




Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: July 29, 2016

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director 

From: Cynthia Avakian, AIR  
Joyce Kimotsuki, CON  
Cynthia Hamada, MTA  
Shamica Jackson/Stacey Lo, PUC  
Jolie Gines, TIS  
Jacquie Hale, DPH  
Andrew Dayton, MYR

Subject: **Personal Services Contracts Approval Request**

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

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

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

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

Total of this Report	YTD Expedited Approvals FY2016-2017	Total for FY2016-2017
\$43,572,000	\$391,023,729	\$897,991,487

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**POSTING FOR**

August 15, 2016

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

2016-08-15

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
49399 - 15/16	AIRPORT COMMISSION	\$10,000,000.00	Project management consultant services are required at the San Francisco International Airport ("Airport" or "SFO") for the Airport-wide underground utilities infrastructure master plan (UIMP). Services include assessment of existing utilities, field surveys of underground utilities, data input into the geographical information system (GIS) base-map, analysis of utility load, utilities computer modeling, and analysis of life cycle costs.	September 1, 2016	June 30, 2021	REGULAR
49621 - 15/16	AIRPORT COMMISSION	\$12,000,000.00	Project Management Support Services (PMSS) and Design-Build (DB) Services for the design and construction of the Cargo Renovation Project at San Francisco International Airport (Airport). The project involves the project management support and design and construction of existing cargo Buildings 900 and 944 to extend their useful life by upgrading facilities and enhancing functionality for use by multiple tenants. Of the total \$12 million requested, it is anticipated that \$10 million will be used towards construction, \$1 million will be allocated for PMSS, and \$1 million for design services.	August 17, 2016	June 30, 2019	REGULAR
47282 - 15/16	CONTROLLER	\$300,000.00	Proposed work includes conducting highly complex economic analysis in the following areas: Fiscal Analysis and Administration, Real Estate Analysis, Labor Market Analysis, Economic Development Strategy, Economic Research. These services may be used to assist the Controller's Office of Economic Analysis, the Office of Economic and Workforce Development, and staff from other departments. The work included may cover the independent economic studies to be conducted by outside consultants which has been required by Board of Supervisors legislation. Experience may include, but is not limited to, research and analysis of industries, markets and communities, as well as assistance with implementation of economic strategies and recommendations.	September 1, 2016	June 30, 2021	REGULAR
41284 - 15/16	MUNICIPAL TRANSPORTATION AGENCY	\$3,000,000.00	The consultant will provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three (3) full-time paid Peer Assistants, and up to eight (8) volunteer Peer Assistants of the Peer Assistance Program (PAP). The contractor will also manage the San Francisco Municipal Transportation Agency's (SFMTA) Critical Incident Services for the SFMTA employees involved in on-the-job critical incidents, such as an accident in a SFMTA vehicle that results in serious injuries and/or fatalities, or crisis support and counseling for assaults and threats. This EAP program will provide conflict resolution one-to-one or in a team when required. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but not limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.	February 1, 2017	January 31, 2024	REGULAR
46786 - 15/16	PUBLIC UTILITIES COMMISSION	\$8,000,000.00		November 10, 2016	October 9, 2021	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			Provide technical evaluation, project development, financial analysis, design, permitting, and construction management of renewable energy and energy storage technologies.			
44541 - 15/16	GENERAL SERVICES AGENCY - TECHNOLOGY	\$3,000,000.00	To assist City Information Technology Staff with provisioning and installing a Citywide Voice Over Internet Protocol hosted phone service and related applications.	September 1, 2016	August 30, 2020	REGULAR
45432 - 15/16	GENERAL SERVICES AGENCY - TECHNOLOGY	\$5,000,000.00	Installation of surveillance camera and related security equipment for signaling and monitoring.	July 1, 2016	June 30, 2021	REGULAR

**TOTAL AMOUNT \$41,300,000**



## Posting For August 15, 2016

### Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2016-08-15

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4137 - 11/12 - MODIFICATIONS	August 15, 2016	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$150,000	\$325,000	The Contractor will provide professional consulting services to the San Francisco Municipal Transportation Agency (SFMTA) to assist the SFMTA in developing, preparing, and updating Indirect Cost Allocation Plans based on the Federal Office of Management and Budget (OMB) 2 CFR Part 225 – Cost Principles for State, Local and Indian Tribal Governments (OMB A-87).	08/16/2016	09/30/2021	REGULAR
42832 - 14/15 - MODIFICATIONS	August 15, 2016	PUBLIC HEALTH -- DPH	\$672,000	\$1,612,800	As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify providers licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations.	07/01/2016	06/30/2019	REGULAR
49852 - 14/15 - MODIFICATIONS	August 15, 2016	MAYOR -- MYR	\$1,450,000	\$2,325,000	Contractor shall conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators.	10/01/2016	09/30/2019	REGULAR

