or consultation to juvenile justice staff) or specific populations, and/or which would require restrictions on hiring that are not possible under the civil service system (e.g., experience as peers/consumers of mental health services with life experience in the mental health system).

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have the ability to provide the needed services with appropriately trained and experienced mental health specialists who have expertise with behavioral health issues which is relevant and effective for the target populations and are able to demonstrate the ability to adhere to MHSA principles and requirements. Programs must be based on wellness and recovery principles, as required by the State under the MHSA. Contractors must have a State-licensed facility and trained and licensed/credentialed staff, as required by the MHSA and/or State regulations.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor(s) will provide their own office space and curricula.

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

These services provide a valuable resource to and complement the work of civil service staff by enabling early identification, intervention, prevention and consultation of severe mental illness needs of individuals and families, and civil service staff that the Department would not otherwise have the capacity to provide.

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

A. Explain why civil service classes are not applicable.

The MHSA-funded programs projects are all collaborative projects, primarily based in the community, designed to draw on the expertise and experience of the behavioral and primary health care systems, community-based organizations of all types, schools, community programs and centers, institutions of higher education and juvenile probation. The Department does not have the capacity to provide the wide range of very specialized services needed as required under the MHSA.

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. MHSA requires the capacity to provide a wide range of services which may be needed intermittently based on the needs of clients who are identified (e.g., Mayan language and culture or specific mental illness diagnoses of incarcerated youth), especially as regards specialized services (e.g., early childhood consultation or consultation to juvenile justice staff) or specific populations, and/or which would require restrictions on hiring that are not possible under the civil service system (e.g., peers/consumers of mental health services with life experience in the mental health system).

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Consultation services for juvenile justice system and designated schools' civil service staff will provide some training, but no other formal, classroom-type training of staff is included in these services.

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

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. New awards are being determined under recent RFPs. Lists of selected contractors will be provided when available.

7. Union Notification: On 03/25/2017, the Department notified the following employee organizations of this PSC/RFP request:
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: 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# 44670 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Saturday, March 25, 2017 12:19 PM
To: Hale, Jacquie (DPH); Lopez, Ricardo (PDR); 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) (DSS);
david.canham@seiu1021.org; jtanner940@aol.com; pkim@ifpte21.org;
L21PSCReview@ifpte21.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44670 - 16/17

RECEIPT for Union Notification for PSC 44670 - 16/17 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 44670 - 16/17 for \$16,000,000 for Initial Request services for the period 07/01/2017 -- 06/30/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8678> 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)

Contractors under PSC 44670-16/17

➤ **Selected under RFQ 17-2016 School Based Programs (MHSA)**

Bayview Hunters Point Foundation
Edgewood Center for Children and Families
Instituto Familiar de la Raza
Richmond Area Multi Services
Seneca Family of Agencies
Special Services for Groups (SSG – OTTP)
YMCA Urban Services

➤ **Selected under RFQ 18-2016 Population Focused Mental Health Promotion and Early Intervention (MHSA)**

Curry Senior Center for Older Adults
Instituto Familiar de la Raza (IFR) for Latino Maya Community
Native American Health Center for Native American Community

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4160 0910)

Type of Approval: [] Expedited [x] Regular ([] Omit Posting)

Type of Service: Prevention and Early Intervention (PEI)

Funding Source: Mental Health Services Act
PSC Original Approved Amount: \$29,543,220 PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)
PSC Mod#1 Amount: \$2,954,322 PSC Mod#1 Duration: 07/01/15-12/31/15 (26 weeks 2 days)
PSC Mod#2 Amount: \$26,840,000 PSC Mod#2 Duration: 01/01/16-12/31/17 (2 years 1 day)
PSC Cumulative Amount Proposed: \$59,337,542 PSC Cumulative Duration Proposed: 7 years 26 weeks

1. Description of Work

A. Scope of Work:

The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.

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

The need for prevention exists at many levels, in K-12 schools, in juvenile justice detention, among distinct cultural communities in San Francisco, in child care classrooms, Family Resource Centers, family child care network and substance abuse residential treatment programs. The need also exists among juvenile justice staff who lack support and prevention training, among isolated adults age 55 and up who have limited access to mental health programs, among youth and their families at risk for psychosis, among transitional aged youth, in after school programs for children aged 6-13 and among the public who will benefit from a peer education system designed to stamp out stigma associated with mental illness. Without these services, there will be a critical population of clients not served.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

2013-04/05

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

2. Union Notification: On 08/22/15, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Physicians and Dentists - 8CC; Arc...

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4160 0910

DHR Analysis/Recommendation:

11/16/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 11/16/2015

11/16/2015

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The PEI project must be awarded to contractors that have a State Licensed facility with trained and licensed/credentialed staff as applicable to provide prevention and early intervention support, case management, educational, social, vocational/rehabilitative and other needed community based services to cope with mental health crises, psychiatric symptoms and other mental disorders which may require testing, diagnosis, treatment, therapy, medication or a combination of therapeutic or rehabilitative services.

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

2230,2232,2585,2586,2587,2588,2930,2822,2552,2589,2591,2593,

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

Yes. Contractors will provide services in licensed and approved facilities which are located in the community and that uniquely occur there.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

These are grant funded programs. The contracts will be awarded to local community programs that will provide: School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for

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

No. The projects are all collaborative projects, primarily based in the community, designed to draw on the expertise and experience of the behavioral and primary health care systems, community-based organizations of all types, schools, community programs and centers, institutions of higher education and juvenile probation.

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

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee?
There are no training provided in this PSC. YES NO
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Yes, please see attached. YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 08/22/15 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Mental Health Services for Children, Youth and Families

Funding Source: Medi-Cal, State Rlgmt, Genl Fund

PSC Amount: \$75,000,000

PSC Est. Start Date: 07/01/2017

PSC Est. End Date 06/30/2022

1. Description of Work

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

Culturally appropriate mental health services for children, youth and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include outpatient mental health services; educationally related mental health services, success, opportunity, achievement resiliency classrooms, classroom educational enrichment program, intensive supervision and clinical services, residential based mental health outpatient, mental health assessment therapy, collateral and community based wraparound services, specialty Mental Health services, community-based violence and trauma recovery services, community-based day treatment services, short term residential therapeutic programs, intensive treatment foster care and treatment foster care, day treatment services, intensive/day rehabilitative services, therapeutic behavioral services, therapeutic visitation services, and targeted case management.

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

Without these services, children, youth and their families will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, trauma, post-trauma, and other symptoms. There may also be a generalized sense of increased collective helplessness throughout the community when related to significant numbers the community with untreated mental illness, leading to communities which feel besieged and victimized. Not providing the services may result in increased lawsuits and related costs, as well as dis-allowance of State and Federal funding for failing to expend funds within regulatory guidelines.

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 4150-09/10

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 to provide these Federal, State and General Fund supported services to provide behavioral health services to continue.

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 space for provision of services and offices), resources or capacity to provide these critical services for children, youth, and their families, which provide an integral part of the City's system of care.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have appropriately trained, licensed or certified staff and facilities which comply with applicable State laws and regulations, chiefly, California Welfare and Institutions Code Sect. 5000.

B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2230, Physician Specialist; 2232, Senior Physician Specialist; 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; 2706, Housekeeper/Food Service Clnr; 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 maintain appropriate community facilities that are licensed and otherwise compliant with external funding and regulatory requirements for provision of contracted services.

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.

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with contractors, which are mostly non-profit organizations, and through these collaborations the City is able to offer higher quality, more accessible mental health services to its residents.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Current existing classifications perform this work. However, demand exceeds the capacity at City facilities to provide these services, so that 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. These services do not include formal training for civil service staff, however, there may be knowledge transfer opportunities through civil service staff's ongoing work to coordinate with community based and other 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.

Yes.

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.

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; Physicians and Dentists - 8CC; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse)

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# 46987 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Saturday, March 25, 2017 5:39 PM
To: Hale, Jacquie (DPH); thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez, Ricardo (PDR); 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) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; jduritz@uapd.com; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46987 - 16/17

RECEIPT for Union Notification for PSC 46987 - 16/17 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 46987 - 16/17 for \$75,000,000 for Initial Request services for the period 07/01/2017 – 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8686> 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)

EXCERPTS FROM THE WELFARE AND INSTITUTIONS CODE - WIC

DIVISION 5. COMMUNITY MENTAL HEALTH SERVICES [5000 - 5952]

PART 2. THE BRONZAN-MCCORQUODALE ACT [5600 - 5772]

CHAPTER 2. The County Performance Contract [5650 - 5667]

Sect. 5650.

(a) Each county shall utilize available private and private nonprofit mental health resources and facilities in the county prior to developing new county-operated resources or facilities when these private and private nonprofit mental health resources or facilities are of at least equal quality and cost as county-operated resources and facilities and shall utilize available county resources and facilities of at least equal quality and cost prior to new private and private nonprofit resources and facilities. All the available local public or private and private nonprofit facilities shall be utilized before state hospitals are used.

(b) Nothing in this section shall prevent a county from restructuring its systems of care in the manner it believes will provide the best overall care.

(Repealed and added by Stats. 1991, Ch. 89, Sec. 125, Effective June 30, 1991.)

Sect. 5652.7.

(a) Optimum use shall be made of appropriate local public and private organizations, community professional personnel, and state agencies. Optimum use shall also be made of federal, state, county, and private funds that may be available for mental health planning.

Sect. 5667.

(a) A community mental health center shall be considered to be a licensed facility for all purposes, including all provisions of the Health and Safety Code and the Insurance Code.

(b) For purposes of this section, "community mental health center" means any entity that is one of the following:

(1) A city or county mental health program.

(2) A facility funded under the federal Community Mental Health Centers Act, contained in Subchapter 3 (commencing with Section 2681) of Chapter 33 of Title 42 of the United States Code.

(3) A nonprofit agency that has a contract with a county mental health program to provide both of the following:

(A) A comprehensive program of mental health services in an outpatient setting designed to improve the function of persons with diagnosed mental health problems pursuant to procedures governing all aspects of the program formulated with the aid of multidisciplinary staff, including physicians and surgeons, all of whom serve on quality assurance and utilization review committees.

(B) Diagnostic and therapeutic services for individuals with diagnosed mental health problems, together with related counseling.

(Amended by Stats. 1995, Ch. 712, Sec. 2, Effective January 1, 1996.)

Attachment to Department of Public Health
Request for Approval of Personal Services Contracts :

"5000. This part shall be known and may be cited as the Lanterman-Petris-Short Act.

"5120. It is the policy of this state as declared and established in this act and in the Lanterman-Petris-Short Act that the care and treatment of mental patients be provided in the local community. In order to achieve uniform statewide implementation of the policies of this act, it is necessary to establish the statewide policy that, notwithstanding any other provision of law, no city or county shall discriminate in the enactment, enforcement, or administration of any zoning laws, ordinances, or rules and regulations between the use of property for the treatment of general hospital or nursing home patients and the use of property for the psychiatric care and treatment of patients, both inpatient and outpatient. Health facilities for inpatient and outpatient psychiatric care and treatment shall be permitted in any area zoned for hospitals or nursing homes, or in which hospitals and nursing homes are permitted by conditional use permit."

"5652.5. (a) Each county shall utilize available private and private nonprofit mental health resources and facilities in the county prior to developing new county-operated resources or facilities when these private and private nonprofit mental health resources or facilities are of at least equal quality and cost as county-operated resources and facilities and shall utilize available county resources and facilities of at least equal quality and cost prior to new private and private nonprofit resources and facilities. All the available local public or private and private nonprofit facilities shall be utilized before state hospitals are used. (b) Nothing in this section shall prevent a county from restructuring its systems of care in the manner it believes will provide the best overall care."

"5653. In developing the county Short-Doyle plan, optimum use shall be made of appropriate local public and private organizations, community professional personnel, and state agencies. Optimum use shall also be made of federal, state, county, and private funds which may be available for mental health planning. In order that maximum utilization be made of federal and other funds made available to the Department of Rehabilitation, the Department of Rehabilitation may serve as a contractual provider under the provisions of a county Short-Doyle plan of vocational rehabilitation services for the mentally disordered."

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wic&group=05001-06000&file=5650-5667>

License Requirements for Psychiatric Health Facilities (PHFs)

ARTICLE 3 SERVICES

77059. Basic Services

The facility may provide services to patients either directly or by written agreement with outside resources as specified in Section 77109.

77061. Staffing

The facility shall have a clinical director who shall be a licensed mental health professional and qualified in accordance with section 77093 of these regulations.

The clinical director may also serve as the administrator. The clinical director shall designate a clinical psychologist or psychiatrist to review and approve interdisciplinary treatment plans.

A physician shall be on-call at all times for the provision of physical health care and those services which can only be provided by a physician. The person in charge of patient care services on each shift shall be provided with the names(s) and means of locating and contacting the available physician. Patients requiring general acute physical health care shall be diverted from admission or transferred to a general acute care hospital.

A prospective patient may be admitted to a psychiatric health facility if the patient's medical condition could ordinarily be managed on an outpatient basis. by a reasonably competent individual.

If the clinical director is not a physician, responsibility for those aspects of an individual treatment plan which may only be performed by a physician., shall be assumed by a physician.

During the absence of any staff required in subsection (h)(1) below there shall be a substitute person with the required qualifications to provide the number of hours of services required.

Community practitioners who are approved to admit and/or attend patients in the facility may be calculated as part of the staffing pattern only if they are retained by written contract to provide services for a specified number of hours to the patients at the facility.

Each facility shall meet the following full-time equivalent staff to census ratio, in a 24 hour period:

In patient Census:

- 1-10 11-20 21-30 31-40 41-50 51-60 61-70 71-80 81-90 91-100
- Licensed 1 2 3 4 5 6 7 8 9 10

Mental Health Professional

- Nursing Staff 4 5 6 8 10 12 14 16 18 20
- Mental Health 3 5 8 10 13 15 18 20 23 25

Worker

- Totals 8 12 17 22 28 33 39 44 50 55

Weekend and holiday staffing must include adequate nursing and professional staff to provide coverage for the unit, arrange admissions and discharges, attend rounds and patient activities as necessary at each PHF, but not necessarily at the same level as on weekdays.

For facilities in excess of 100 beds, staffing shall be provided in the ratios as in (1) above.

A registered nurse shall be employed 40 hours per week.

The registered nurse time may count as part of the total requirement for licensed nursing personnel.

There shall be a registered nurse, a licensed vocational nurse, or a psychiatric technician awake and on duty in the facility at all times.

The required staffing ratio shall be calculated based upon the inpatient census and shall provide services only to psychiatric health facility patients.

Regardless of the minimum staffing required in subsection (h)(1) above, the facility shall employ professional and other staff on all shifts in the number and with the qualifications to provide the necessary services for those patients admitted for care.

77063. Psychiatric, Psychological and Counseling

Psychiatric services shall be provided by licensed physicians with training and/or experience in psychiatry.

Psychological services shall be provided by clinical psychologists in accordance with Business and Professions code, Section 2903 and Health and Safety Code, Section 1316.5.

Counseling services shall be provided by licensed clinical social workers in accordance with Business and Professions Code, Sections 4996 and 4996.9 or licensed marriage, family and child counselors in accordance with Business and Professions Code, Sections 4980 and 4980.02.

Counseling services may be provided by staff not included in the above cited sections. All counseling services will be limited by the authority to treat or diagnose as provided by the individual's expertise, certification or licensure.

77065. Psychiatric Nursing Services

Psychiatric nursing services shall be designed to meet the objectives of each patient's interdisciplinary treatment plan.

Policies and procedures for the administration of medications shall be implemented by the psychiatric nursing service.

Nursing services shall include the development of a nursing care plan based upon an initial written and continuing assessment with input from health professionals involved in the care of the patient. Initial assessments shall commence at the time of admission of the patient and be completed within 72 hours after admission.

Nursing care plans may be included as a part of the interdisciplinary treatment plan or may occupy a unique section of the patient record.

Written nursing services policies and procedures shall be developed which include:

- A current nursing procedure manual appropriate to the patient served by the facility.

- Provision for the inventory and identification of patients' personal possessions, equipment and valuables.

Screening of all patients for tuberculosis upon admission. A tuberculosis screening procedure may not be required if there is satisfactory written evidence available that a tuberculosis screening procedure has been completed with 90 days of the date of admission to the facility. Subsequent tuberculosis screening procedures shall be determined by a physician.

Notification of practitioner regarding sudden or marked adverse change in a patient's condition.

Conditions under which restraints are used, the application of restraints, and the mechanism used for monitoring and controlling their use.

A planned and systematic process for the monitoring and evaluation of the quality and appropriateness of patient care and for resolving identified problems.

Psychiatric nursing policies and procedures may be integrated into a single manual with general services which set forth all policies and procedures for the various functions of the facility. If the policies and procedures are contained in a general manual, a separate section must be devoted to nursing policies and procedures.

There shall be a written staffing pattern which shall show:

- Total numbers of staff including full-time and full-time equivalents.
- The available nursing care hours for each nursing unit.
- The categories of staff available for patient care.

The psychiatric nursing service shall be under the direction of a registered nurse who shall meet at least the following qualifications:

- Master's degree in psychiatric nursing or related field with experience in administration
- Baccalaureate degree in nursing or related field with experience in psychiatric nursing and two years of experience in nursing administration
- Four years of experience in nursing administration or supervision and with experience in psychiatric nursing.

The provisions of this subsection are not intended to require that nursing services be organized as a department under the guidelines of the "Director of Nurses." Nursing services are to be integrated into the psychiatric health facility interdisciplinary model.

Psychiatric health facility policies and procedures must specify how a registered nurse will exercise authority and carry out the responsibility of supervising nursing activities such as, but not limited to pouring, dispensing, and recording of medication(s); the documentation of patient's nursing care needs in the interdisciplinary treatment plan; the implementation of nursing procedures; the provision of inservice education related to nursing activities.

77067. Social Services

Social services shall be designed to meet the objectives of each patient's interdisciplinary treatment plan in accordance with established policies and procedures.

Social services shall be organized, directed and supervised by a licensed clinical social worker.

This section does not require that a Licensed Clinical Social Worker (LCSW) directly carry out social service functions. The facility may contract, for no less than 4 hours monthly, with a LCSW to periodically monitor and supervise social services.

77069. Rehabilitation Services

Rehabilitation services mean those activities provided by occupational therapists, physical therapists or recreation therapists under the general direction of the clinical director to restore, establish and maintain optimum levels of social, vocational and physical functioning and to minimize residual disabilities of patients.

Rehabilitation services provided in a psychiatric health facility are to be designed to meet the needs of acute psychiatric inpatients. Because PHF stays are generally quite brief, the need for traditional rehabilitation services is limited.

In accordance with established policies and procedures, the scope of these activities shall include at least the following:

- Social activities which involve group participation.
- Recreational activities, both indoor and outdoor.
- Opportunity to participate in activities outside of the facility if appropriate.
- Exercises.
- A physician shall prescribe in the health record the level of physical activity in which a patient may engage.