**TOTAL AMOUNT \$2,272,000**

**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: Project Management Support Services- Utilities Infrastructure Master Plan

Funding Source: General Airport Revenue Bonds

PSC Amount: \$10,000,000

PSC Est. Start Date: 09/01/2016

PSC Est. End Date 06/30/2021

**1. Description of Work**

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

Project management consultant services are required at the San Francisco International Airport ("Airport" or "SFO") for the Airport-wide underground utilities infrastructure master plan (UIMP). Services include assessment of existing utilities, field surveys of underground utilities, data input into the geographical information system (GIS) base-map, analysis of utility load, utilities computer modeling, and analysis of life cycle costs.

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

Services are necessary to develop Airport-wide underground utilities capital projects to support the existing and upcoming Airport facilities development including terminals, hotel, consolidated administration campus, and support facilities. The majority of the Airport's existing underground utilities are decaying, nearing end of life, and at risk of failure. Denial of this service would result in utilities failure, system outages, and lost revenue for the Airport.

**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 is a new service.

**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.**  
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:**

Short-term expertise is required for the Utilities Infrastructure Master Plan (UIMP) for upcoming Airport facilities development.

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

**A. Specify required skills and/or expertise:** Required skills include special expertise in utilities assessments, capacity studies, computer modeling, and GIS.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate;

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?**

A Notice of Intent (NOI) for these services was issued on June 7, 2016 to the following City departments: Public Utilities Commission, Port, Department of Public Works, and Municipal Transportation Agency. The requested response deadline for the NOI is June 22, 2016. To date, no responses have been received.

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

A. Explain why civil service classes are not applicable.

Civil service classes do not possess the special expertise in utilities assessment and capacity studies required for the Utilities Infrastructure Master Plan (UIMP).

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 services will not continue beyond the development of the UIMP.

**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 is anticipated as the services will not be required beyond the development of the UIMP.

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 06/20/2016, 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: 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# 49399 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/15/2016

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@fysfo.com](mailto:cynthia.avakian@fysfo.com)  
**To:** [Cynthia Avakian \(AIR\)](#); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Christina Chiong \(AIR\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49399 - 15/16  
**Date:** Monday, June 20, 2016 4:52:36 PM

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RECEIPT for Union Notification for PSC 49399 - 15/16 more than \$100k

The AIRPORT COMMISSION – AIR has submitted a request for a Personal Services Contract (PSC) 49399 - 15/16 for \$10,000,000 for Initial Request services for the period 09/01/2016 – 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/7461> 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: Project Management Support Services and Design Build for Cargo Renovation

Funding Source: Airport Capital Funds

PSC Amount: \$12,000,000

PSC Est. Start Date: 08/17/2016 PSC Est. End Date 06/30/2019

**1. Description of Work**

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

Project Management Support Services (PMSS) and Design-Build (DB) Services for the design and construction of the Cargo Renovation Project at San Francisco International Airport (Airport). The project involves the project management support and design and construction of existing cargo Buildings 900 and 944 to extend their useful life by upgrading facilities and enhancing functionality for use by multiple tenants. Of the total \$12 million requested, it is anticipated that \$10 million will be used towards construction, \$1 million will be allocated for PMSS, and \$1 million for design services.

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

This service is necessary as the available space within Buildings 900 and 944 are not suitable to lease to multiple tenants. There is a need to develop the existing buildings to meet airline demand for efficient, state-of-the-art cargo facilities and to ensure that the Airport has the necessary infrastructure to support the aviation industry in the efficient movement of goods and materials throughout the region. Without this project, airline demand for additional cargo space would not be met and the airlines would seek cargo space elsewhere, resulting in lost revenue for the Airport.

**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 is a new service.

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

Yes, only if there continues to be a need for such services 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.**

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:**

Capital project requiring expertise multiple tenant cargo facility construction.