77071. Aftercare Services

Prior to or at the time of discharge, each patient shall be evaluated concerning the patient's need for aftercare services with the result of that evaluation noted in the patient's health record.

Aftercare services are those services to, and on behalf of, a patient following discharge from the psychiatric health facility for the purpose of enabling the patient to achieve an optimum level of functioning.

Aftercare services shall include but not be limited to the following:

- Arranging for out of home placement if necessary.
- Arranging for medication supervision if indicated.
- Obtaining community social, vocational and educational services if appropriate.

If a licensed psychiatric health facility does not provide its own aftercare service through its employed staff, it shall affiliate or have an agreement with a recognized aftercare agency in the facility's service area to provide aftercare services to patients who could benefit from such services upon discharge from the facility.

A member of the interdisciplinary team designated by the clinical director, shall be responsible for ensuring that the referral of the patient to the appropriate aftercare service has been completed and documented in the patient's health record.

In accordance with Health and Safety Code, Section 1284 and Welfare and Institutions Code, Section 5622, Aftercare plans shall be transmitted to the local director of mental health services in the county of residence for any patient placed in the facility under a county Short-Doyle plan.

The local director of mental health services may designate an alternative site as to where the aftercare plan is to be transmitted and filed.

The content of the aftercare plan shall conform to the requirements of Welfare and Institutions Code, Section 5622.

77073. Interdisciplinary Treatment Plan

A written interdisciplinary treatment plan shall be developed and implemented by the interdisciplinary treatment team for each patient as soon as possible after admission but no longer than 72 hours following the patient's admission, Saturdays, Sundays and holidays excepted.

The interdisciplinary treatment plan shall include as a minimum:

- A statement of the patient's physical and mental condition, including all diagnoses.
- Specific goals of treatment with interventions and actions, and observable, measurable objectives.
- Methods to be utilized, the frequency for conducting each treatment method and the person(s) or discipline(s) responsible for each treatment method.

The interdisciplinary treatment plan shall be reviewed and modified as frequently as the patient's condition warrants, but at least weekly.

This section requires the interdisciplinary treatment plan (ITP) to be actively used as the instrument for setting the plan for treating a given patient. Short and long-term goals should be well thought out and reasonable in light of patient diagnosis, anticipated length of stay, treatment requirements and the economic and social environment available to the patient upon discharge.

77075. Transfer Summary

A transfer summary shall accompany the patient upon transfer to another health facility. The transfer summary shall include information relative to the patient's diagnosis, known residual behaviors or symptoms of mental disorder, medications, treatments, dietary requirements, rehabilitation potential, and known allergies and shall be signed by the clinical director or the clinical director's designee as specified in Section 77061 ©.

77077. Dietetic Services

The total daily diet for patients shall be of the quality and in the quantity necessary to meet the needs of the patients and shall meet the "Recommended Dietary Allowances," 9th edition, 1980, or most current edition, adopted by the Food and Nutrition Board of the National Research Council of the National Academy of Science, adjusted to the age, activity and environment of the group involved. All food shall be of good quality and be selected, stored, prepared and served in a safe and healthful manner. The following shall apply:

Arrangements shall be made so that each patient has available at least three meals per day. not more than fourteen (14) hours shall elapse between the third and first meal. A facility may choose to purchase, store and prepare the required food for its patients, or it may choose to purchase prepared meals from other appropriate sources, through a written contract.

When a non-inpatient program exceeds four hours, nourishment or snacks shall be available.

A person shall be designated by the administrator to be responsible for the management and operation of the food service.

This may be provided by a full-time or part-time employee with the facility, or through a written contract with an outside supplier or food service. If this person is not a dietitian, provision shall be made for consultation at least four hours every three months. If total food service is by contract, a staff member will be designated to monitor the operation of the food service within the facility.

A registered dietitian will provide at least four hours of consultation and oversight every three months.

If patients participate in food preparation and/or service to inpatients as part of their interdisciplinary treatment plan, they shall comply with the same policies and procedures as those required for food service employees.

Pesticides and other toxic substances shall not be stored in the food store rooms, kitchen areas, or where kitchen equipment or utensils are stored, or accessible to patients.

Supplies of staple foods for a minimum of two days shall be maintained on the premises.

All kitchen equipment, fixed or mobile, and dishes, shall be kept clean and maintained in good repair and free of breaks, open seams, cracks or chips.

All utensils used for eating and drinking and in the preparation of food and drink shall be cleaned and sanitized after each usage.

The facility shall maintain a written plan to provide patients' food service in emergencies.

Provisions shall be made to provide patients with access to beverages and nourishments at times when the main dietary service is not in operation.

The reviewer will examine meals as closely as possible during the review, observing whether the food served is wholesome and edible.

77079.1 Pharmaceutical Services - General

Arrangements shall be made with pharmacists licensed by the California Board of Pharmacy to assure that pharmaceutical services are available to provide patients with prescribed drugs and biologicals.

Dispensing, labeling, storage, disposal and administration of drugs and biologicals shall be in conformance with state and federal laws.

If a pharmacy is located on the premises, the pharmacy shall be approved by the Department. The pharmacy shall not serve the general public unless a separate public entrance or a separate public serving window is utilized. Pharmacies located on the licensed premises of the facility shall be opened for inspection upon the request of an authorized Department representative.

The facility shall not accept money, goods or service free or below cost from any pharmacist or pharmacy as compensation or inducement for referral of business to any pharmacy.

77079.2 Pharmaceutical Services - Requirements

Pharmaceutical service shall include, but not be limited to the following:

- Obtaining necessary drugs including the availability of 24 hour prescription service on a prompt and timely basis as follows:
 - Drugs ordered "STAT" that are not available in the facility emergency drug supply shall be available and administered within one hour of the time ordered during normal pharmacy hours. For those hours during which the pharmacy is closed, drugs ordered "STAT" shall be available and administered within two hours of the

time ordered. Drugs ordered "STAT" which are available in the emergency drug supply shall be administered immediately.

- o Anti-infectives and drugs used to treat severe pain, nausea, agitation, diarrhea or other severe discomfort shall be available and administered within four hours of the time ordered.

Except as indicated above, all new drug orders shall be available on the same day ordered unless the drug would not normally be started until the next day.

Refill of prescription drugs shall be available when needed.

Dispensing of drugs and biologicals.

Monitoring the drug distribution system which includes ordering, dispensing and administering of medication.

Provision of consultative and other services furnished by pharmacists which assist in the development, coordination, supervision and review of the pharmaceutical services within the facility.

77079.3 Pharmaceutical Services - Labeling and Storage of Drugs

Containers which are cracked, soiled or without secure closures shall not be used. Drug labels shall be legible.

All drugs obtained by prescription shall be labeled in compliance with state and federal laws governing prescription dispensing. No person other than the dispenser or prescriber of the drug shall alter any prescription label.

Nonlegend drugs shall be labeled in conformance with state and federal food and drug laws.

Test reagents, germicides, disinfectants and other household substances shall be stored separately from drugs and shall not be accessible to patients.

External use drugs in liquid, tablet, capsule or powder form shall be stored separately from drugs for internal use.

Drugs shall be stored at appropriate temperatures. Drugs required to be stored at room temperature shall be stored at a temperature between 15° C (59°F) and 30°C (80°F). Drugs requiring refrigeration shall be stored in a refrigerator between 2°C (36°F) and 8°C (46°F). When drugs are stored in the same refrigerator with food, the drugs shall be kept in a closed container clearly labeled "drugs".

Drugs shall be stored in an orderly manner in cabinets, drawers or carts of sufficient size to prevent crowding.

Dose preparation and administration areas shall be well lighted.

Drugs shall be accessible only to personnel designated in writing by the licensee.

Medication shall not be kept at the patient's bedside.

Drugs shall not be kept in stock after the expiration date on the label and no contaminated or deteriorated drugs shall be available for use.

The drugs of each patient shall be kept and stored in their originally received containers. No drug shall be transferred between containers.

Discontinued drug containers shall be marked, or otherwise identified, to indicate that the drug has been discontinued, or shall be stored in a separate location which shall be identified solely for this purpose. Discontinued drugs shall be disposed of within 90 days of the date the drug order was discontinued, unless the drug is reordered within that time.

77079.4 Pharmaceutical Services - Stop Orders

Written policies shall be established and implemented limiting the duration of new drug orders in the absence of a prescriber's specific indication for duration of therapy. The prescriber shall be contacted for new orders prior to the termination time established by the policy. Such policies shall include all categories of drugs.

77079.5 Pharmaceutical Services - Orders for Drugs

No drugs shall be administered except upon the order of a person lawfully authorized to prescribe for and treat human illness.

All drug orders shall be written, dated, and signed by the person lawfully authorized to give such an order. The name, quantity or specific duration of therapy, dosage and time or frequency of administration of the drug and route of administration if other than oral shall be specified shall be specified. "PRN" orders shall also include the indication for the use of the drug.

Verbal orders for drugs and treatment shall be received only by licensed nurses, psychiatric technicians, pharmacists, physicians and physician's assistants from their supervising physicians only. Such orders shall be recorded immediately in the patient's health record by the person receiving the order and shall include the date and time of the order. The order shall be signed by the prescriber within 24 hours excluding weekends and holidays.

The signing of orders shall be by signature or a personal computer key. Signature stamps shall not be used.

77079.6 Pharmaceutical Services - Drug Order Processing

Signed orders for drugs shall be transmitted to the issuing pharmacy within 48 hours, either by written prescription of the prescriber or by an order form with produces a direct copy of the order or by an electronically reproduced facsimile.

77079.7 Pharmaceutical Services - Drug Order Records

Facilities shall maintain a record which includes, for each drug ordered by prescription, the name of the patient, the drug name, and strength, the date ordered, the date and amount received and the name of the issuing pharmacy. The records shall be kept at least one year.

77079.8 Pharmaceutical Services - Personal Medications

Medications brought by or with the patient on admission to the facility shall not be used unless the contents of the containers have been examined and positively identified after admission by the patient's physician or a pharmacist retained by the facility.

The facility may use drugs transferred from other licensed health facilities or those drugs dispensed or obtained after admission from any licensed or governmental pharmacy and may accept the delivery of those drugs by any agent of the patient or pharmacy without the necessity of identification by a physician or pharmacist.

77079.9 Pharmaceutical Services - Controlled Drugs

Drugs listed in Schedules II, III, and IV of the Federal Comprehensive Drug Abuse Prevention and Control Act of 1970, Title 21, United States Code, Section 801 et seq., shall not be accessible to other than licensed nursing, pharmacy and medical personnel designated by the licensee. Drugs listed in Schedule II of the above Act shall be stored in a locked cabinet or a locked drawer separate from noncontrolled drugs unless they are supplied on a scheduled basis as a part of a unit dose medication system.

Separate records of use shall be maintained on all Schedule II drugs. Such records shall be maintained accurately and shall include the name of the patient, the prescription number, the drug name, strength and dose administered, the date and time of administration and the signature of the person administering the drug. Such records shall be reconciled at least daily and shall be retained at least one year. If such drugs are supplied on a scheduled basis as part of a unit dose medication system, such records need not be maintained separately.

Drug records shall be maintained for drugs listed in Schedules III and IV of the above Act in such a way that the receipt and disposition of each dose of any such drug may be readily traced. Such records need not be separate from other medication records.

77079.10 Pharmaceutical Services - Disposition of Drugs

Drugs which have been dispensed for individual patient use and are labeled in conformance with state and federal law for outpatient use shall be furnished to patients on discharge on the order of a physician. If the discharge orders do not include provisions for drug disposition, drugs shall be furnished to patients unless:

- A physician's order specifies otherwise, or
- The patient leaves or is discharged without a physician's order or approval, or
- The patient is discharged to a general acute care hospital or acute psychiatric hospital, or
- The drug was discontinued prior to discharge, or

The labeled directions for use are not substantially the same as most current orders for the drug in the patient's health record.

A record of the drugs sent with the patient shall be made in the patient's health record.

Patient's drugs supplied by prescription which have been discontinued and those which remain in the facility after discharge of the patient shall be destroyed by the facility in the following manner:

- Drugs listed in Schedules II, III, and IV of the Federal Comprehensive Drug Abuse Prevention and Control Act of 1970, Title 21, United States Code, Section 801 et seq., shall be destroyed by the facility in the presence of a pharmacist and a registered nurse employed by the facility. The name of the patient, the name and strength of the drug, the prescription number, the amount destroyed, the date of destruction and the signature of the witnesses required above shall be recorded in the patient's health record or in a separate log. Such log shall be retained for at least three years.
- Drugs not listed under Schedules II, III, or IV of the above Act shall be destroyed by the facility in the presence of a pharmacist or licensed nursing personnel. The name of the patient, the name and strength of the drug, the prescription number (if applicable), the amount destroyed, the date of destruction and the signature of the person named above and one other person shall be recorded in the patient's health record or in a separate log. Such log shall be retained for at least three years.

Unless otherwise prohibited under applicable federal or state laws, individual patient drugs supplied in sealed containers may be returned, if unopened, to the issuing pharmacy for disposition provided that; No drugs covered under the Federal Comprehensive Drug Abuse Prevention and Control Act of 1970 are returned.

All such drugs are identified as to lot or control number.

The signatures of the receiving pharmacist and a licensed nurse employed by the facility are recorded in a separate log which lists the name of the patient, the name, strength, prescription number (if applicable), the amount of the drug returned and the date of return.

77079.11 Pharmaceutical Services - Unit Dose Medication System

In facilities utilizing a unit dose medication system, there shall be at least a 24 hour supply of all patient medications on hand at all items, except those drugs which are to be discontinued within the 24 hour period. Drugs that are part of a unit dose medication system shall not exceed a 48 hour supply.

Facilities may utilize a floor stock medication system in lieu of a unit dose medication system.

77079.12 Pharmaceutical Services - Staff

Facilities shall retain a consulting pharmacist who devotes a sufficient number of hours during a regularly scheduled visit, for the purpose of coordinating, supervising and reviewing the pharmaceutical service at least quarterly. The report shall include a log or record of time spent in the facility. There shall be a written agreement between the pharmacist and the facility which includes the duties and responsibilities of both.

A pharmacist shall review the drug regimen of each patient at least monthly and prepare appropriate reports. The review of the drug regimen of each patient shall include all drugs currently ordered, information concerning the patient's condition relating to drug therapy, medication administration records, and where appropriate, physician's progress notes, nurse's notes, and laboratory test results. The pharmacist shall be responsible for reporting, in writing, irregularities in the dispensing and administration of drugs and other matters relating to the review of the drug regimen to the clinical director and the director of nursing service.

Facilities may allow drug regimen reviews of a 10% random sample of patient records to meet the requirements of this section.

77079.13 Pharmaceutical Services - Equipment and Supplies

There shall be adequate equipment and supplies necessary for the provision of pharmaceutical services within the facility including at least the following:

- Refrigerator with an accurate thermometer.
- Lockable drug cabinets, drawers, closets or rooms.
- Drug service trays and/or carts.
- Drug preparation counter area and convenient water source.

Reference materials containing drug monographs on all drugs in use in the facility. Such monographs shall include information concerning generic and brand names, if applicable, available strength, and dosage forms and pharmacological data including indication and side effects.

Emergency supplies shall be readily available at each facility. Emergency drug supplies shall meet the following requirements:

- Legend drugs shall not be stored in the emergency supply, except under the following conditions:
 - Injectable supplies of legend drugs shall be limited to a maximum of three single doses in ampules or vials or one container of the smallest available multi-dose vial and shall be in sealed, unused containers.

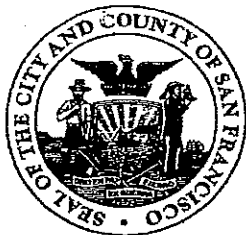
- Sublingual or inhalation emergency drugs shall be limited to single sealed containers of the smallest available size.
- Not more than six emergency drugs in solid, oral dosage form or suppository dosage form for anti-infective, anti-diarrheal, anti-nausea, or analgesic use may be stored if in sealed containers. Not more than four doses of any one drug may be so stored.

The emergency drug supply shall be stored in a portable container which is sealed in such a manner that the tamper proof seal must be broken to gain access to the drugs. The registered nurse or charge nurse or charge nurse shall notify the pharmacist when drugs have been used from the emergency kit or when the seal has been broken. Drugs used from the kit shall be replaced within 72 hours and the supply resealed by the pharmacist.

The contents of the supply shall be listed on the outside of the container.

The supply shall be checked at least monthly by the pharmacist.

Separate records of use shall be maintained for drugs administered from the supply. Such records shall include the name and dose of the drug administered, name of the patient, the date and time of administration and the signature of the person administering the dose.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

June 24, 2010

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBER 4148-09/10
THROUGH 4162-09/10.**

At its meeting of June 21, 2010 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. Please share it with everyone responsible for follow-up.*

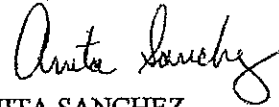
It was the decision of the Commission to:

- (1) Adopt the report; Approve request for approval of PSC #s 4150-09/10 through 4153-09/10; 4156-09/10; 4160-09/10; and 4161-09/10 on the condition that the Department of Public Health make every reasonable effort to create requisitions for those 2819 Assistant Health Educators laid off in 2009 and other Local 21 represented positions that are subject to reduction or layoff; and that the Department of Public Health report every six (6) months to the Civil Service Commission on its progress in meeting this condition. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request for approval of PSC #4155-09/10 on the condition that 1) the Department of Public Health will meet with IFPTE Local 21 to discuss and evaluate whether and to what extent work to be performed in this PSC is work which could be performed by Real Property Managers; 2) If at the conclusion of these discussions, it turns out that work in this PSC is not work which could be performed by Real Property Managers, then the matter is closed; 3) If at the conclusion of these discussions, it turns out that work in this PSC is work which could be performed by Real Property Managers, then the Department of Public Health and Local 21 will endeavor to utilize CCSF Real Property Managers to perform this work, and make appropriate modifications to the contract(s) in the PSC accordingly. Notify the Office of the Controller and the Office of Contract Administration.
- (3) Adopt the report; Approve request for approval of PSC #4158-09/10 for a duration of two years, to June 30, 2012. Notify the Office of the Controller and the Office of Contract Administration.
- (4) Adopt the report; Approve request for approval of all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

CSC Notice of Action
June 24, 2010
Page 2

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

c: Micki Callahan, Human Resources Director
Jacquie Hale, Department of Public Health
Naomi Kelly, Office of Contract Administration
Ben Rosenfield, Controller
Commission File
Chron

POSTING FOR
6/7/2010
PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|---------|---------------|---------------|-----------------|--|-----------|
| 4147-09/10 | 25 | Mayor | Regular | \$400,000 | Contractor will customize their proprietary software known as the Total Grants Solution (TGS) to add housing development process and data tracking functionality. The TGS system is a technology solution that meets the City's strategy of collecting and managing data for the Federal Department of Housing and Urban Development (HUD) grant programs including the Community Development Block (CDBG), and Emergency Shelter Grants (ESG.) The solution is the primary tool MOH uses to ensure programmatic and fiscal compliance and accountability while providing a direct and immediate link between the City and its grantees that allows for the tracking of programmatic outcomes and clients served as well as the ability of the grantee to invoice the City for contractual services rendered. Finally, the system incorporates the audit requirements of local, state and federal funding sources. | 6/30/2012 |
| 4148-09/10 | B1 | Public Health | Regular | \$2,000,000 | The contractor (State of California) will coordinate and provide genetic testing services on blood samples taken from newborn babies from San Francisco General Hospital, in accordance with State law. | 6/30/2020 |
| 4149-09/10 | B1 | Public Health | Regular | \$1,250,000 | Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not software. | 6/30/2015 |
| 4150-09/10 | B1 | Public Health | Regular | \$136,000,000 | Culturally appropriate mental health and substance abuse services for children, youth, and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include mental health assessment, therapy, collateral and wraparound services, community-based violence and trauma recovery services, community-based day treatment services, residentially-based day treatment services, intensive/day rehabilitative services, primary and secondary substance abuse prevention services, therapeutic behavioral services, therapeutic visitation services, and targeted case management. | 6/30/2015 |

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

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

Funding Source: State Drug MediCal, General Fund

PSC Duration: 5 years

PSC 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 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?

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 contact? 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:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Saturday, March 25, 2017 4:41 PM
To: Hale, Jacquie (DPH); thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez, Ricardo (PDR); 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) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Hale, Jacquie (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48652 - 16/17

RECEIPT for Union Notification for PSC 48652 - 16/17 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 48652 - 16/17 for \$192,080,000 for Initial Request services for the period 07/01/2017 -- 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8688> 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 HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4150-09/10)

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

Type of Service: Children, Youth and Families Mental Health and Substance Abuse Services

Funding Source: Realignment, Gen Funds, Medi-Cal

PSC Original Approved Amount: \$136,000,000

PSC Original Approved Duration: 07/10/10 - 06/30/15 (4 years 50 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/15-12/31/15 (26 weeks 2 days)

PSC Mod#2 Amount: \$112,166,000

PSC Mod#2 Duration: 01/01/16-12/31/17 (2 years 1 day)

PSC Cumulative Amount Proposed: \$248,166,000

PSC Cumulative Duration Proposed: 7 years 25 weeks

1. Description of Work

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

Culturally appropriate mental health and substance abuse services for children, youth and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include mental health assessment therapy, collateral and wraparound services, community-based violence and trauma recovery services, community-based day treatment services, residentially-based day treatment services, intensive/day rehabilitative services, primary and secondary substance abuse prevention services, therapeutic behavioral services, therapeutic visitation services, and targeted case management.

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

Without these services, children, youth and their families will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, trauma, post-trauma, and other symptoms. There may also be a generalized sense of increased collective helplessness throughout the community when related to significant numbers the community with untreated mental illness, leading to communities which feel besieged and victimized. Not providing the services may result in increased lawsuits and related costs, as well as disallowance of State and Federal funding for failing to expend funds within regulatory guidelines.

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, please see attached.

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 to provide these Federal, State and General Fund supported services to provide behavioral health 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 or capacity to provide the behavioral health services for children, youth and their families that will be provided by the contractors under this PSC, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients.

B. Reason for the request for modification:

Extending 2 years pending selection from new RFPs developed in response to Affordable Care Act

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractors must have appropriately trained, licensed or certified staff and facilities which comply with applicable State laws and regulations, chiefly, California Welfare and Institutions Code Sect. 5000.

B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2230, Physician Specialist; 2232, Senior Physician Specialist; 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; 2706, Housekeeper/Food Service Clnr; 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 maintain appropriate community facilities that are licensed and otherwise compliant with external funding and regulatory requirements for provision of contracted services.

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.

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with contractors, which are mostly non-profit organizations, and through these collaborations the City is able to offer higher quality, more accessible mental health and substance abuse treatment services to its residents. (continued on attachment)

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Current existing classifications perform this work. However, demand exceeds the capacity at City facilities to provide these services, so that 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.
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.
Please see attachment)
- 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.

7. Union Notification: On 08/26/15, 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;

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

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

Address: 101 Grove Street, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4150-09/10

DHR Analysis/Recommendation:

02/01/2016

Commission Approval Required

Approved by Civil Service Commission with conditions

02/01/2016 DHR Approved for 02/01/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 4154 09/10)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Substance Abuse Residential TreatmentFunding Source: MediCal General Funds GrantsPSC Original Approved Amount: \$111,292,513PSC Original Approved Duration: 07/01/10-06/30/15 (5 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/15-12/31/15 (26 weeks 2 days)PSC Mod#2 Amount: \$4,096,000PSC Mod#2 Duration: 01/01/16-12/31/17 (2 years 1 day)PSC Cumulative Amount Proposed: \$115,388,513PSC Cumulative Duration Proposed: 7 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide substance abuse residential treatment programs. The program will include a 24/7 comprehensive assessment, case management, counseling, skill building and support services to individuals with substance abuse disorders. The program includes Pomeroy House Perinatal Treatment, Residential Family, Women's Harm Reduction Overnight/Partial Day, Women's HIV, MH, Harm Reduction Transitional Residential, Ryan White Pt A, HIV Residential, Adult Residential & Overnight/Partial Day, Women's Residential Social Detoxification, Bed Social Detox, Homeless Specialty, HIV Women's Residential Social Detoxification, Residential Medical Detoxification, MHSA Dual Diagnosis Residential Treatment, Redwood Center Residential Treatment for High-Utilizers of Multiple Systems, HIV Residential Medical Detoxification and Proposition 36 Residential Treatment.

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

Severe or chronically ill clients who are not treated expose the city to lawsuits and disallowance of funds by the State for failing to provide services within State legislative guidelines. There are also shortages of city-managed facilities that provide this range of services. Denial of these services will result in increase of disease, unemployment, 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, please see attached.

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 residential substance abuse treatment 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 (buildings) or capacity to provide these residential substance abuse services, services which provide an integral part of the City's System Of Care for people with behavioral health and substance abuse treatment needs.

B. Reason for the request for modification:

Extending 2 years pending selection from new RFPs developed in response to Affordable Care Act

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractors must have appropriately trained, licensed and certified staff and facilities which comply with applicable State laws and regulations, chiefly, California Welfare and Institutions Code Sect. 5000.

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

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 which are located in the community, as required by State law.

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

These are residential services which the Department does not have the facilities (buildings) or capacity to provide.

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 performed by the City and County. The remainder of the substance abuse/mental health treatment services System of Care must be based in the community and is best performed by community service providers with expertise which is often specific to the target population they serve. (see attachment)

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the 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.
The purpose of the contracts under this PSC is to provide residential substance abuse treatment services, so formal training of civil service staff is not included.
- 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.
see attachment
- 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.
Calif Institute for Integral Studies, Jelani, Latino Commission

7. **Union Notification:** On 08/22/15, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; Professional & Tech Engrs, Local 21; SEIU Local 1021; Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4154 09/10

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/16/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4156 09/10)

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

Type of Service: mental health and substance abuse prevention and related services

Funding Source: Fed, State, General funds Grants

PSC Original Approved Amount: \$57,351,750

PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/15-12/31/17 (2 years 26 weeks)

PSC Mod#2 Amount: \$680,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$58,031,750

PSC Cumulative Duration Proposed: 7 years 26 weeks

1. Description of Work

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

Contractors will provide community based mental health and substance abuse prevention and treatment, primary care and life enhancement programs for adults and transition age youths who are homeless or face mental health and substance abuse issues and their families in San Francisco. The programs will include mental health emergency crisis/vocational and rehabilitation services, peer and intern employment, peer-based wellness and recovery services, substance abuse education and training/HIV intervention/primary prevention, secondary prevention and ancillary services, short-term intensive case management-hospital discharge services.

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

These services are necessary to improve the quality of life and access to health care for the eligible San Franciscans. If the request is denied, eligible clients will be without community based prevention, primary care and rehabilitation outlets to assist them in the treatment of mental health and substance abuse issue, leading to an overall degradation of health and an increase of unemployment, violence and crime in the areas.

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, please see attached.

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:

Initial request PSC was for 5 years. Modification needed for Extending 2 years pending selection from new RFPs developed in response to Affordable Care Act

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 or capacity to provide mental health and substance abuse prevention and related services that will be provided by the contractors under this PSC, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients.

B. Reason for the request for modification:

Extending 2 years pending selection from new RFPs developed in response to Affordable Care Act

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have a State-licensed and Commission-approved facilities with trained and licensed staff as applicable to provide services in a mental health, substance abuse, and/or primary care setting.

B. Which, if any, civil service class(es) normally perform(s) this work? 2305, Psychiatric Technician; 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; 2910, Social Worker; 2930, Psychiatric 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 that are located in the community, as required by State law.

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 performed by the City and County. The remainder of the mental health/substance abuse treatment service system of care must be based in the community and is best performed by community based service providers who have the trust of and credibility in the community; who are able to operate the small, flexible, (see attachment)

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.
see attachment
- 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, please see attached.

7. Union Notification: On 08/22/15, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; 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: 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# 4156 09/10

DHR Analysis/Recommendation:

02/01/2016

Commission Approval Required

Approved by Civil Service Commission

02/01/2016 DHR Approved for 02/01/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Medical Services for Travelers, Airport Employees and Airport Tenants

Funding Source: Airport Operating Funds

PSC Amount: \$9,500,000

PSC Est. Start Date: 06/01/2017 PSC Est. End Date 12/31/2024

1. Description of Work

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

Contractor will be responsible for operation, management and administration of the Medical Clinic at the San Francisco International Airport (SFO). Medical clinic services including travel medicine, urgent care and occupational health services for San Francisco International Airport (SFO) passengers, visitors, Airport Commission (Airport) employees, and employees of SFO tenants.

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

The Medical Clinic benefits the traveling public, SFO employees, employees of tenants and contractors located at SFO and surrounding businesses. Denial would negatively affect customer service and would jeopardize health and safety at SFO as the medical clinic is an integral part of SFO's Emergency Response team and the SFO Injury and Illness Prevention Programs.

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.
Prior approval was granted through PSC #4040-11/12.

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

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 requested duration correlates to the maximum duration of the anticipated contract, should the Airport Commission exercise all options to extend, through the end of the calendar year.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Operation of the medical clinic must be provided by an entity licensed by the State of California to operate this type of medical facility.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must be a state licensed medical organization. Expertise required include clinical program management of emergency medicine, urgent care, occupational health, travel medicine, per-placement exams, and physical therapy services; administrative support including

medical records retention, business/marketing plans, and billing insurance plans; and wellness education and health promotion activities.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1635, Health Care Billing Clerk 1; 1636, Health Care Billing Clerk 2; 1662, Patient Accounts Asst Sprv; 1663, Patient Accounts Supervisor; 2110, Medical Records Clerk; 2246, Asst Dir of Clinical Svcs 1; 2248, Asst Dir Clinical Svcs 2; 2302, Nursing Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2322, Nurse Manager; 2450, Pharmacist; 2467, Diagnostic Imaging Tech I; 2468, Diagnostic Imaging Tech II; 2469, Diagnostic Imaging Tech III; 2470, Diagnostic Imaging Tech IV; 2548, Occupational Therapist; 2556, Physical Therapist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. Equipment will be provided by the Airport.

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

A Notice of Intent (NOI) to award was issued to the Department of Public Health (DPH) on 1/26/17. No responses were received as of the deadline on 2/10/17. Historically, DPH sought assistance from UCSF to manage the SFO Medical Clinic. In FY 2000-2001, UCSF determined that medical clinic management and administration was not part of UCSF's core mission of operating an academic teaching hospital, and DPH declined to operate the clinic, so the Airport sought a contract.

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

- A. Explain why civil service classes are not applicable.
While civil service classifications could perform the work, operation of the medical clinic must be done by an entity licensed by the State of California to operate this type of medical facility.
- 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 civil service classifications would not be able to obtain state licensing to operate a medical clinic.

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. None, as the clinic must be operated by a State of California licensed entity.
- 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 02/17/2017, the Department notified the following employee organizations of this PSC/RFP request:**

Management & Superv Local 21; Municipal Executive Association; SEIU Local 1021; Teamsters, Local 856 Health Workers

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44548 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

Christina Chiong (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, February 17, 2017 2:40 PM
To: Cynthia Avakian (AIR); thomas.vitale@seiu1021.org; Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; camaguey@sfmea.com (contact); staff@sfmea.com; L21PSCReview@ifpte21.org; Christina Chiong (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

RECEIPT for Union Notification for PSC 44548 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 44548 - 16/17 for \$9,500,000 for Initial Request services for the period 06/01/2017 – 12/31/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8430> 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

Christina Chiong (AIR)

From: Christina Chiong (AIR)
Sent: Monday, April 24, 2017 9:09 AM
To: 'teamsters@ibt856.org'
Cc: Christina Chiong (AIR); DHR-PSCCoordinator, DHR (HRD); Choi, Suzanne (HRD); Cynthia Avakian (AIR); Lisa Randall (AIR)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

To whom it may concern,
Please see the notice below regarding PSC 44548-16/17.

Best Regards,
Christina

Christina Chiong
Senior Contracts Analyst | Administration and Policy San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128 Tel 650-821-2030 | flysfo.com

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.avakian@flysfo.com
Sent: Friday, February 17, 2017 2:40 PM
To: Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; thomas.vitale@seiu1021.org; Lopez, Ricardo (PDR) <ricardo.lopez@sfgov.org>; Basconcillo, Katherine (PUC) <kbasconcillo@sfgov.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; staff@sfmea.com; L21PSCReview@ifpte21.org; Christina Chiong (AIR) <christina.chiong@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

RECEIPT for Union Notification for PSC 44548 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 44548 - 16/17 for \$9,500,000 for Initial Request services for the period 06/01/2017 -- 12/31/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8430> 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

Christina Chiong (AIR)

From: Tim Jenkins <timjenkinsmail@gmail.com>
Sent: Thursday, May 18, 2017 11:36 AM
To: Christina Chiong (AIR)
Cc: DHR-PSCCoordinator, DHR (HRD); Cynthia Avakian (AIR); Peter Finn
Subject: Re: FW: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Hi Christina,

I reviewed the attached documentation and the employer's justification for contracting out these services appears to be without merit. There has been no significant fluctuation of the airport budget or number of passengers seen in the clinic in the past 10 years. Also, the employer has vaguely referenced but has not identified specific regulatory requirements that are in conflict with City employment.

As a result, unless additional information is provided to the Union, we will be opposing the contracting out of our bargaining unit work.

Sincerely,

Tim Jenkins

On Thu, May 18, 2017 at 11:23 AM, Christina Chiong (AIR) <christina.chiong@flysf.com> wrote:

Hi Tim,

Thanks so much for the response.

Unfortunately, I'm also having issue with accessing the PSC database at the moment and cannot access the PSC Form 1.

PSC 44548-16/17 is associated with the contract for Management and Operation of the SFO Medical Clinic. The current SFO Medical Clinic contract expires on 6/30/17 and we hope to calendar this item to the 6/5/17 CSC meeting to move forward with contract certification process to prevent a disruption in service.

The Clinic must be operated by a state licensed medical organization. The Clinic operator is in charge of all staffing matters related to the clinic. Please note, the Nurse Manager and all other classifications involved with this service are covered Worker Retention Policy. A Notice of Intent was sent to the Department of Public Health on 1/26/17 and they did not respond. The PSC database houses correspondences between the Airport, Local 1021, and DPH. Included in the correspondences is Local 1021 outreach to DPH, and DPHs response.

Attached are the following documents:

1. Worker Retention Policy

2. Email correspondences between the Airport and Local 1021
3. DPH's Response to Local 1021

I hope this helps. Please let me know if you have questions.

Thanks in advance.

Best Regards,

Christina

Christina Chiong

Senior Contracts Analyst | Administration and Policy

San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128
Tel [650-821-2030](tel:650-821-2030) | flysfo.com

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

From: Tim Jenkins [mailto:timjenkinsmail@gmail.com]
Sent: Thursday, May 18, 2017 10:32 AM
To: Christina Chiong (AIR) <christina.chiong@flysfo.com>

Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Hi Christina,

Why does the airport commission need to contract out a nurse manager?

Tim

On Thu, May 18, 2017 at 10:20 AM, Christina Chiong (AIR) <christina.chiong@flysfo.com> wrote:

Hi Peter,

Thanks so much for the response. The PSC includes classification 2322 Nurse Manager. The classification is

listed with the Teamsters, Local 856 Supv Nurses.

My apologies for the urgent request but I hope to get word to the PSC coordinator by 1pm at the latest in order to move the item forward.

If everything is in order, please provide email confirmation that the union is ok with calendaring the item for the 6/5/17 Civil Service Commission meeting.

Best Regards,
Christina

Christina Chiong
Senior Contracts Analyst | Administration and Policy
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128
Tel [650-821-2030](tel:650-821-2030) | flysfo.com

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

From: Peter Finn [<mailto:pfinn@ibt856.org>]
Sent: Thursday, May 18, 2017 7:11 AM
To: Christina Chiong (AIR) <christina.chiong@flysfo.com>
Cc: Tim Jenkins <TJenkins@ibt856.org>; Linda Shipley <lshipley@ibt856.org>; Rudy Gonzalez <rgonzalez@ibt856.org>; Nicole Casey <ncasey@ibt856.org>; Liliana Cortez <lcortez@ibt856.org>
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Christina,

I understand you contacted Nicole in our office about a PSC. Can you give us details of the request, which of or bargaining units it impacts. I have CC'd our reps that cover CCSF and the airport.

-Peter

Sent from my iPhone

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

> From: Christina Chiong (AIR) [<mailto:christina.chiong@flysfo.com>]
> Sent: Wednesday, May 17, 2017 3:45 PM
> To: Teamsters <Teamsters@ibt856.org>; Nicole Casey <ncasey@ibt856.org>
> Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Choi, Suzanne (HRD) <Suzanne.Choi@sfgov.org>; Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Lisa Randall (AIR) <lisa.randall@flysfo.com>
> Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17
> Importance: High

>

> Hi Nicole,

> Following up on my recent voicemail regarding PSC# 44548-16/17. Below is the email notification sent to

Teamsters 856 on 4/24/17.

> As mentioned, the item is slated for the 6/5/17 Civil Service Commission meeting. Please confirm receipt of this email and that the union is ok with calendaring the item for the 6/5/17 meeting.

>

> Please let me know if you are the appropriate contact for this request. A response at your earliest convenience is greatly appreciated.