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

**A. Specify required skills and/or expertise:** Contractors with architecture, engineering, planning, programming and construction administration skills with direct and current experience related to cargo buildings are

required for this service. Expertise in demolition and hazardous material abatement; utility infrastructure upgrades; security and special systems; redevelopment of interior spaces are required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5209, Industrial Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5215, Fire Protection Engineer; 5216, Chief Surveyor; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer;

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

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

A Notice of Intent (NOI) was issued to the Department of Public Works, Port of San Francisco, Public Utilities Commission, and San Francisco Municipal Transportation Agency with a response deadline of July 15, 2016. No responses were received.

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

A. Explain why civil service classes are not applicable.

Existing architectural and engineering classifications do not have the required expertise and specialized skills related to the construction of a multiple tenant cargo 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 major construction of a multiple tenant cargo facility does not occur often enough to justify permanent staffing. Once the project has been completed, specialized services will not be required.

**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.  
None. Specialized services will not be required beyond this project.

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 06/03/2016, 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: 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# 49621 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/15/2016



# Receipt of Union Notification(s)

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@fiysfo.com](mailto:cynthia.avakian@fiysfo.com)  
**To:** [Cynthia Avakian \(AIR\); L21PSCReview@ifpte21.org; Christina Chiong \(AIR\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Christina Chiong (AIR); DHR-PSCCoordinator, DHR (HRD)@fiysfo.com)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49621 - 15/16  
**Date:** Friday, June 03, 2016 12:09:17 PM

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RECEIPT for Union Notification for PSC 49621 - 15/16 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 49621 - 15/16 for \$12,000,000 for Initial Request services for the period 08/10/2016 – 06/30/2019. 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/7460> 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: CONTROLLER – CON

Dept. Code: CON

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

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

Type of Service: Economic Consulting

Funding Source: General Fund

PSC Duration: 4 years 43 weeks

PSC Amount: \$300,000

**1. Description of Work**

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

Proposed work includes conducting highly complex economic analysis in the following areas: Fiscal Analysis and Administration, Real Estate Analysis, Labor Market Analysis, Economic Development Strategy, Economic Research. These services may be used to assist the Controller's Office of Economic Analysis, the Office of Economic and Workforce Development, and staff from other departments. The work included may cover the independent economic studies to be conducted by outside consultants which has been required by Board of Supervisors legislation. Experience may include, but is not limited to, research and analysis of industries, markets and communities, as well as assistance with implementation of economic strategies and recommendations.

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

Service are needed to provide complex economic analyses and studies required by the Board of Supervisors legislation and other agencies. The consequences of denial may include the City being out of compliance with required legislation that requires independent economic consultation. If denied, there would be major consequences since City departments and the Board of Supervisors would not have the economic data or information that is necessary to make major policy decisions such as the determination of inclusionary housing requirements, major project initiatives for economic development, etc.

**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.**

Consultants have provided this service in the past and has been previously approved by the Civil Service Commission.

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

It is possible the contract(s) will be renewed, depending on the outcome of the competitive bidding process.

**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):**

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

Independent appraisals using consultants are required for these highly complex economic studies that impact major City economic policies.

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

- A. Specify required skills and/or expertise: Required skills and expertise needed to conduct highly complex economic analysis in the following areas: Fiscal Analysis and Administration, Real Estate Analysis, Labor Market Analysis, Economic Development Strategy, Economic Research. Experience may include, but is not limited to, research and analysis of industries, markets and communities, as well as assistance with implementation of economic strategies and recommendations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 0931, Manager III;
- 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?**

City resources are not appropriate due to the requirement of work to be conducted by independent firms.

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

- A. Explain why civil service classes are not applicable.  
Civil Services classes are not applicable due to requirement that the economic analysis work be done by independent consultants.
- 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 appropriate since requirement that the economic analysis work be done by independent consultants.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Training not appropriate due to requirement that independent consultants conduct the work.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

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

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

7. **Union Notification:** On 06/20/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 306 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47282 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/15/2016

# Receipt of Union Notification(s)

**From:** [dhr-psscordinator@sfgov.org](mailto:dhr-psscordinator@sfgov.org) on behalf of [joyce.kimotsuki@sfgov.org](mailto:joyce.kimotsuki@sfgov.org)  
**To:** [Kimotsuki, Joyce \(CON\)](mailto:Kimotsuki.Joyce@CON); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [camaguey@sfmea.com](mailto:camaguey@sfmea.com) (contact); [staff@sfmea.com](mailto:staff@sfmea.com); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Kimotsuki, Joyce \(CON\)](mailto:Kimotsuki.Joyce@CON); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47282 - 15/16  
**Date:** Monday, June 20, 2016 6:12:42 PM

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RECEIPT for Union Notification for PSC 47282 - 15/16 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 47282 - 15/16 for \$300,000 for Initial Request services for the period 09/01/2016 – 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/7591> 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 47282-15/16 CON

Economic Consulting Solicitation



**City and County of San Francisco**  
 Office of the Controller and  
 Office of Economic and Workforce Development

**REQUEST FOR QUALIFICATIONS FOR  
 ECONOMIC CONSULTING SERVICES**

**RFQ#CON2014-14**

**CONTACT: Lily Conover, [lily.conover@sfgov.org](mailto:lily.conover@sfgov.org), 415-554-7525**

**Background**

San Francisco is the fourth largest city in California and serves as a center for business, commerce, and culture for the West Coast. The City and County of San Francisco ("the City"), established by Charter in 1850, is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City's powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority.

The City seeks responses from firms demonstrating successful experience in a wide variety of economic consulting studies, ranging from real estate feasibility analyses, fiscal impact analyses, tax incidence studies, economic impacts of environmental policies, among others. These services may be used to assist the Controller's Office of Economic Analysis, the Office of Economic and Workforce Development, and staff from other departments.

**Intent of this Request for Qualifications**

It is the intent of the Controller's Office to create a pre-qualified list of firms from which interested City departments, boards, or commissions may choose prospective contractors on an as-needed basis.

**Anticipated Contract Period**

Respondents pre-qualified under this RFQ will remain eligible for consideration and contract negotiation on an as-needed basis through two years of the pre-qualification notification date. Firms pre-qualified under this RFQ are not guaranteed a contract.

**Subcontracting Requirement**

The S.F. Administrative Code Chapter 14B Local Business Enterprise (LBE) subcontracting goal for this RFQ and resulting contracts valued at \$50,000 or higher is 5% (five percent) of the total value of the goods and/or services procured. Respondents who wish to be considered for all contracts, including those valued at \$50,000 or higher, must meet the LBE goal and perform the requisite Good Faith Outreach. If Respondent meets/exceeds LBE participation by 35% (i.e. 6.75% LBE participation), Good Faith Outreach requirements will be waived. Respondents who wish to only be considered for contracts under \$50,000 do not need to meet LBE requirements. See RFQ Attachment II for more information.

**Schedule\***

RFQ Issued	09-05-2014
Deadline for RFQ Questions	09-17-2014 (5pm PT)
Deadline for RFQ Answers	09-22-2014 (5pm PT)
Deadline for RFQ Responses	10-03-2014 (5pm PT)
Notice of intent to award a contract	10-24-2014 (5pm PT)

\*Dates are subject to change.

**RFQ Questions and Communications**

To ensure fair and equal access to information about this RFQ, e-mail your questions to [lily.conover@sfgov.org](mailto:lily.conover@sfgov.org).

Questions must be in writing and received by the Deadline for RFQ Questions. No questions will be accepted after this time with the exception of City vendor requirement questions.

A summary of the questions and answers pertaining to this solicitation will be posted on the Office of Contract Administration's website and emailed to proposers by the Deadline for RFQ Answers.

Controller's Office • City Hall, Room 316 • 1 Dr. Carlton B. Goodlett Place • San Francisco, CA 94102 • 415.554.7500

<http://www.sfcontroller.org/>

# 1. Introduction

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## 1.1 General terms used in this RFQ

Terms and abbreviations used throughout this RFQ include:

- **The City** – The City and County of San Francisco.
- **Contractor** – The Respondent(s) awarded a contract for services subsequent to pre-qualification under this RFQ.
- **Controller's Office** – The City and County of San Francisco Controller's Office.
- **Office of Economic and Workforce Development (OEWD)** – The City and County of San Francisco Office of Economic and Workforce Development.
- **Local Business Enterprise (LBE)** – A business that is certified by the San Francisco Contracts Monitoring Division (CMD) as an LBE under Admin Code §14B.3. LBEs may be Small-LBEs, Micro-LBEs, or SBA-LBEs, as defined by the Contract Monitoring Division.
- **Office of Economic Analysis (OEA)** – A division of the Controller's Office.
- **Respondent** – Any entity submitting a response to this Request for Qualifications.

## 1.2 Background of the Controller's Office of Economic Analysis and the Office of Economic and Workforce Development

The City Controller is the chief accounting officer and auditor for the City and County of San Francisco and responsible for all financial management systems, procedures, internal control processes and reports that disclose the fiscal condition of the City to managers, policy makers and citizens. The City Controller is also the auditor for the City performing financial and performance audits of departments, agencies, concessions and contracts.