>

> Best Regards,

> Christina

>

>

> Christina Chiong

> Senior Contracts Analyst | Administration and Policy San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128 Tel 650-821-2030 | flsfo.com

>

> Facebook | Twitter | YouTube | Instagram | LinkedIn

>

>

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

> From: Christina Chiong (AIR)

> Sent: Monday, April 24, 2017 9:09 AM

> To: 'teamsters@ibt856.org' <teamsters@ibt856.org>

> Cc: Christina Chiong (AIR) <christina.chiong@flsfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Choi, Suzanne (HRD) <suzanne.choi@sfgov.org>; Cynthia Avakian (AIR) <cynthia.avakian@flsfo.com>; Lisa Randall (AIR) <Lisa.Randall@flsfo.com>

> Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

>

> To whom it may concern,

> Please see the notice below regarding PSC 44548-16/17.

>

> Best Regards,

> Christina

>

>

> Christina Chiong

> Senior Contracts Analyst | Administration and Policy San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128 Tel 650-821-2030 | flsfo.com

>

> Facebook | Twitter | YouTube | Instagram | LinkedIn

>

>

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

> From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.avakian@flsfo.com

> Sent: Friday, February 17, 2017 2:40 PM

> To: Cynthia Avakian (AIR) <Cynthia.Avakian@flsfo.com>; thomas.vitale@seiu1021.org; Lopez, Ricardo (PDR) <ricardo.lopez@sfgov.org>; Basconciello, Katherine (PUC) <kbasconciello@sfgov.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; camaguey@sfgov.com

(contact) <camaguey@sfmea.com>; staff@sfmea.com; L21PSCReview@ifpte21.org; Christina Chiong (AIR) <christina.chiong@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

> Subject: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

>

> RECEIPT for Union Notification for PSC 44548 - 16/17 more than \$100k

>

> The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 44548 - 16/17 for \$9,500,000 for Initial Request services for the period 06/01/2017 - 12/31/2024. Notification of 30 days (60 days for SEIU) is required.

>

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

>

> <http://apps.sfgov.org/dhrdrupal/node/8430> 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

Christina Chiong (AIR)

From: Cynthia Avakian (AIR)
Sent: Thursday, May 04, 2017 5:42 PM
To: Hale, Jacquie (DPH)
Cc: Christina Chiong (AIR)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Hi Jacquie,

We meant to cc you on this message.

Thanks,



Cynthia Avakian

Director, Contracts | Administration and Policy
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128
Tel 650-821-2014 | flysfo.com

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

From: Christina Chiong (AIR)
Sent: Thursday, May 04, 2017 4:50 PM
To: 'XiuMin Li' <XiuMin.Li@seiu1021.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Norman Ten <norman.ten@seiu1021.org>; Emma Gerould <Emma.Gerould@seiu1021.org>; David Canham <david.canham@seiu1021.org>; Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Lisa Randall (AIR) <lisa.randall@flysfo.com>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Hi XiuMin,

As requested, below is the following data for the last 10 years:

1. Number of SFO Emplaned Passengers
2. Medical Clinic Clients/Patients Served
3. SFO's Operating Budget

| <u>Fiscal Year</u> | <u>SFO Emplaned Passengers</u> | <u>Medical Clinic</u> | <u>SFO's</u> |
|--------------------|--------------------------------|------------------------|-------------------------|
| | | <u>Patients Served</u> | <u>Operating Budget</u> |
| 06/07 | 16,953,978 | 12,541 | \$ 603,434,987 |
| 07/08 | 18,373,489 | 13,580 | \$ 626,153,209 |
| 08/09 | 18,225,064 | 11,120 | \$ 657,766,849 |
| 09/10 | 19,100,402 | 11,429 | \$ 690,899,350 |
| 10/11 | 19,836,710 | 11,965 | \$ 738,877,473 |
| 11/12 | 21,419,542 | 13,446 | \$ 785,157,050 |
| 12/13 | 22,273,422 | 14,236 | \$ 822,467,871 |
| 13/14 | 22,995,674 | 12,954 | \$ 858,798,173 |
| 14/15 | 24,023,599 | 13,499 | \$ 940,226,367 |
| 15/16 | 25,621,510 | 15,598 | \$ 970,768,188 |

The letter generated by DPH in response to an inquiry from SEIU 1021 about the PSC for the SFO Medical Clinic references the Civil Service Commission Memorandum No. 2014-20 and states "...the policy and procedures on PSCs clearly states that even if City Civil Service classifications exist to perform the work there are factors, specifically applicable to this PSC, that may compel the Department to appropriately contract the services when practical and appropriate base on....(2) the airline industry is heavily regulated by the federal government that places mandates on travelers that are outside the City's jurisdiction..." Beyond security measures imposed on Airports with respect to safety and security, the Airport has no further information regarding specific mandates on passenger medical services in relation to this request.

I hope the information above is helpful in moving the item forward. The department plans to calendar PSC 44548-16/17 for the June 5, 2017 Civil Service Commission Meeting.

Best Regards,
Christina

Christina Chiong
Senior Contracts Analyst | Administration and Policy
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128
Tel 650-821-2030 | flsfo.com

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

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

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

Sent: Monday, April 24, 2017 10:53 AM

To: Christina Chiong (AIR) <christina.chiong@flsfo.com>

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Norman Ten <norman.ten@seiu1021.org>;

Emma Gerould <Emma.Gerould@seiu1021.org>; David Canham <david.canham@seiu1021.org>; Cynthia Avakian (AIR) <Cynthia.Avakian@flsfo.com>; Lisa Randall (AIR) <lisa.randall@flsfo.com>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Hi Christina,
I do have additional questions. See below.

In Ms. Garcia's response she outlined a number of factors for why SFO needs to contract out these services. Regarding the first factor - "unpredictable volume of passengers as well as international catastrophic incidents that would severely impact the airline industry and its ability to fund SFO Clinic Services", please provide data showing the fluctuation of passengers in the last 10 years and its correlation to SFO's operational fund. Please also provide data showing the fluctuation of client/patients being served at the Clinic. Regarding the second factor related to airline industry being heavily regulated, please explain what specific mandates on passengers affect the services being provided.

Thanks,

Xiu Min Li
Field Supervisor

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

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

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

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

From: Christina Chiong (AIR) [mailto:christina.chiong@flysfo.com]
Sent: Monday, April 24, 2017 9:11 AM
To: XiuMin Li
Cc: DHR-PSCCoordinator, DHR (HRD); Norman Ten; Emma Gerould; David Canham; Cynthia Avakian (AIR); Lisa Randall (AIR)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Hi XiuMin,
Please let me know if there are any additional questions regarding PSC 44548-16/17.
Otherwise, confirm that SEIU 1021 has no further questions.

Best Regards,
Christina

Christina Chiong
Senior Contracts Analyst | Administration and Policy San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128 Tel 650-821-2030 | flysfo.com

Facebook | Twitter | YouTube | Instagram | LinkedIn

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

From: Christina Chiong (AIR)
Sent: Thursday, April 20, 2017 4:02 PM
To: 'XiuMin Li' <XiuMin.Li@seiu1021.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Norman Ten <norman.ten@seiu1021.org>; Emma Gerould <Emma.Gerould@seiu1021.org>; David Canham <david.canham@seiu1021.org>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; Lisa Randall (AIR) <Lisa.Randall@flysfo.com>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Hi XiuMin,
I hope this email finds you well. Attached is a letter from DPH to SEIU 1021 regarding the SFO Medical Clinic. Please confirm receipt. Additionally, let me know if there are any additional questions, or confirm SEIU 1021 has no additional questions.

Best Regards,
Christina

Christina Chiong
Senior Contracts Analyst | Administration and Policy San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128 Tel 650-821-2030 | flysfo.com

Facebook | Twitter | YouTube | Instagram | LinkedIn

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

From: XiuMin Li [mailto:XiuMin.Li@seiu1021.org]
Sent: Wednesday, April 12, 2017 1:02 PM
To: Christina Chiong (AIR) <christina.chiong@flysfo.com>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Norman Ten <norman.ten@seiu1021.org>; Emma Gerould <Emma.Gerould@seiu1021.org>; David Canham <david.canham@seiu1021.org>; Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Lisa Randall (AIR) <lisa.randall@flysfo.com>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Hello Christina,
FYI, this letter was sent to Ms. Garcia. We urge you to contact Ms. Garcia and work out a plan to have DPH take back the operation of the clinic.

Cheers,

Xiu Min Li
Field Supervisor

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

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

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

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

From: Christina Chiong (AIR) [mailto:christina.chiong@flysfo.com]

Sent: Friday, March 31, 2017 4:51 PM

To: XiuMin Li

Cc: DHR-PSCCoordinator, DHR (HRD); Norman Ten; Emma Gerould; David Canham; Cynthia Avakian (AIR); Lisa Randall (AIR)

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Hi XiuMin,

This email is a follow-up to the information provided on 3/21/17 for PSC 44548-16/17 for Medical Services for Travelers and Airport Employees and Tenant Employees.

If there are no further questions, the PSC will be flipped to DHR on 4/19/17.

Best Regards,
Christina

Christina Chiong

Senior Contracts Analyst | Administration and Policy San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128 Tel 650-821-2030 | flysfo.com

Facebook | Twitter | YouTube | Instagram | LinkedIn

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

From: Christina Chiong (AIR)

Sent: Tuesday, March 21, 2017 2:46 PM

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

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Norman Ten <norman.ten@seiu1021.org>; Emma Gerould <Emma.Gerould@seiu1021.org>; 'david.canham@seiu1021.org' <david.canham@seiu1021.org>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; Lisa Randall (AIR) <Lisa.Randall@flysfo.com>

Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Hi XuiMin,

I hope this email finds you well.

As requested, attached are the following documents:

- 1) Current salary information for positions at the SFO Medical Clinic
- 2) Current Contract with St. Mary's (Original and all modifications)

RFP 501.18 SFO- Operation, Management and Administration of the SFO Medical Clinic can be found on the OCA website through the following link: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=11677>

Please review and, at your earliest convenience, provide email confirmation that there are no further questions from SEIU 1021.

Best Regards,
Christina

Christina Chiong

Senior Contracts Analyst | Administration and Policy San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128 Tel 650-821-2030 | flysfo.com

Facebook | Twitter | YouTube | Instagram | LinkedIn

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

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

Sent: Thursday, March 16, 2017 12:20 PM

To: Christina Chiong (AIR) <christina.chiong@flysfo.com>

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Norman Ten <norman.ten@seiu1021.org>;

Emma Gerould <Emma.Gerould@seiu1021.org>; David Canham <david.canham@seiu1021.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Thank you Christina,
Can you also provide:

- salary information for these positions
- a copy of the RFP and contract with the current vendor
- any info related to this vendor and the operation of this clinic

Thank you,

Xiu Min Li
Field Supervisor

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

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

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

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

From: Christina Chiong (AIR) [<mailto:christina.chiong@flysfo.com>]

Sent: Tuesday, March 14, 2017 9:47 AM

To: XiuMin Li

Cc: DHR-PSCCoordinator, DHR (HRD); Norman Ten; Emma Gerould; David Canham

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Good morning,
Please include the attachment to this email in response to question 5.

Christina Chiong
Senior Contracts Analyst | Administration and Policy San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128 Tel 650-821-2030 | flysfo.com

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

From: Christina Chiong (AIR)

Sent: Tuesday, March 14, 2017 9:40 AM

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

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Norman Ten <norman.ten@seiu1021.org>;

Emma Gerould <Emma.Gerould@seiu1021.org>; 'david.canham@seiu1021.org' <david.canham@seiu1021.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Hi XiuMin,

The Airport's response to questions related to PSC 44584-16/17 is below.

Please review and provide email confirmation that there are no further questions from SEIU 1021 at your earliest convenience.

Best Regards,
Christina

Christina Chiong

Senior Contracts Analyst | Administration and Policy San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128 Tel 650-821-2030 | flysf.com

Facebook | Twitter | YouTube | Instagram | LinkedIn

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

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

Sent: Tuesday, February 21, 2017 11:17 AM

To: Cynthia Avakian (AIR) <Cynthia.Avakian@flysf.com>

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Christina Chiong (AIR)

<christina.chiong@flysf.com>; Norman Ten <norman.ten@seiu1021.org>; Emma Gerould

<Emma.Gerould@seiu1021.org>; David Canham <david.canham@seiu1021.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

Hello Cynthia,

SEIU would like to request a meeting regarding this PSC. Please reply all and provide your availability.

1) why did DPH decline to operate the clinic?

We do not know the answer. DPH was notified and they did not respond.

2) Is this clinic currently in operation and who is operating it?

The clinic is currently in operation. It is operated by Dignity Health.

3) When will the current operating agreement expire?

June 30, 2017.

4) please send us a list of SEIU 1021 represented employees currently working at the clinic No employees are under SEIU-Local 1021.

5) Please send us a list of FTEs (this should include SEIU and non-SEIU represented classifications) for this operation and include 1) vacant or filled position, 2) Status, such as PSC or TEX, 3) classification and 4) work schedule. For SEIU positions, please include names, phone numbers and email addresses.
See attached PDF.

Please provide this information at your earliest convenience but no later than 5 working days PRIOR to our meeting date whenever that may be scheduled.

Thank you,

Xiu Min Li
Field Supervisor

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

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

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

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

From: Cynthia Avakian (AIR) [mailto:Cynthia.Avakian@flysfo.com]
Sent: Friday, February 17, 2017 2:50 PM
To: PSCreview
Cc: DHR-PSCCoordinator, DHR (HRD); Christina Chiong (AIR)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

All,

Just making sure all SEIU people are noticed about this request.

Thanks,

Cynthia Avakian
Director, Contracts | Administration and Policy San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128 Tel 650-821-2014 | flysfo.com

Facebook | Twitter | YouTube | Instagram | LinkedIn -----Original Message-----

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.avakian@flysfo.com
Sent: Friday, February 17, 2017 2:40 PM
To: Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; thomas.vitale@seiu1021.org; Lopez, Ricardo (PDR) <ricardo.lopez@sfgov.org>; Basconciello, Katherine (PUC) <kbasconciello@sfgwater.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; staff@sfmea.com; L21PSCReview@ifpte21.org; Christina Chiong (AIR) <christina.chiong@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Receipt of Notice for new PCS over \$100K PSC # 44548 - 16/17

RECEIPT for Union Notification for PSC 44548 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 44548 - 16/17 for \$9,500,000 for Initial Request services for the period 06/01/2017 – 12/31/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8430> 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)



San Francisco International Airport

May 24, 2017

Ms. Suzanne Choi
Citywide PSC Coordinator
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Subject: PSC No. 44548-16/17 for the June 19, 2017 Civil Service Commission Meeting

Dear Ms. Choi:
The Airport Commission would like to have PSC No. 44548-16/17 on the agenda for the June 19, 2017 Civil Service Commission Meeting for the following reasons:

This PSC needs to be scheduled since it allows for continued operation of the SFO Medical Clinic (Clinic). The Clinic provides medical services including urgent care, emergency medicine, occupational medicine, travel medicine, clinical care pre-placement examinations for City and County employees, Airport tenants and contractors, the traveling public, other Airport users, and employees of surrounding businesses. In addition, the Clinic addresses worker's compensation issues, pre-employment screenings, urgent care for Airport employees, and emergency medicine for traveling City and County Employees.

The current contract with the SFO Clinic operator expires on 6/30/17. Delaying approval of this PSC would disrupt Clinic operations and interrupt the vital services listed above.

The 30-day union review period to Teamster 856 ends May 24, 2017. The Airport will continue communications with Teamster 856 to work towards a resolution, but requests moving the PSC forward to the June 19, 2017 Civil Service Commission meeting.

Please let me know if you have further questions.

Sincerely,

for
Cynthia Avakian
Director, Contracts
San Francisco International Airport
International Terminal North Shoulder Building, 5th Floor
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@fllysfo.com
Phone: (650) 821-2014

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE MAYOR LARRY MAZZOLA PRESIDENT LINDA S. CRAYTON VICE PRESIDENT ELEANOR JOHNS RICHARD J. GUGGENHIME PETER A. STERN IVAR C. SATERO AIRPORT DIRECTOR



San Francisco International Airport

May 16, 2017

Ms. Suzanne Choi
Citywide PSC Coordinator
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103

Subject: PSC No. 44548-16/17 for the June 5, 2017 Civil Service Commission Meeting

Dear Ms. Choi:

The Airport Commission would like to have PSC No. 44548-16/17 on the agenda for the June 5, 2017 Civil Service Commission Meeting for the following reasons:

This PSC needs to be scheduled since it allows for continued operation of the SFO Medical Clinic (Clinic). The Clinic provides medical services including urgent care, emergency medicine, occupational medicine, travel medicine, clinical care pre-placement examinations for City and County employees, Airport tenants and contractors, the traveling public, other Airport users, and employees of surrounding businesses.

The Clinic addresses worker's compensation issues, pre-employment screenings, urgent care for Airport employees, and emergency medicine for traveling City and County Employees. The current contract with the SFO Clinic operator expires on 6/30/17. Delaying approval of this PSC would disrupt Clinic operations and interrupt the vital services listed above.

Below is a summary of correspondences between the Airport Commission and SEIU 1021 in regards to this PSC.

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

LARRY MAZZOLA
PRESIDENT

LINDA S. CRAYTON
VICE PRESIDENT

ELENDRE JONES

RICHARD J. GUGGENHIME

PETER A. STERN

IVAR C. SATERO
AIRPORT DIRECTOR

Post Office Box 8097 San Francisco, California 94128 Tel 650.831.5000 Fax 650.831.5005 www.flysfo.com



San Francisco International Airport

Timeline of correspondences related to PSC# 44548-16/17

| | |
|-----------|--|
| 2/17/2017 | Union notification issued through PSC database |
| 2/21/2017 | Received inquiry from SEIU 1021 including why DPH declined to operate the clinic, the current clinic operator, current agreement expiration, current SEIU 1021 represented employees, list of current FTE's. |
| 3/14/2017 | Airport responded to SEIU 1021's questions from 2/21/17. |
| 3/16/2017 | SEIU 1021 request for additional information (salary information, copy of the RFP, and current contract). |
| 3/21/2017 | Airport responded to SEIU with salary info, RFP, current contract and all modifications. |
| 3/31/2017 | Airport emailed SEIU 1021 requesting status update. |
| 4/12/2017 | SEIU 1021 responded with attached letter sent to DPH, dated 4/4/17. |
| 4/12/2017 | DPH provided response to SEIU 1021 (attn: David Canham). |
| 4/20/2017 | Emailed SEIU 1021, forwarding DPH's 4/12/17 letter, requesting confirmation to move forward |
| 4/24/2017 | Airport emailed SEIU 1021 asking if there are any additional questions |
| 4/24/2017 | SEIU 1021 emailed request for additional information on DPH's letter, and SFO's 10 year data of passenger count and clients/patients served at the SFO Medical Clinic |
| 5/4/2017 | Airport emailed SEIU 1021 responding to request from 4/24/17 email including data from the past 10 years. |
| 5/12/2017 | SEIU 1021 emailed that they disagree with the decision and will file an appeal and grievance |

Please let me know if you have further questions.

Sincerely,

Cynthia P. Avakian Cynthia Avakian
May 16 2017 5:57 PM

Cynthia Avakian
Director, Contracts
San Francisco International Airport
International Terminal North Shoulder Building, 5th Floor
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfo.com
Phone: (650) 821-2014

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE MAYOR LARRY MAZZOLA PRESIDENT LINDA S. CRAYTON VICE PRESIDENT ELEANOR JOHNS RICHARD J. GUGGENHEIM PETER A. STEIN IVAR C. SATERO AIRPORT DIRECTOR

Post Office Box 8097 San Francisco, California 94128 Tel 650.821.5000 Fax 650.821.5005 www.flysfo.com

City and County of San Francisco



Edwin M. Lee
Mayor

Department of Public Health

Human Resource Services
Labor Relations Division
(415) 759-3388
FAX (415) 759-3365

Via Email and U.S. Mail

April 12, 2017

David Canham
SF Field Director
SEIU Local 1021
350 Rhode Island Street, Suite 100S
San Francisco, CA 94013

RE: SFO Clinic

Dear Mr. Canham:

I am in receipt of your letter dated April 4, 2017, inquiring about the personal service contract (PSC) for the SFO Medical Clinic.

Historically, SFO Medical Clinic has been contracted out since 2001 to St. Mary's Hospital that subsequently incorporated into Dignity Health. The SFO Medical Clinic provides travel medicine, urgent care, immigration physicals and occupational health services, not only offered to the multiple employers that provide services in SFO, but to the travelers from all over the world, whether for business or pleasure. The Clinic offers immunizations consistent with the regulations as set forth by the World Health Organization and the Center for Disease Control. Lastly, the Clinic administers random drug testing as required by the Department of Transportation's (DOT) regulations for the multiple employers at SFO.

The current Memorandum of Understanding between the City and County of San Francisco and SEIU Local 1021 has no prohibition on entering into new contracts for services that are already being contracted out. Specifically, Article II.C., paragraph 95 states:

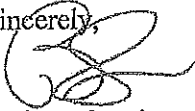
This instruction shall not in any way affect (i) existing contracts (which shall include proposed contracts funded with monies appropriated in the 1996-97 budget), (ii) renewals, amendments or extensions of those contracts, or (iii) new contracts either for services already contracted out or arising from the City's receipt of new and/or additional federal, state, or grant funds designated for new or unique programs. However, such funds shall not include growth in general fund or enterprise revenues in force and effect at the time of the signing of this Agreement [Emphasis added].

Additionally, per the Civil Service Commission Memorandum No. 2014-20, the policy and procedures on PSCs clearly states that even if City Civil Service classifications exist to perform the work there are factors, specifically applicable to this PSC, that may compel the Department to appropriately contract the services when practical and appropriate based on: (1) unpredictable volume of passengers as well as international catastrophic incidents that would severely impact the airline industry and its ability to fund SFO Clinic services; (2) the airline industry is heavily regulated by the federal government that places mandates on travelers that are outside the City's jurisdiction; (3) conflict of interest as the Department of Transportation and the Federal Aviation Administration requires drug testing at SFO that the City itself contracts out to a third party vendor because of

demonstrated conflict of interest; and (4) the City does not presently have the wide ranging specialized skill sets for the services needed, such as immigration physical examinations, international insurance billing capabilities and occupational health services being offered to non-City employees.

In reaching out to SFO, they have found contracting out the clinic is the best business model as future funding for these services is uncertain and the Airport has found value in the flexibility offered by the personal service contract relationship.

Sincerely,



Barbara Garcia
Director of Health

Cc: Roland Pickens, DPH
Ron Weigelt, DPH
Greg Wagner, DPH
Cynthia Avakian, Airport
Jacquie Hale, DPH
Willie Ramirez, DPH

October 17, 2011 Regular Meeting

MINUTES

Regular Meeting

October 17, 2011

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

ROLL CALL

| | |
|------------------------------|---------|
| President E. Dennis Normandy | Present |
| Vice President Kate Favetti | Present |
| Commissioner Mary Jung | Present |

President E. Dennis Normandy presided.

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

- Steve Zeltzer, Member of United Public Workers for Action raised the issue as to why the Civil Service Commission hearings are not broadcast. He feels that this Commission is too important to the well being of the City and County of San Francisco and its citizens. The Commission is responsible for millions of dollars and the public needs to be aware of what goes on at the meetings.

- He also raised the issue of discrimination against Municipal Transportation Agency (MTA) employees who filed Sunshine Ordinance complaints because the MTA failed to provide documentation.

- Kevin Hughes, IBEW Local 6 Business Agent corrected the record on a statement he made at the meeting of October 3, 2011 that the MTA did not respond to being available for the October 3, 2011 meeting.

APPROVAL OF MINUTES

Regular Meeting of October 3, 2011

Action: Adopted. (Vote of 3 to 0)

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

No report given.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report given.

0273-11-8

Review of request for approval of proposed personal services contracts.
(Item No. 7)

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|------------|--------------------|---------------|---|------------------|----------|
| 4040-11/12 | Airport Commission | \$7,255,000 | Travel Medicine, Urgent Care, and Occupational Health services for San Francisco International Airport's (SFO) passengers, visitors, and Commission employees, as well as for employees of tenants of the airport through a medical clinic. | Regular | 06/30/18 |
| 4041-11/12 | Airport Commission | \$124,000,000 | <p>The selected design-build contractor will provide specialized expertise to finalize the design and provide construction services necessary to complete the Terminal 3, Boarding Area E (BAE) Improvements. The Project will expand the existing boarding area to meet Airport's passenger forecast including complete interior design and remodel of Hold Rooms, restrooms, passenger amenities, and airline and concessions shell space, all with new finishes, furniture, fixtures and equipment. Scope of work will also include new Art Enrichment Program; barrier removal, construction and interface of Baggage Handling Systems (BHS); heating ventilation and air conditioning (HVAC), Plumbing, Fire Protection, Power, Metering, Lighting, Life Safety, Fire Alarm, Visual and Audible Paging System modifications; Static and Dynamic Signage; Hydrant Fuel System (HFS); Passenger Boarding Bridges upgrades; Aircraft Apron Paving; Special Systems rooms,</p> <p>Tenant Wiring Closets and Backbone Cable System, WIFI infrastructure; new Access Control and Closed-</p> <p>Circuit Television (CCTV) systems. The BAE Improvements project will reconfigure the Transportation Security Administration (TSA) security checkpoint and departures lobby to improve security and operational efficiency with minor improvements at passenger drop off at curbside and baggage claim area. This will be a Leadership In Energy and Environmental Design (LEED) certified project. Please see attached Section 01010 Summary of Work for additional information.</p> | Regular | 10/17/16 |

| | | | | | |
|------------|------------------------------|-------------|--|---------|----------|
| 4042-11/12 | Controller | \$3,000,000 | Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments. | Regular | 10/31/16 |
| 4043-11/12 | Building Inspection | \$1,648,962 | The Code Enforcement Outreach program is designed to help property owners/managers as well as tenants, especially individuals of limited or non-English speaking skills, in the City of San Francisco, understand housing code compliance issues by providing education, counseling, mentoring and mediation. Contractors will work with City inspectors, existing non-profit agencies, landlords and tenants to facilitate better access to services related to proper residential building maintenance and occupancy issues associated with the San Francisco Housing Code and to expedite the code enforcement procedure by setting out landlords/tenants respective rights and responsibilities. As necessary, contractors will provide bilingual services (Spanish, Chinese, Vietnamese, Russian, etc.) required in each of the affected communities. | Regular | 06/30/17 |
| 4044-11/12 | Building Inspection | \$4,950,000 | The Single Residence Occupancy Program is designed to help stabilize the lives of SRP (Single Room Occupancy) tenants and improve the living conditions and safety. The Program consists of (1) outreach in SRO, (2) individual tenant stabilization including but not limited to needs assessment, housing retention plan, general advocacy, tenant meetings, referral and housing counseling; (3) Community Programs including, but are not limited to, fire prevention workshops, tenant rights and leadership development training meetings. The target population is very low-income, elderly, and disabled SRO tenants who are at risk of homelessness because of a lack of support services and because of the unsafe and unhealthy conditions in the SRO hotels. | Regular | 06/30/17 |
| 4045-11/12 | Public Utilities Commission | \$96,500 | The contractor will provide a helicopter and certified pilot to pick up a crew of SFPUC employees from Moccasin, California and transport them on an aerial inspection patrol of the City's power transmission lines and high voltage towers. The transmission lines originate at powerhouses on the Tuolumne River in the Sierra Foothills and terminate in Hayward, California. The inspection flight will take place once a year over the next five years. | Regular | 08/31/16 |
| 4046-11/12 | Public Utilities Commission | \$350,000 | Develop a comprehensive training program for Hetch Hetchy Water and Power (HHWP) Control Room Operations System Operators to meet North American Electric Reliability Corporation (NERC) PER-002 and PER-005 regulatory requirements. Consultant will work with HHWP staff to implement a Systematic Approach to Training (SAT) process that will ensure the validity and reliability of the operator training program. The approach will utilize the following five phase SAT model: Analysis, Design, Development, Implementation, and Evaluation (ADDIE). | Regular | 09/30/13 |
| 4047-11/12 | Recreation & Park Department | \$295,000 | This PSC is a continuation of the project providing planning, schematic design, and community design meeting facilitation and outreach for Mission Dolores Park. This work will include cost estimating, multiple options and coordination through the design phase with RPD and DPW staff. | Regular | 12/31/12 |

| | | | | | |
|------------|-----------------|-----------|---|---------|----------|
| 4048-11/12 | Fire Department | \$100,000 | The selected contractor will provide analysis of saliva samples and urine samples for six federally controlled substances in employees and potential hires. Contractor will also provide Medical Review Officer interpretation of test results. | Regular | 06/30/15 |
|------------|-----------------|-----------|---|---------|----------|

Speakers: Cynthia Avakian, Airport Commission and Lily Lee, Airport Commission and Steve Zeltzer spoke on PSC #4040-11/12.
 Pamela Levin, Department of Building Inspection spoke on PSC #4044-11/12.

Action: (1) Adopted the report; Approved the request for PSC #4040-11/12 on the condition that the Airport Commission submit an annual report to the Commission on the status of the ongoing work. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
 (2) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0274-11-8 Update from the Municipal Transportation Agency on the status of the conditional approval of PSC #4005-11/12 at the meeting of July 18, 2011. (Item No. 8)

July 18, 2011: Adopted the report; Approved request for PSC #4005-11/12 on the condition that: 1) the Municipal Transportation Agency consult with IBEW Local 6 regarding the concerns placed on record by IBEW Local 6 at the meeting of July 18, 2011 and 2) the Municipal Transportation Agency report to the Commission in three (3) months. Notify the Office of the Controller and the Office of Contract Administration.

Speakers: T.J. Lansang, Municipal Transportation Agency
 Kevin Hughes, IBEW Local 6 Business Representative

Note: Vice President Kate Favetti stated that she reviewed the audio recording and all materials related to this item and that she would be able to make a credible ruling on the matter.

Action: Accepted the report; ruled that the conditions for approval have been met. (Vote of 3 to 0)

0097-11-6 Appeal by Cecilia Jaroslowsky of the Human Resources Director's determination of failure to allege facts raising an inference of discrimination based on age. (Item No. 9)

May 16, 2011: Postponed to the meeting of June 20, 2011 by agreement between the Department of Human Resources and Cecilia Jaroslowsky. Stipulated this will be the last continuance granted.

June 20, 2011: Continued to the meeting of July 18, 2011. The motion to: Adopt the report; Sustain the decision of the Human Resources Director; Deny the appeal by Cecilia Jaroslowsky failed. (Vote of 1 to 2; Commissioners Casper and Jung dissent.) Three (3) votes are needed for Commission action.

July 18, 2011: Postponed to a meeting when all five Commissioners are present; and, when issues of allegations about a flawed process, namely, failure to redact confidential information and to follow the arbitration order have been addressed.

August 15, 2011: No action taken.

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 40120 - 14/15)

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

Type of Service: Info. Tech. Infrastructure Library / Intl. Organization for Standardization Services

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$500,000

PSC Original Approved Duration: 05/15/15 - 05/14/18 (3 years)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 05/14/18-10/01/20 (2 years 20 weeks)

PSC Mod#2 Amount: \$1,500,000

PSC Mod#2 Duration: 10/01/20-10/01/21 (1 year)

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

PSC Cumulative Duration Proposed: 6 years 20 weeks

1. Description of Work

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

Provide consultation services to prepare San Francisco International Airport (SFO) Information Technology and Telecommunications (ITT) division for certification in International Organization for Standardization (ISO) Standard 20000 Service Management, ISO Standard 22301 Business Continuity Management, and ISO Standard 27001 Information Security Management.

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

The services are needed to standardize information technology processes, monitoring, maintaining and reporting. The services are also needed to manage the Airport against cyber security threats and the ability to recover business operations in the event of disaster. If denied, the Airport will not have the benefit of these services.

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 40120-14/15

D. Will the contract(s) be renewed?

Yes, if this service is needed in the future.

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

Need additional time and money to address additional review.

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:

This is a specialization that is not used frequently enough to justify a new civil service class.

B. Reason for the request for modification:

Need to increase funding and extend term.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: ISO Auditor certification for each ISO standard 20000, ISO standard 27001, and ISO standard 22301. Information Technology Infrastructure Library (ITIL) Framework certification for the 28 designated processes needed under ITIL.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1054, IS Business Analyst-Principal; 1070, IS Project Director;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This is a specialization that is not used frequently enough to justify a new civil service class.
- 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: Not at this time.

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.
At this time, no training is planned under this request.
- 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.

CASK TECHNOLOGIES, LLC DBA CASK LLC

7. Union Notification: On 05/18/17, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40120 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Thursday, May 18, 2017 3:44 PM
To: Cynthia Avakian (AIR); kgeneral@ifpte21.org; pkim@ifpte21.org;
L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 40120 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$1,500,000 for services for the period October 1, 2020 – October 1, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

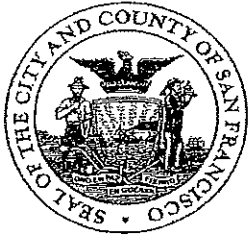
After logging into the system please select link below:

<http://apps.sfgov.org/dhr Drupal/node/5559>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org kgeneral@ifpte21.org

Additional Attachment(s)

Term was extended beyond five (5) years to link up with the 5-year term for the contract (which is expected to start by 10/1/15).



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

DOUGLAS S. CHAN
PRESIDENT

August 21, 2015

GINA M. ROCCANOVA
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

KATE FAVETTI
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 45087-14/15; 48830-14/15; 48177-14/15; 48406-14/15; 42251-14/15; 43831-14/15; 46518-14/15; 43887-14/15; 40120-14/15; 4085-12/13; 4077-11/12; 4098-08/09 AND 39548-13/14.

SCOTT R. HELDFOND
COMMISSIONER

At its meeting of August 17, 2015 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

MICHAEL L. BROWN
EXECUTIVE OFFICER

1) Conditionally approved PSC #45087-14/15, with the proviso that the Department of Emergency Management works with the Executive Officer and clearly state that this contract is for a specific event, resulting in a peak workload that requires special expertise.

2) Conditionally approved PSC #46518-14/15, with the proviso that the Department of Technology works with the Executive Officer to amend their submission on (5B) and expand on the baseline training component.

3) Postponed PSC #4077-11/12 to the next Commission meeting of September 21, 2015 at the request of the Department of Adult Probation and SEIU, Local 1021 to allow more time for discussions.

4) Adopted the report and approved the request for all remaining PSCs (PSC numbers 48830-14/15, 48177-14/15, 48406-14/15, 42251-14/15, 43831-14/15, 40120-14/15, 4085-12/13 and 4098-08/09). This shall serve to notify the Office of the Controller and the Office of Contract Administration.

PLEASE NOTE:

It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.

CIVIL SERVICE COMMISSION



MICHAEL L. BROWN
Executive Officer

Attachment

Cc: Cynthia Avakian, Airport Commission
Rachel Buerkle, Environment
Jolie Gines, Department of Technology
Jacquie Hale, Department of Public Health
Cynthia Hamada, Municipal Transportation Agency
Joyce Kimotsuki, Controller's Office
Tristan Levarado, Department of Emergency Management
Diane Lim, Adult Probation
Stacey Lo, Public Utilities Commission
Shamica Jackson, Public Utilities Commission
Ben Rosenfield, Controller's Office
Jaci Fong, Contract Administration
Commission File
Chron

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

Home >

Posting For August 17, 2015

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2015-08-17

APPLY

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|------------------------------------|-------------------------|---------------------------------|-------------------|------------------|--|------------|------------|---------------|
| * 40120 - 14/15 - MODIFICATIONS | August 17, 2015 | AIRPORT COMMISSION -- AIR | \$500,000 | \$1,000,000 | Provide consultation services to prepare San Francisco International Airport (SFO) Information Technology and Telecommunications (ITT) division for certification in International Organization for Standardization (ISO) Standard 20000 Service Management, ISO Standard 22301 Business Continuity Management, and ISO Standard 27001 Information Security Management. | 05/14/2018 | 10/01/2020 | REGULAR |
| 4085 12/13 - MODIFICATIONS | August 17, 2015 | ADULT PROBATION -- ADP | \$0 | \$335,000 | A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients. | 06/30/2016 | 05/31/2018 | REGULAR |
| 4110 10/11 - MODIFICATIONS | August 17, 2015 | CONTROLLER -- CON | \$1,500,000 | \$2,245,000 | Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits, develop and maintain a database of sales tax information for use by City employees, and provide as-needed tax revenue enhancement services. | 05/20/2015 | 06/30/2016 | REGULAR |
| 4077 11/12 - MODIFICATIONS | August 17, 2015 | ADULT PROBATION -- ADP | \$3,786,043 | \$13,000,000 | This proposed contract is to create and operate a one-stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and grouped services will be provided from dawn until dusk. The services will be both by appointment and on a drop-in basis to include but not be | 02/06/2012 | 06/30/2017 | REGULAR |

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4065-10/11)

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

Type of Service: Intermittent, as-needed professional radiologist technologists Registry

Funding Source: CHN/SFGH funds

PSC Original Approved Amount: \$11,272,800

PSC Original Approved Duration: 01/01/11 - 06/30/16 (5 years 25 weeks)

PSC Mod#1 Amount: \$2,525,107

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$4,370,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$9,000,000

PSC Mod#3 Duration: 07/01/16-06/30/20 (4 years 1 day)

PSC Mod#4 Amount: \$30,000,000

PSC Mod#4 Duration: 07/01/17-06/30/22 (2 years)

PSC Cumulative Amount Proposed: \$57,167,907

PSC Cumulative Duration Proposed: 11 years 26 weeks

1. Description of Work

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

Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call availability, 7 days per week. Registry personnel will be available on 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences.

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

These registry services are necessary to provide adequate levels of staffing at San Francisco General Hospital Medical Center during periods of unanticipated staff absences and staff shortages. Denial of these registry services will result in delays to patient treatment, possibly endangering the health and safety of patients, the hospitals' accreditation status, and ability to generate revenues.

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 4065-10/11

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 radiology registry services to continue, as they provide backup to existing civil service employees due to absences or peak workloads.

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 services are intermittent, as needed and temporary, to provide on-call professional radiology technologists 24/7 to back up civil service employees during peak workloads and absences, in order to provide appropriate patient care, maintain hospital accreditation, and generate revenues.

B. Reason for the request for modification:

The modification is needed to extend the current approval through calendar year 2023 and to add additional funds to this approval to enable the Department to meet ongoing staffing needs and to provide adequate levels of radiology professionals at Zuckerberg San Francisco General Hospital and Laguna Honda Hospital during periods of unanticipated staff absences and staff shortages. In addition, during the term of this extension request, the Department will implement a new Electronic Health Record (EHR) project and will need to begin to initiate an initial readiness effort to train current radiology staff in the new EHR use and operation. Readiness training and overall EHR training will be essential to current staff so that they can achieve proficiency operating with the new EHR. The EHR project will require extensive back-fill while current radiology staff receive training on the new system. Therefore, there is a continuous need for the Department to utilize supplemental radiology staffing services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: As applicable to the type of registry services required, contracts must have personnel with valid, current American Register of Radiologic Technologist, California Radiologic Technologist and Mammography certifications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2467, Diagnostic Imaging Tech I; 2468, Diagnostic Imaging Tech II; 2469, Diagnostic Imaging Tech III; 2470, Diagnostic Imaging Tech IV;
- 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 classifications exist, however, these services are for intermittent, temporary, on-call and as-needed services to provide back-up coverage during scheduled and unscheduled Civil Service staff absences.
- 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, because the City currently has

Civil Service classifications used to provide these services on a regular basis. (Continued on attachment).

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 this PSC is to provide back-up for existing civil service employees; training will only be applicable to the extent it allows existing civil service employees to attend trainings
- 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 Registry Network, Medical Contracting Services

7. Union Notification: On 03/24/17, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4065-10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, March 24, 2017 5:01 PM
To: Hale, Jacquie (DPH); thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez, Ricardo (PDR); 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) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; pkim@ifpte21.org; L21PSCReview@ifpte21.org; brenda_mendieta@sfdph.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4065-10/11 - 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 \$30,000,000 for services for the period July 1, 2017

– June 30, 2022. 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/4242>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@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@sfgov.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org

Additional Attachment(s)

Attachment to 4065-10/11

5. B. Would it be practical to adopt a new civil service class to perform this work? (Continued)

These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of Civil Service employees due to unanticipated sick leaves and/or temporarily unfilled position vacancies.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 4065-10/11)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Intermittent, as-needed professional radiologist technologists RegistryFunding Source: CHN/SFGH fundsPSC Original Approved Amount: \$11,272,800PSC Original Approved Duration: 01/01/11 - 06/30/16 (5 years 25 weeks)PSC Mod#1 Amount: \$2,525,107PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$4,370,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$9,000,000PSC Mod#3 Duration: 07/01/16-06/30/20 (4 years 1 day)PSC Cumulative Amount Proposed: \$27,167,907PSC Cumulative Duration Proposed: 9 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call availability, 7 days per week. Registry personnel will be available on 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences.

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

These registry services are necessary to provide adequate levels of staffing at San Francisco General Hospital Medical Center during periods of unanticipated staff absences and staff shortages. Denial of these registry services will result in delays to patient treatment, possibly endangering the health and safety of patients, the hospitals' accreditation status, and ability to generate revenues.

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 4065-10/11

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 radiology registry services to continue, as they provide backup to existing civil service employees due to absences or peak workloads.

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 services are intermittent, as needed and temporary, to provide on-call professional radiology technologists 24/7 to back up civil service employees during peak workloads and absences, in order to provide appropriate patient care, maintain hospital accreditation, and generate revenues.

B. Reason for the request for modification:

The modification adds additional capacity to this approval to enable the Department to meet ongoing staffing needs and provide adequate levels of radiology professionals at San Francisco General Hospital Medical Center and Laguna Honda Hospital during periods of unanticipated staff absences and staff shortages. In addition, this approval will also provide San Francisco General Hospital Medical Center and Laguna Honda Hospital needed staffing while civil service staff are trained in using the new hospital building and equipment. There is a continuous need for these services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: As applicable to the type of registry services required, contracts must have personnel with valid, current American Register of Radiologic Technologist, California Radiologic Technologist and Mammography certifications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2467, Diagnostic Imaging Tech I; 2468, Diagnostic Imaging Tech II; 2469, Diagnostic Imaging Tech III; 2470, Diagnostic Imaging Tech IV;
- 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 classifications exist, however, these services are for intermittent, temporary, on-call and as-needed services to provide back-up coverage during scheduled and unscheduled Civil Service staff absences.
- 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, because the City currently has Civil Service classifications used to provide these services on a regular basis. (Continued on attachment).

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.

purpose of this PSC is to provide back-up for existing civil service employees; training will only be applicable to the extent it allows existing civil service employees to attend trainings

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 Registry Network, Medical Contracting Services

7. **Union Notification:** On 03/25/16, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4065-10/11

DHR Analysis/Recommendation:

06/20/2016

Commission Approval Required

Approved by Civil Service Commission

06/20/2016 DHR Approved for 06/20/2016

Imaging Services Hiring Progress October 2015 through Feb 2016

Activity Follow up report

Background:

In the fall of 2015 it became clear that the use of Registry Staff support Imaging Services would not be able to sustain the service level necessary to make the transition to our new Hospital in the spring of 2016. In working with the Union and city staff it was determined that developing fully staffed and trained Technical and support staff for Imaging Services at ZSFGH would be essential for the success of how we manage and maintain this essential service for our city and the people that we care for.

Continued Use of Registry Staff:

The Imaging Department has continued the use of registry staff as a backfill of our continued hiring and training for our new expanded department (outlined below). As we have been actively hiring we must also continue to train and prepare for the future as well as continue to provide service to our current patients. It is with keeping that in mind our registry spending has not decreased as much as we had anticipated. It is important that we keep our wait times for both in and outpatients from reverting back to where they were several years ago prior to the use of registry staff.

Challenges in reduction of Registry Staff:

- Need for advanced Education didactic and Clinical of current staff in CT and MRI to assure 24/7 coverage in these specialty modalities in the new hospital
- Need for training of new staff that we have hired so as to keep patient care at the highest level possible for our organization
- We only received 11 of the 14 new 2467 Diagnostic Imaging Technologist 1 FTE's in this year's budget.
- Not enough 2470 Diagnostic Imaging Technologist IV Ultrasound Technologists to provide 24/7 coverage to meet the increasing demand for this service. This service also requires a technologist that has gone through specialty training and the department, city and union are in the process of resolving the classification issues that have been identified with this classification.

Opportunities in reducing registry staff usage:

- As newly hired staff are fully trained and deployed to their permanent assignments we will see usage decline.
- As we move past the opening of the new hospital we will see the need for additional training decline so use of registry staff to backfill positions in training will also decline
- With the evolution of 4 leadership staff (all within current positions) we will be able to attach goals and guideline to staffing models that will decrease the use of registry staffing
- We will add additional on-call opportunities for DTI and DTII staff to assure that back filling for staff sick call will be managed within the department and not with registry staff.
- We are developing a staff model that will also accommodate vacation and other scheduled time off through a process of utilizing permanent city staff instead of registry staff,

Background Support for Registry usage:

MRI

If you were an outpatient that needed an outpatient MRI the first available time to schedule services for you was on average more than 120 days and if you needed an expedited exam we may be able to meet your needs in 7- 10 days. Currently we can schedule a patient for a routine MRI exam in less than 30 days and expedited exams within 1-2 days or even sooner if necessary. This is still not meeting our goals of less than 7 days for routine exams and expedited outpatients within the day.

For our in-patients we also had issues with timely service. These delays caused many issues for our inpatients that ranged from timely treatments and procedures to extended length of stays that impact many things ranging from decreased revenue to challenges in placing patients in outside treatment facilities. In the past it could take over 50 hours from order to exam in our current practice our average time from order to exam for MRI is 12-14 hours.

CT

An out- patient needing a CT exam prior to registry use would be scheduled to wait for their exam in excess of 90 days for a routine CT exam while an in-patient needing a CT exam would wait 3-4 days or up to 50+ hours after the exam was ordered. Currently our outpatients wait 5-6 days for routine exams and can be seen same day if necessary for expedited exams while an

in-patient average wait time from order to exam is now 5-6 hours. During one of our performance improvement presentations it was stated by more than one physician that the decrease in our wait times for patient exams has allowed them to practice medicine in a manner that allows them to take advantage of all of the tools available to our patients and not have to delay care in order to get appropriate diagnostic testing.

Ultrasound

We have been experiencing some of the some issues with this modality as well. Long wait times for exams for both inpatients and outpatients but this modality has now proven to have some additional challenges. As the technology has grown and the number of exams done per year has now exceeded 18000 the city has not been able to provide staff coverage for the clinicians to utilize tis diagnostic tool on a 24/7 basis. It is this modality that I see the largest and most expensive increase in registry use until we get appropriate staff model developed, hired, trained and in active practice

Imaging Services Staff Appointments: October 2015-February 2016

10 Diagnostic Imaging Assistants (2424) 65 Eligible - 49 interviewed

11 Diagnostic Imaging Technologists I (2467) 65 Eligible -22 interviewed

3 Diagnostic Imaging Technologist II (2468) 22 Eligible-12 interviewed

1 Diagnostic Imaging Technologist (IV) 2470 Ultrasound Technologist 8 Eligible -6 interviewed

These hires have taken place through a variety of activities in the following manner:

4 2424 promoted from provisional to permanent

4 2424 promoted from Category 18 to permanent

3 2467 promoted from Category 18 to permanent

1 FTE 2468 promoted from Category 17 to permanent

We are still engaged and actively training the following category 18 positions:

2 2424

3 2467

1 2468

Technology and Capacity Update:

As we move into the new tower known as building 25 on the ZSFGH campus Imaging Services will be expanding capacity by adding additional service locations while keeping the bulk of our current operations intact. We will be expanding specific modalities in the following manner:

Computerized Tomography (CT) will have an additional 4 scanners to a total of 7

Magnetic Resonance Imaging (MRI) will add new scanners and remove one for a total of 3, one of which will be in the operating room environment.

Interventional Radiology (IR) will move from 2 rooms to a total of 5, 4 of which will be in the operating room environment

Ultrasound (US) will add three additional units for a total of 11

General Radiology (x-Ray) will be adding 5 units to its existing 7 for a total of 12. We will also be moving from 3 Digital Radiology (DR) portable units to 10.

Mammography Although not moving into building 25 this essential service has also expanded into the new technology of Tomosynthesis and has updated its Ultrasound capabilities as well.

Positron Emission Technology (PET/CT). We have also added the technology to support PET scanning an essential tool for Oncology, Neurology and Cardiology Services that can and will be utilized in the future.

Improved Testing and Hiring practices:

With the addition of new technology and the expansion of capacity built into the new facility the need for increased permanent city staff to manage and provide operations is essential. It is through these negotiations we determined that new eligibility and testing parameters be put in place to assure that any future staffing roles coupled with any increase in staff associates would be utilized at the highest level of expertise and efficiencies.

It was determined that we would approach this process in a systematic and deliberate approach.

Initially we would determine if we would need any additional testing to assure the highest quality applicant pool for all of our position classifications. This was done with the guidance and support of the DHR. In doing so we created new tests for all of the positions in Imaging Services except for Nursing Support.

We also determined that recruitment would be moved from exhaustion of the list to continuous as this will help us attract new candidates at all times.

With new testing and recruitment tools DPH HR and Imaging services embarked on a journey to recruit, retain and hire staff to our department.

Training and Education:

As with any new hire staff coupled with the new technology expansion we will experience with the move and expansion of our department these staff members as well as our current staff are all now engaged in various stages of training for their new roles within the Department.

The following activities have or are currently taking place:

2424 Diagnostic Imaging Assistant: Training has been taking place and all staff is currently being trained and are being assigned through various work activities to determine best fit for the department so as to be the most effective they can be in the care of our patients.

Training hours for new staff is on the average of 1200 hours per associate. When completed there will have been approximately 12,000 hours of training provided. As we prepare to expand permanent staff will also be in the need for additional training and this will translate into an additional 24 to 32 hours per individual depending on work assignment. This additional training will add an additional 900 hours of training.

2467 Diagnostic Imaging Technologist I & 2468 Diagnostic Imaging Technologist II: Training for these categories is ongoing and consists on the average 1800 hours per new associate. When Completed there will have been approximately 19,800 hours of training provided keep in mind that this training is for new hires only. As we prepare to expand permanent staff will also need training for the new facility and those hours will be approximately 40 to 48 hours per current staff depending on work assignments. If the Technologist works in more than one modality this training regimen is expected to double. These training hours will be an additional 1500 hours of staff training time that will be scheduled prior to opening of new facility.

2470 Diagnostic Imaging Technologist IV: This category of Technologist is unique in the fact that these technologists provide services without the use of radiation. This technology is now a primary diagnostic tool and usage has risen to well over 18,000 exams per year at our facility. As this specialty continues to evolve our organization will need to adjust how we manage this specialty staff through a re-organization of staff requirements and competencies. As this technology continues to expand into a primary diagnostic tool we will also need to develop and propose robust staffing models that will allow for 24/7 full service coverage within our care model.

Future Scope of Registry Usage:

With the continued use of registry dollars we will be able to develop a robust staff model and work through the city budgeting and staff requirements while continuing to provide full the full scope of care for our patients. It is our desire to develop a long term permanent city staff solution over the next two years.

In the current configuration of our department we do not anticipate the complete dissolution of registry usage but it is our vision that we work with the city in providing the appropriate amount of budgeted FTE's to accommodate a growing the city providef

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 49137 - 14/15)

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

Type of Service: Intermittent, supplemental temporary nursing personnel for San Francisco Health Network

Funding Source: General Fund

PSC Original Approved Amount: \$18,000,000 PSC Original Approved Duration: 07/01/15 - 12/31/17 (2 years 26 weeks)

PSC Mod#1 Amount: \$40,000,000 PSC Mod#1 Duration: 05/01/17-12/31/21 (4 years 1 day)

PSC Cumulative Amount Proposed: \$58,000,000 PSC Cumulative Duration Proposed: 6 years 26 weeks

1. Description of Work

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

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations.

Scope Change

The largest change to the scope is to provide for back-fill services for the readiness efforts for the SFDPH EHR project. Similar to what was done for the ZSFG rebuild project, the SFDPH EHR project will require back-fill staffing for nurses while they attend training on a new EHR. While the ZSFG project only affected the ZSFG campus, the SFDPH EHR project will cover all of the Department which includes Laguna Honda Hospital, the primary care clinics, and Jail Health. In addition, in the summer of 2017, the Department anticipates that the medical respite center will be fully functional, and will increase the need for qualified Certified Nursing Assistants (CNAs) to staff this program.

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

The ability to access supplemental, temporary nursing personnel enables SFGH and LHH to reduce the frequency and duration of ambulance diversions, creating flexibility in responding to crisis, such as multiple victim situations and maintaining inpatient revenue-generating capacity in the face of an ongoing shortage of nursing staff. In 1999, the State passed AB 394 mandating specific nurse-to-patient ratios for acute care hospitals and specialty hospitals in California. This requires SFGH and LHH to maintain adequate nurse staffing. Without these contract services, the SFGH and LHH will not be able to maintain required nurse-to-patient ratios during unexpected staff shortages. (Continued on attachment)

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Services have been provided in the past through earlier PSC request. See 49137 - 14/15

D. Will the contract(s) be renewed?
If needed.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The duration of this PSC is more than five years because there continues to be a nationwide shortage of nurses. In order to maintain mandated nurse staffing ratios the Department must continue to utilize temporary staff. The Department forecasts this trend to continue for the foreseeable future.

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:

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. Contractors will also allow current staff to be trained on the new equipment, technology, patient flow and workflow processes in the new SFGH hospital building by assisting with maintaining nursing staff in the present building during training.

B. Reason for the request for modification:

The requested modification is needed to extend the current approval through calendar year 2021 and to add additional funds to account for the expansion of the medical respite program, and most importantly initial readiness efforts for the San Francisco Department of Public Health (SFDPH) Electronic Health Record (EHR) project. There is an ongoing shortage of qualified nurses throughout the country, therefore the Department still needs to utilize supplemental nurse staffing services. In addition, during the term of this extension request the Department will implement a new EHR and will need to begin to initiate an initial readiness effort to train current nursing staff in the new EHR use and operation. Readiness training and overall EHR training will be essential to current staff so that they can achieve proficiency operating with the new EHR. The EHR project will require extensive back-fill while current nursing staff receive training on the new system. Back-fill is essential in order to maintain legally mandated nurse staffing ratios and to maintain the standard of care to patients within the San Francisco Health Network while current staff receive training on the new EHR. As part of the larger EHR project the Department will continually monitor the use of registry staff in order to minimize its use.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must be able to provide traveling personnel who are California-licensed nurses with a minimum of one year of nursing experience as well as specialty experience where applicable, current CardioPulmonary Resuscitation (CPR) certifications,

and current health and safety classes congruent with City and County policy (DPH Health and Safety Policy) and Joint Commission requirements for hospital accreditation and California Title 22 Standards. (Continued on attachment)

- B. Which, if any, civil service class(es) normally perform(s) this work? 2302, Nursing Assistant; 2303, Patient Care Assistant; 2310, Surgical Procedures Technician; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2340, Operating Room Nurse; 2430, Medical Evaluations Assistant;
- 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 classifications already exist. These registry services are necessary for intermittent, temporary, as-needed services to provide back-up coverage during times of high patient census, high acuity, unexpected staff illnesses and/or vacations and/or unanticipated staff shortages. It is standard practice to use surge staffing during transitions requiring training of large numbers of staff. The expected length of the surge registry services would be from August 2015 to December 2015.
- 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, because the City currently has Civil Service classifications used to provide a portion of these services on a regular basis. These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of civil service employees (Continued on attachment)

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 backfill of civil service positions provided under this PSC will enable civil service staff to receive training in new Electronic Health Record 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 03/20/17, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49137 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/19/2017

Receipt of Union Notification(s)

Lee, Arlene (DPH)

From: Longhitano, Robert (DPH)
Sent: Friday, March 24, 2017 3:26 PM
To: Lee, Arlene (DPH)
Subject: FW: Receipt of Modification Request to PSC # 49137 - 14/15 - MODIFICATIONS

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of jacquie.hale@sfdph.org
Sent: Monday, March 20, 2017 4:59 PM
To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez, Ricardo (PDR) <ricardo.lopez@sfgov.org>; Basconcillo, Katherine (PUC) <kbasconcillo@sfgwater.org>; 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) (DSS) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 49137 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$40,000,000 for services for the period May 1, 2017

-- December 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8552>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org amakayan@ifpte21.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org

Additional Attachment(s)

Continuation of responses to questions

1. DESCRIPTION OF WORK

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

...Transitioning to the new facility, all staff will be necessary to meet the hospital and regulatory requirements to ensure that patients are safely cared for in the new facility. The hospital will be surveyed by both Centers for Medicare and Medicaid Services, Occupational Health and Safety, California Department of Public Health and The Joint Commission on Accreditation of Healthcare Organizations to ensure that the staff are familiar and competent with the facility's policies and procedures, equipment and emergency procedures.

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

...In addition, Registered Nurses working in the Emergency Department will need to be Advanced Cardiovascular Life Support (ACLS) certified and Registered Nurses working in the Neonatal Intensive Care Unit (NICU) will need Neonatal Resuscitation Program (NRP) certification.

5. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

...due to unanticipated staff shortages. The supplemental contract services are for temporary surge capacity during the transition into the new hospital in order to provide necessary trainings for civil service employees.

6. ADDITIONAL INFORMATION (IF "YES", ATTACH EXPLANATION)

B. Will the contractor train City and County employees?

...to receive extensive treatment in procedures, operations and equipment at the new SFGH building.

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- (b) The responsibility and accountability of the medical service to the medical staff and administration shall be defined.
- (c) The following shall be available to all patients in the hospital:
 - (1) Electrocardiographic testing.
 - (2) Pulmonary function testing.
 - (3) Intermittent positive pressure breathing apparatus.
 - (4) Cardiac monitoring capability.
 - (5) Suction.
- (d) Periodically, an appropriate committee of the medical staff shall evaluate the services provided and make appropriate recommendations to the executive committee of the medical staff and administration.

§70205. Medical Service Staff

A physician shall have overall responsibility for the medical service. This physician shall be certified or eligible for certification in internal medicine by the American Board of Internal Medicine. If such an internist is not available, a physician, with training and experience in internal medicine, shall be responsible for the service.

§70207. Medical Service Equipment and Supplies

There shall be adequate equipment and supplies maintained related to the nature of the needs and the services offered.

§70209. Medical Service Space

There shall be adequate space maintained to meet the needs of the service.

§70211. Nursing Service General Requirements

- (a) The nursing service shall be organized, staffed, equipped, and supplied, including furnishings and resource materials, to meet the needs of patients and the service.
- (b) The nursing service shall be under the direction of an administrator of nursing services who shall be a registered nurse with the following qualifications:
 - (1) Master's degree in nursing or a related field with at least one year of experience in administration; or
 - (2) Baccalaureate degree in nursing or a related field with at least two years of experience in nursing administration; or
 - (3) At least four years of experience in nursing administration or supervision, with evidence of continuing education directly related to the job specifications.
- (c) It shall be designated in writing by the hospital administrator that the administrator of nursing services has authority, responsibility and accountability for the nursing service within the facility.
 - (1) The internal structure and accountability of the nursing service, including identification of nursing service units and committees, shall be defined in writing.
 - (2) The relationship between the nursing service and administration, organized medical staff and other departments shall be defined in writing. Such definition of relationship shall be developed in cooperation with respective departments. Administrative, medical staff, and other hospital committees that address issues

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affecting nursing care shall include registered nurses, including those who provide direct patient care. Licensed vocational nurses may serve on those committees.

§70213. Nursing Service Policies and Procedures

- (a) Written policies and procedures for patient care shall be developed, maintained and implemented by the nursing service.
 - (1) Policies and procedures which involve the medical staff shall be reviewed and approved by the medical staff prior to implementation.
 - (2) Policies and procedures of other departments which contain requirements for the nursing service shall be reviewed and approved by the nursing service prior to implementation.
 - (3) The nursing service shall review and revise policies and procedures every three years, or more often if necessary.
 - (4) The hospital administration and the governing body shall review and approve all policies and procedures that relate to the nursing service every three years or more often, if necessary
- (b) Policies and procedures shall be based on current standards of nursing practice and shall be consistent with the nursing process which includes: assessment, nursing diagnosis, planning, intervention, evaluation, and, as circumstances require, patient advocacy.
- (c) Policies and procedures which contain competency standards for staff performance in the delivery of patient care shall be established, implemented, and updated as needed for each nursing unit, including standards for the application of restraints. Standards shall include the elements of competency validation for patient care personnel other than registered nurses as set forth in Section 70016, and the elements of competency validation for registered nurses as set forth in Section 70016.1. At least annually, patient care personnel shall receive a written performance evaluation. The evaluation shall include, but is not limited to, measuring individual performance against established competency standards.
- (d) Policies and procedures that require consistency and continuity in patient care, incorporating the nursing process and the medical treatment plan, shall be developed and implemented in cooperation with the medical staff.
- (e) Policies and procedures shall be developed and implemented which establish mechanisms for rapid deployment of personnel when any labor intensive event occurs which prevents nursing staff from providing attention to all assigned patients, such as multiple admissions or discharges, or an emergency health crisis.

§70214. Nursing Staff Development

- (a) There shall be a written, organized in-service education program for all patient care personnel, including temporary staff as described in subsection 70217(m). The program shall include, but shall not be limited to, orientation and the process of competency validation as described in subsection 70213(c).
 - (1) All patient care personnel, including temporary staff as indicated in subsection 70217(m), shall receive and complete orientation to the hospital and their assigned patient care unit before receiving patient care assignments.

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Orientation to a specific unit may be modified in order to meet temporary staffing emergencies as described in subsection 70213(e)

- (2) All patient care personnel, including temporary staff as described in subsection 70217(m), shall be subject to the process of competency validation for their assigned patient care unit or units. Prior to the completion of validation of the competency standards for a patient care unit, patient care assignments shall be subject to the following restrictions:
 - (A) Assignments shall include only those duties and responsibilities for which competency has been validated.
 - (B) A registered nurse who has demonstrated competency for the patient care unit shall be responsible for nursing care as described in subsections 70215(a) and 70217(h)(3), and shall be assigned as a resource nurse for those registered nurses and licensed vocational nurses who have not completed competency validation for that unit.
 - (C) Registered nurses shall not be assigned total responsibility for patient care, including the duties and responsibilities described in subsections 70215(a) and 70217(h)(3), until all the standards of competency for that unit have been validated.
- (3) The duties and responsibilities of patient care personnel who may be temporarily re-directed from their assigned units are subject to the restrictions in (A), (B), and (C) of subsection (a)(2) above.
- (4) Orientation and competency validation shall be documented in the employee's file and shall be retained for the duration of the individual's employment.
- (5) A rural General Acute Care Hospital, as defined in Health and Safety Code Section 1250 (a), may apply for program flexibility pursuant to Section 70129 of this Chapter, to meet the requirements of subsections 70214(a)(1) through (4) above, by alternate means.
- (b) The staff education and training program shall be based on current standards of nursing practice, established standards of staff performance as specified in subsection 70213 (c) above, individual staff needs and needs identified in the quality assurance process.
- (c) The administrator of nursing services shall be responsible for seeing that all nursing staff receive mandated education as specified in subsection (a) of this Section.
- (d) All staff development programs shall be documented by:
 - (1) A record of the title, length of course in hours, and objectives of the education program presented.
 - (2) Name, title, and qualifications of the instructor or the title and type of other educational media.
 - (3) A description of the content.
 - (4) A date, a record of the instructor, process, or media and a list of attendees.
 - (5) Written evaluation of course content by attendees.

§70215. Planning and Implementing Patient Care

- (a) A registered nurse shall directly provide:
 - (1) Ongoing patient assessments as defined in the Business and Professions Code, Section 2725(d). Such assessments shall be performed, and the findings

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documented in the patient's medical record, for each shift, and upon receipt of the patient when he/she is transferred to another patient care area.

- (2) The planning, supervision, implementation, and evaluation of the nursing care provided to each patient. The implementation of nursing care may be delegated by the registered nurse responsible for the patient to other licensed nursing staff, or may be assigned to unlicensed staff, subject to any limitations of their licensure, certification, level of validated competency, and/or regulation.
 - (3) The assessment, planning, implementation, and evaluation of patient education, including ongoing discharge teaching of each patient. Any assignment of specific patient education tasks to patient care personnel shall be made by the registered nurse responsible for the patient.
- (b) The planning and delivery of patient care shall reflect all elements of the nursing process: assessment, nursing diagnosis, planning, intervention, evaluation and, as circumstances require, patient advocacy, and shall be initiated by a registered nurse at the time of admission.
 - (c) The nursing plan for the patient's care shall be discussed with and developed as a result of coordination with the patient, the patient's family, or other representatives, when appropriate, and staff of other disciplines involved in the care of the patient.
 - (d) Information related to the patient's initial assessment and reassessments, nursing diagnosis, plan, intervention, evaluation, and patient advocacy shall be permanently recorded in the patient's medical record.

§70217. Nursing Service Staff

- (a) Hospitals shall provide staffing by licensed nurses, within the scope of their licensure in accordance with the following nurse-to-patient ratios. Licensed nurse means a registered nurse, licensed vocational nurse and, in psychiatric units only, a licensed psychiatric technician. Staffing for care not requiring a licensed nurse is not included within these ratios and shall be determined pursuant to the patient classification system.

No hospital shall assign a licensed nurse to a nursing unit or clinical area unless that hospital determines that the licensed nurse has demonstrated current competence in providing care in that area, and has also received orientation to that hospital's clinical area sufficient to provide competent care to patients in that area. The policies and procedures of the hospital shall contain the hospital's criteria for making this determination.

Licensed nurse-to-patient ratios represent the maximum number of patients that shall be assigned to one licensed nurse at any one time. "Assigned" means the licensed nurse has responsibility for the provision of care to a particular patient within his/her scope of practice. There shall be no averaging of the number of patients and the total number of licensed nurses on the unit during any one shift nor over any period of time. Only licensed nurses providing direct patient care shall be included in the ratios.

Nurse Administrators, Nurse Supervisors, Nurse Managers, and Charge Nurses, and other licensed nurses shall be included in the calculation of the licensed nurse-to-patient ratio only when those licensed nurses are engaged in providing direct

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patient care. When a Nurse Administrator, Nurse Supervisor, Nurse Manager, Charge Nurse or other licensed nurse is engaged in activities other than direct patient care, that nurse shall not be included in the ratio. Nurse Administrators, Nurse Supervisors, Nurse Managers, and Charge Nurses who have demonstrated current competence to the hospital in providing care on a particular unit may relieve licensed nurses during breaks, meals, and other routine, expected absences from the unit. Licensed nurses shall be included in the calculation of the nurse-to-patient ratio only when the licensed nurse has a patient care assignment, is present on the unit, and is not on a meal break or other statutorily mandated work break.

Licensed vocational nurses may constitute up to 50 percent of the licensed nurses assigned to patient care on any unit, except where registered nurses are required pursuant to the patient classification system or this section. Only registered nurses shall be assigned to Intensive Care Newborn Nursery Service Units, which specifically require one registered nurse to two or fewer infants. In the Emergency Department, only registered nurses shall be assigned to triage patients and only registered nurses shall be assigned to critical trauma patients.

Nothing in this section shall prohibit a licensed nurse from assisting with specific tasks within the scope of his or her practice for a patient assigned to another nurse. "Assist" means that licensed nurses may provide patient care beyond their patient assignments if the tasks performed are specific and time-limited.

- (1) The licensed nurse-to-patient ratio in a critical care unit shall be 1:2 or fewer at all times. "Critical care unit" means a nursing unit of a general acute care hospital which provides one of the following services: an intensive care service, a burn center, a coronary care service, an acute respiratory service, or an intensive care newborn nursery service. In the intensive care newborn nursery service, the ratio shall be 1 registered nurse: 2 or fewer patients at all times.
- (2) The surgical service operating room shall have at least one registered nurse assigned to the duties of the circulating nurse and a minimum of one additional person serving as scrub assistant for each patient-occupied operating room. The scrub assistant may be a licensed nurse, an operating room technician, or other person who has demonstrated current competence to the hospital as a scrub assistant, but shall not be a physician or other licensed health professional who is assisting in the performance of surgery.
- (3) The licensed nurse-to-patient ratio in a labor and delivery suite of the perinatal service shall be 1:2 or fewer active labor patients at all times. When a licensed nurse is caring for antepartum patients who are not in active labor, the licensed nurse-to-patient ratio shall be 1:4 or fewer at all times.
- (4) The licensed nurse-to-patient ratio in a postpartum area of the perinatal service shall be 1:4 mother-baby couplets or fewer at all times. In the event of multiple births, the total number of mothers plus infants assigned to a single licensed nurse shall never exceed eight. For postpartum areas in which the licensed nurse's assignment consists of mothers only, the licensed nurse-to-patient ratio shall be 1:6 or fewer at all times.
- (5) The licensed nurse-to-patient ratio in a combined Labor/Delivery/Postpartum area of the perinatal service shall be 1:3 or fewer at all times the licensed nurse

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is caring for a patient combination of one woman in active labor and a postpartum mother and infant. The licensed nurse-to-patient ratio for nurses caring for women in active labor only, antepartum patients who are not in active labor only, postpartum women only, or mother-baby couplets only, shall be the same ratios as stated in subsections (3) and (4) above for those categories of patients.

- (6) The licensed nurse-to-patient ratio in a pediatric service unit shall be 1:4 or fewer at all times.
- (7) The licensed nurse-to-patient ratio in a postanesthesia recovery unit of the anesthesia service shall be 1:2 or fewer at all times, regardless of the type of anesthesia the patient received.
- (8) In a hospital providing basic emergency medical services or comprehensive emergency medical services, the licensed nurse-to-patient ratio in an emergency department shall be 1:4 or fewer at all times that patients are receiving treatment. There shall be no fewer than two licensed nurses physically present in the emergency department when a patient is present.

At least one of the licensed nurses shall be a registered nurse assigned to triage patients. The registered nurse assigned to triage patients shall be immediately available at all times to triage patients when they arrive in the emergency department. When there are no patients needing triage, the registered nurse may assist by performing other nursing tasks. The registered nurse assigned to triage patients shall not be counted in the licensed nurse-to-patient ratio.

Hospitals designated by the Local Emergency Medical Services (LEMS) Agency as a "base hospital", as defined in section 1797.58 of the Health and Safety Code, shall have either a licensed physician or a registered nurse on duty to respond to the base radio 24 hours each day. When the duty of base radio responder is assigned to a registered nurse, that registered nurse may assist by performing other nursing tasks when not responding to radio calls, but shall be immediately available to respond to requests for medical direction on the base radio. The registered nurse assigned as base radio responder shall not be counted in the licensed nurse-to-patient ratios.

When licensed nursing staff are attending critical care patients in the emergency department, the licensed nurse-to-patient ratio shall be 1:2 or fewer critical care patients at all times. A patient in the emergency department shall be considered a critical care patient when the patient meets the criteria for admission to a critical care service area within the hospital. Only registered nurses shall be assigned to critical trauma patients in the emergency department, and a minimum registered nurse-to-critical trauma patient ratio of 1:1 shall be maintained at all times. A critical trauma patient is a patient who has injuries to an anatomic area that: (1) require life saving interventions, or (2) in conjunction with unstable vital signs, pose an immediate threat to life or limb.

- (9) The licensed nurse-to-patient ratio in a step-down unit shall be 1:4 or fewer at all times. Commencing January 1, 2008, the licensed nurse-to-patient ratio in a step-down unit shall be 1:3 or fewer at all times. A "step down unit" is defined as a unit which is organized, operated, and maintained to provide for the

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monitoring and care of patients with moderate or potentially severe physiologic instability requiring technical support but not necessarily artificial life support. Step-down patients are those patients who require less care than intensive care, but more than that which is available from medical/surgical care. "Artificial life support" is defined as a system that uses medical technology to aid, support, or replace a vital function of the body that has been seriously damaged. "Technical support" is defined as specialized equipment and/or personnel providing for invasive monitoring, telemetry, or mechanical ventilation, for the immediate amelioration or remediation of severe pathology.

- (10) The licensed nurse-to-patient ratio in a telemetry unit shall be 1:5 or fewer at all times. Commencing January 1, 2008, the licensed nurse-to-patient ratio in a telemetry unit shall be 1:4 or fewer at all times. "Telemetry unit" is defined as a unit organized, operated, and maintained to provide care for and continuous cardiac monitoring of patients in a stable condition, having or suspected of having a cardiac condition or a disease requiring the electronic monitoring, recording, retrieval, and display of cardiac electrical signals. "Telemetry unit" as defined in these regulations does not include fetal monitoring nor fetal surveillance.
- (11) The licensed nurse-to-patient ratio in medical/surgical care units shall be 1:6 or fewer at all times. Commencing January 1, 2008, the licensed nurse-to-patient ratio in medical/surgical care units shall be 1:5 or fewer at all times. A medical/surgical unit is a unit with beds classified as medical/surgical in which patients, who require less care than that which is available in intensive care units, step-down units, or specialty care units receive 24 hour inpatient general medical services, post-surgical services, or both general medical and post-surgical services. These units may include mixed patient populations of diverse diagnoses and diverse age groups who require care appropriate to a medical/surgical unit.
- (12) The licensed nurse-to-patient ratio in a specialty care unit shall be 1:5 or fewer at all times. Commencing January 1, 2008, the licensed nurse-to-patient ratio in a specialty care unit shall be 1:4 or fewer at all times. A specialty care unit is defined as a unit which is organized, operated, and maintained to provide care for a specific medical condition or a specific patient population. Services provided in these units are more specialized to meet the needs of patients with the specific condition or disease process than that which is required on medical/surgical units, and is not otherwise covered by subdivision (a).
- (13) The licensed nurse-to-patient ratio in a psychiatric unit shall be 1:6 or fewer at all times. For purposes of psychiatric units only, "licensed nurses" also includes licensed psychiatric technicians in addition to licensed vocational nurses and registered nurses. Licensed vocational nurses, licensed psychiatric technicians, or a combination of both, shall not exceed 50 percent of the licensed nurses on the unit.
- (14) Identifying a unit by a name or term other than those used in this subsection does not affect the requirement to staff at the ratios identified for the level or type of care described in this subsection.

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- (b) In addition to the requirements of subsection (a), the hospital shall implement a patient classification system as defined in Section 70053.2 above for determining nursing care needs of individual patients that reflects the assessment, made by a registered nurse as specified at subsection 70215(a)(1), of patient requirements and provides for shift-by-shift staffing based on those requirements. The ratios specified in subsection (a) shall constitute the minimum number of registered nurses, licensed vocational nurses, and in the case of psychiatric units, licensed psychiatric technicians, who shall be assigned to direct patient care. Additional staff in excess of these prescribed ratios, including non-licensed staff, shall be assigned in accordance with the hospital's documented patient classification system for determining nursing care requirements, considering factors that include the severity of the illness, the need for specialized equipment and technology, the complexity of clinical judgment needed to design, implement, and evaluate the patient care plan, the ability for self-care, and the licensure of the personnel required for care. The system developed by the hospital shall include, but not be limited to, the following elements:
- (1) Individual patient care requirements.
 - (2) The patient care delivery system.
 - (3) Generally accepted standards of nursing practice, as well as elements reflective of the unique nature of the hospital's patient population.
- (c) A written staffing plan shall be developed by the administrator of nursing service or a designee, based on patient care needs determined by the patient classification system. The staffing plan shall be developed and implemented for each patient care unit and shall specify patient care requirements and the staffing levels for registered nurses and other licensed and unlicensed personnel. In no case shall the staffing level for licensed nurses fall below the requirements of subsection (a). The plan shall include the following:
- (1) Staffing requirements as determined by the patient classification system for each unit, documented on a day-to-day, shift-by-shift basis.
 - (2) The actual staff and staff mix provided, documented on a day-to-day, shift-by-shift basis.
 - (3) The variance between required and actual staffing patterns, documented on a day-to-day, shift-by-shift basis.
- (d) In addition to the documentation required in subsections (c)(1) through (3) above, the hospital shall keep a record of the actual registered nurse, licensed vocational nurse and licensed psychiatric technician assignments to individual patients by licensure category, documented on a day-to-day, shift-by-shift basis for all units except the emergency department. The hospital shall retain:
- (1) The staffing plan required in subsections (c)(1) through (3) for the time period between licensing surveys, which includes the Consolidated Accreditation and Licensing Survey process, and
 - (2) The record of the actual registered nurse, licensed vocational nurse and licensed psychiatric technician assignments by licensure category for a minimum of one year.
- (e) For emergency departments only, in addition to the documentation required in subsections (c)(1) through (3) above, hospitals shall document the licensed nurses

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- on duty, and patient identifiers with the time of the patient's arrival and departure, on a day-to-day, shift-by-shift basis; however, actual specific licensed nurse assignments correlated to patient identifiers are not required to be documented.
- (f) The reliability of the patient classification system for validating staffing requirements shall be reviewed at least annually by a committee appointed by the nursing administrator to determine whether or not the system accurately measures patient care needs.
 - (g) At least half of the members of the review committee shall be registered nurses who provide direct patient care.
 - (h) If the review reveals that adjustments are necessary in the patient classification system in order to assure accuracy in measuring patient care needs, such adjustments must be implemented within thirty (30) days of that determination.
 - (i) Hospitals shall develop and document a process by which all interested staff may provide input about the patient classification system, the system's required revisions, and the overall staffing plan.
 - (j) The administrator of nursing services shall not be designated to serve as a charge nurse or to have direct patient care responsibility, except as described in subsection (a) above.
 - (k) Registered nursing personnel shall:
 - (1) Assist the administrator of nursing service so that supervision of nursing care occurs on a 24-hour basis.
 - (2) Provide direct patient care.
 - (3) Provide clinical supervision and coordination of the care given by licensed vocational nurses and unlicensed nursing personnel.
 - (l) Each patient care unit shall have a registered nurse assigned, present and responsible for the patient care in the unit on each shift.
 - (m) A rural General Acute Care Hospital as defined in Health and Safety Code Section 1250(a), may apply for and be granted program flexibility for the requirements of subsection 70217(i) and for the personnel requirements of subsection (j)(1) above.
 - (n) Unlicensed personnel may be utilized as needed to assist with simple nursing procedures, subject to the requirements of competency validation. Hospital policies and procedures shall describe the responsibilities of unlicensed personnel and limit their duties to tasks that do not require licensure as a registered or vocational nurse.
 - (o) Nursing personnel from temporary nursing agencies shall not be responsible for a patient care unit without having demonstrated clinical and supervisory competence as defined by the hospital's standards of staff performance pursuant to the requirements of subsection 70213(c) above.
 - (p) Hospitals which utilize temporary nursing agencies shall have and adhere to a written procedure to orient and evaluate personnel from these sources. Such procedures shall require that personnel from temporary nursing agencies be evaluated as often, or more often, than staff employed directly by the hospital.
 - (q) All registered and licensed vocational nurses utilized in the hospital shall have current licenses. A method to document current licensure shall be established.
 - (r) The hospital shall plan for routine fluctuations in patient census. If a healthcare emergency causes a change in the number of patients on any unit, the hospital must demonstrate that prompt efforts were made to maintain required staffing levels. A

Title 22 California Code of Regulations Division 5

healthcare emergency is defined for this purpose as an unpredictable or unavoidable occurrence at unscheduled or unpredictable intervals relating to healthcare delivery requiring immediate medical interventions and care.

- (s) For emergency departments only, if an unforeseeable increase in the number or acuity of patients in the emergency department occurs such that the patient activity in number or acuity exceeds the historically established trends for the emergency department and the emergency department reaches saturation, the hospital must demonstrate that prompt efforts were made to maintain required staffing levels. "Saturation" is defined for this purpose as an unforeseeable influx of patients who require immediate medical interventions and care and who, in their numbers or intensity of need for care, could not reasonably have been predicted by the hospital.

§70219. Nursing Service Space

- (a) Space and components for nurses' stations and utility rooms shall comply with the requirements set forth in California Code of Regulations, Title 24, Part 2, Section 420A.14, California Building Code, 1995.
- (b) Office space shall be provided for the administrator of nursing services and for the other needs of the service.

§70221. Surgical Service Definition

Surgical service means the performance of surgical procedures with the appropriate staff, space, equipment and supplies.

§70223. Surgical Service General Requirements

- (a) Hospitals shall maintain at least the number of operating rooms in ratio to licensed bed capacity as follows:

| <i>Licensed Bed Capacity</i> | <i>Number of Operating Rooms</i> |
|------------------------------|----------------------------------|
| Less than 25 | One |
| 25 to 99 | Two |
| 100 or more | Three |

For each additional 100 beds or major fractions thereof, at least one additional operating room shall be maintained, unless approved to the contrary by the Department.

- (1) Required operating rooms are in addition to special operating rooms, cystoscopy rooms and fracture rooms which are provided by the hospital.
 - (2) Beds in a distinct part skilled nursing service, intermediate care service or psychiatric unit shall be excluded from calculating the number of operating rooms required.
- (b) A committee of the medical staff shall be assigned responsibility for:

State of California—Health and Human Services Agency
Department of Health Services



California
Department of
Health Services

SANDRA SHEWRY
Director

ARNOLD SCHWARZENEGGER
Governor

March 17, 2005

DOM 05-02

TO: ALL DISTRICT MANAGERS/ADMINISTRATORS

Subject: Information regarding R-01-04E: Licensed Nurse-to-Patient Ratio
Regulations following the March 14, 2005 California Superior Court Order

On March 14, 2005, the California Superior Court enjoined enforcement of the emergency regulation pertaining to nurse-to-patient ratios, initially adopted by the California Department of Health Services (CDHS) on November 12, 2004 (Rulemaking File R-01-04E). The order voids these emergency regulations, leaving the original ratio regulations in place. (Rulemaking File R-37-01).

The CDHS is appealing the decision and requesting that the Court of Appeal stay the court order. While CHDS believes that the emergency regulations will ultimately be upheld, in the meantime, the original nurse-to-patient ratio regulations (R-37-01) are in effect.

This means that, immediately:

- The minimum licensed nurse-to-patient ratio in medical, surgical, medical/surgical, and mixed units is changed from 1:6 to 1:5.
- Hospital emergency departments (EDs) must comply with the same requirements for nurses' assignments as all other units. They must document the assignment of the specific nurses to specific patients.

As a reminder, the only flexibility for any hospital unit, including the ED, will be in the event of a "healthcare emergency" as defined at 22 CCR 70217(q). Further, the ratios must be maintained "at all times."

We have also sent out All Facilities Letter #05- 04 via blast FAX to all general acute care hospitals explaining these changes.

DOM 05-02
Page 2
March 17, 2005

The regulations are available at <http://www.dhs.ca.gov/lnc/ntp/default.htm>. They are referred to as "Regulations Effective January 1, 2004" and are listed at the second bullet. The Emergency Regulations, enjoined by the court, are available at the same website at the first bullet, "Approved Emergency Regulations Effective November 12, 2004".

CDHS understands that these changes, and the speed with which they must be implemented, may be difficult for your offices and your staff. However, the court's order must be obeyed by facilities and enforced by CDHS.

Please reactivate the reporting system that we began to use in January 2004, to track the impact of these changes by centrally collecting data. This includes sending the complaints, along with their resolution documented on a 2567, all requests for program flexibility and rural hospital waivers, along with your recommended response, to headquarters.

Thank you for your professionalism and your flexibility. We will keep you informed of all developments as these regulations are judicially reviewed. If you have any questions or concerns that you would like to discuss about this matter, please contact Gina Henning at (916) 552-9370.

Sincerely,

**Original Signed by
Brenda G. Klutz**

Brenda G. Klutz
Deputy Director

BILL NUMBER: AB 394 CHAPTERED
BILL TEXT

CHAPTER 945
FILED WITH SECRETARY OF STATE OCTOBER 10, 1999
APPROVED BY GOVERNOR OCTOBER 10, 1999
PASSED THE ASSEMBLY SEPTEMBER 9, 1999
PASSED THE SENATE SEPTEMBER 8, 1999
AMENDED IN SENATE SEPTEMBER 3, 1999
AMENDED IN SENATE AUGUST 16, 1999
AMENDED IN SENATE JULY 6, 1999
AMENDED IN SENATE JUNE 23, 1999
AMENDED IN ASSEMBLY JUNE 1, 1999

INTRODUCED BY Assembly Member Kuehl
(Coauthors: Assembly Members Calderon, Dutra, Gallegos, and
Villaraigosa)
(Coauthors: Senators Burton, Escutia, and Perata)

FEBRUARY 11, 1999

An act to add Section 2725.3 to the Business and Professions Code, and to add Section 1276.4 to the Health and Safety Code, relating to health care.

LEGISLATIVE COUNSEL'S DIGEST

AB 394, Kuehl. Health facilities: nursing staff.

Existing law provides for the licensing, registration, and regulation of nurses, and sets forth the scope of practice.

This bill would prohibit a general acute care hospital, an acute psychiatric hospital, and a special hospital, as defined, from assigning an unlicensed person to perform nursing functions in lieu of a registered nurse, or from allowing unlicensed personnel under the direct clinical supervision of a registered nurse to perform certain functions.

Existing law prohibits operation of a health facility, as defined, without a license issued by the State Department of Health Services and provides for the issuance of licenses and for the regulation of health facilities and sets forth the services to be provided therein.

Willful or repeated violation of these provisions is a crime.

This bill would require the department, with regard to general acute care hospitals, acute psychiatric hospitals, and special hospitals, to adopt regulations that establish certain minimum nurse-to-patient ratios, and would require these health facilities to adopt written policies and procedures for training and orientation of nursing staff. This bill would authorize the department to take into consideration the unique nature of the University of California teaching hospitals as educational institutions when establishing the ratios, in accordance with certain requirements. This bill would also require a county hospital in Los Angeles County to be subject to a phase-in process developed in conjunction with the department.

By changing the definition of an existing crime this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares all of the following:

(a) Health care services are becoming complex and it is increasingly difficult for patients to access integrated services.

(b) Quality of patient care is jeopardized because of staffing changes implemented in response to managed care.

(c) To ensure the adequate protection of patients in acute care settings, it is essential that qualified registered nurses and other licensed nurses be accessible and available to meet the needs of patients.

(d) The basic principles of staffing in the acute care setting should be based on the patient's care needs, the severity of

condition; services needed, and the complexity surrounding those services.

SEC. 2. Section 2725.3 is added to the Business and Professions Code, to read:

2725.3. (a) A health facility licensed pursuant to subdivision (a), (b), or (f), of Section 1250 of the Health and Safety Code shall not assign unlicensed personnel to perform nursing functions in lieu of a registered nurse and may not allow unlicensed personnel to perform functions under the direct clinical supervision of a registered nurse that require a substantial amount of scientific knowledge and technical skills, including, but not limited to, any of the following:

- (1) Administration of medication.
 - (2) Venipuncture or intravenous therapy.
 - (3) Parenteral or tube feedings.
 - (4) Invasive procedures including inserting nasogastric tubes, inserting catheters, or tracheal suctioning.
 - (5) Assessment of patient condition.
 - (6) Educating patients and their families concerning the patient's health care problems, including postdischarge care.
 - (7) Moderate complexity laboratory tests.
- (b) This section shall not preclude any person from performing any act or function that he or she is authorized to perform pursuant to Division 2 (commencing with Section 500) or pursuant to existing statute or regulation as of July 1, 1999.

SEC. 3. Section 1276.4 is added to the Health and Safety Code, to read:

1276.4. (a) By January 1, 2001, the State Department of Health Services shall adopt regulations that establish minimum, specific, and numerical licensed nurse-to-patient ratios by licensed nurse classification and by hospital unit for all health facilities licensed pursuant to subdivision (a), (b), or (f) of Section 1250. The department shall adopt these regulations in accordance with the department's licensing and certification regulations as stated in Sections 70053.2, 70215, and 70217 of Title 22 of the California Code of Regulations, and the professional and vocational regulations in Section 1443.5 of Title 16 of the California Code of Regulations. The department shall review these regulations five years after adoption and shall report to the Legislature regarding any proposed changes. Flexibility shall be considered by the department for rural general acute care hospitals in response to their special needs. As used in this subdivision, "hospital unit" means a critical care unit, burn unit, labor and delivery room, postanesthesia service area, emergency department, operating room, pediatric unit, step-down/intermediate care unit, specialty care unit, telemetry unit, general medical care unit, subacute care unit, and transitional inpatient care unit. The regulation addressing the emergency department shall distinguish between regularly scheduled core staff licensed nurses and additional licensed nurses required to care for critical care patients in the emergency department.

(b) These ratios shall constitute the minimum number of registered and licensed nurses that shall be allocated. Additional staff shall be assigned in accordance with a documented patient classification system for determining nursing care requirements, including the severity of the illness, the need for specialized equipment and technology, the complexity of clinical judgment needed to design, implement, and evaluate the patient care plan and the ability for self-care, and the licensure of the personnel required for care.

(c) "Critical care unit" as used in this section means a unit that is established to safeguard and protect patients whose severity of medical conditions requires continuous monitoring, and complex intervention by licensed nurses.

(d) All health facilities licensed under subdivision (a), (b), or (f) of Section 1250 shall adopt written policies and procedures for training and orientation of nursing staff.

(e) No registered nurse shall be assigned to a nursing unit or clinical area unless that nurse has first received orientation in that clinical area sufficient to provide competent care to patients in that area, and has demonstrated current competence in providing care in that area.

(f) The written policies and procedures for orientation of nursing staff shall require that all temporary personnel shall receive orientation and be subject to competency validation consistent with Sections 70016.1 and 70214 of Title 22 of the California Code of Regulations.

(g) Requests for waivers to this section that do not jeopardize the health, safety, and well-being of patients affected and that are needed for increased operational efficiency may be granted by the state department to rural general acute care hospitals meeting the criteria set forth in Section 70059.1 of Title 22 of the California Code of Regulations.

(h) In case of conflict between this section and any provision or regulation defining the scope of nursing practice, the scope of practice provisions shall control.

(i) The regulations adopted by the department shall augment and not replace existing nurse-to-patient ratios that exist in regulation or law for the intensive care units, the neonatal intensive care units, or the operating room.

(j) The regulations adopted by the department shall not replace existing licensed staff-to-patient ratios for hospitals operated by the State Department of Mental Health.

(k) The regulations adopted by the department for health facilities licensed under subdivision (b) of Section 1250 that are not operated by the State Department of Mental Health shall take into account the special needs of the patients served in the psychiatric units.

(l) The department may take into consideration the unique nature of the University of California teaching hospitals as educational institutions when establishing licensed nurse-to-patient ratios. The department shall coordinate with the Board of Registered Nursing to ensure that staffing ratios are consistent with the Board of Registered Nursing approved nursing education requirements. This includes nursing clinical experience incidental to a work-study program rendered in a University of California clinical facility approved by the Board of Registered Nursing provided there will be sufficient direct care registered nurse preceptors available to ensure safe patient care.

(m) A county hospital in a county of the first class, as defined in Section 28022 of the Government Code, shall be subject to a phase-in process developed in conjunction with the department. This phase-in process shall be completed within one year of the adoption of the regulations that implement this section.

SEC. 4. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH Dept. Code: DPH

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

Type of Approval: [] Expedited [X] Regular [] Omit Posting

Type of Service: Intermittent, supplemental temporary nursing personnel for San Francisco Health Network

Funding Source: General Fund PSC Duration: 2 years 26 weeks
PSC Amount: \$18,000,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 12/31/2017

1. Description of Work

A. Scope of Work:

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations.

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

The ability to access supplemental, temporary nursing personnel enables SFGH and LHH to reduce the frequency and duration of ambulance diversions, creating flexibility in responding to crisis, such as multiple victim situations and maintaining inpatient revenue-generating capacity in the face of an ongoing shortage of nursing staff. In 1999, the State passed AB 394 mandating specific nurse-to-patient ratios for acute care hospitals and specialty hospitals in California. This requires SFGH and LHH to maintain adequate nurse staffing. Without these contract services, the SFGH and LHH will not be able to maintain required nurse-to-patient ratios during unexpected staff shortages. (Continued on attachment)

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
PSC 4157-09/10

D. Will the contract(s) be renewed? If needed.

2. Union Notification: On 03/06/2015, 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; Professional & Tech E

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49137 - 14/15

DHR Analysis/Recommendation: 07/06/2015

Commission Approval Required

DHR Approved for 07/06/2015

Approved by Civil Service Commission with conditions

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractors must be able to provide traveling personnel who are California-licensed nurses with a minimum of one year of nursing experience as well as specialty experience where applicable, current CardioPulmonary Resuscitation (CPR) certifications, and current health and safety classes congruent with City and County policy (DPH Health and Safety Policy) and Joint Commission requirements for hospital accreditation and California Title 22 Standards. (Continued on attachment)

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

2302,2312,2320,2340,2303,2430,2310,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classifications already exist. These registry services are necessary for intermittent, temporary, as-needed services to provide back-up coverage during times of high patient census, high acuity, unexpected staff illnesses and/or vacations and/or unanticipated staff shortages. It is standard practice to use surge staffing during transitions requiring training of large numbers of staff. The expected length of the surge registry services would be from August 2015 to December 2015.

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

No, because the City currently has Civil Service classifications used to provide a portion of these services on a regular basis. These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of civil service employees (Continued on attachment)

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

| | <u>YES</u> | <u>NO</u> |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? Please see attachment. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/10/2015 BY:

Name: Jacquie Hale

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

Address: 101 Grove Street, Room 307

San Francisco, CA 94102