Proposition I, passed by the City's voters in November 2004, created the Office of Economic Analysis ("OEA") within the Controller's Office. OEA's primary mission is identifying and reporting on legislation introduced at the Board of Supervisors that has a material economic impact on the City. The office analyzes the likely impacts of legislation on business attraction and retention, job creation, tax and fee revenues, and other matters relating to the overall economic health of the City. For more information regarding OEA's roles and responsibilities, visit <http://co.sfgov.org/oea/>.

The Office of Economic and Workforce Development ("OEWD") provides citywide leadership on economic and workforce development initiatives; identifies key cluster sectors to target for workforce training and economic growth; maintains a system that integrates economic and workforce programs and services; supports small businesses; revitalizes and improves neighborhoods and local economic stability; and promotes San Francisco as a good place for business and investment. For more information regarding OEWD, visit <http://sfgov.org/site/frame.asp?u=http://www.oewd.org>.

## 1.3 Statement of Need and Intent

### What Does the City Seek?

The City seeks responses from firms demonstrating successful experience in providing economic consulting services. Experience may include, but is not limited to, research and analysis of industries, markets and communities, as well as assistance with implementation of economic strategies and recommendations. Respondents will ideally have experience working

with municipalities (or similar government agencies) on complex economic projects. Respondents without government agency experience must demonstrate how their experience working in other sectors is applicable to the scope of this RFQ and to providing services to the City. Additionally, Respondents must have experience in one or more of the following topics:

- Fiscal Analysis and Administration
- Real Estate Analysis
- Labor Market Analysis
- Economic Development Strategy
- Economic Research

#### With Whom Will Firms Work?

Firms may work with the Controller's Office and the Office of Economic and Workforce Development and may be selected by other interested City departments, boards, and/or commissions for the scope of services described herein.

#### What is the City's Intent with this RFQ?

Based on responses to this RFQ, it is the intent of the City to create a pre-qualified list of consultants from which the City shall choose prospective contractors on an as-needed basis for economic consulting services indicated below in Section 2, Scope of Work. This consultant list may be utilized by the City, at its sole and absolute discretion, for contractor selection and negotiations for two years following establishment of the list. No pre-qualified or selected Respondent is guaranteed a contract.

## **2. Scope of Work**

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This scope of work is a general guide to the work the City anticipates and is not a complete listing of all services that may be required or desired. The City is soliciting qualifications to create a pre-qualified list of firms that may be selected for the services described below.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the multiple projects solicited within this RFQ, as well as for previous and future projects, the selected Contractors' findings and data may be shared by the City with other City contractors, as deemed appropriate by the City.

#### Is My Firm Expected to Propose for a Specific Project?

No. The City will create a list of pre-qualified firms to draw from for a diverse set of possible projects that may require a range of different and varied experience. Each pre-qualified firm should demonstrate its capabilities by providing Prior Project Descriptions as part of RFQ Attachment V. The City will negotiate the scope of services, budget, deliverables, and timeline for each project it decides to pursue. There is no guarantee of a minimum amount of work or compensation for any of the Respondents selected for pre-qualification. The City may select Contractors from the pre-qualified list in its sole and absolute discretion.

#### Does the City prefer firms to form a large group or consortium to cover more services, or to focus on an area of expertise and respond individually?

The City prefers individual firm responses focused on the topics that the firm and its lead staff can demonstrate possession of appropriate qualifications. For any proposed Respondent partnerships, at least 50% of proposed work effort on the City's projects must come from the lead Respondent firm.

Demonstrated expertise is requested for the following:

### **Economic Consulting Services**

Respondents must demonstrate successful experience in providing economic consulting services. Experience may include, but is not limited to, research and analysis of industries, markets and communities, as well as assistance with implementation of economic strategies and recommendations. Respondents will ideally have experience working with municipalities (or similar government agencies) on complex economic projects. Respondents without government agency experience must demonstrate how their experience working in other sectors is applicable to the scope of this RFQ and to providing services to the City. Additionally, Respondents must have experience in one or more of the following topics:

#### **2.1 Fiscal Analysis and Administration**

Firms may be pre-qualified for work based on experience analyzing the expected revenue, employment, or overall spending impact of alternative state or local tax, fee, and/or other types of public financing.

#### **2.2 Real Estate Analysis**

Firms may be pre-qualified for work based on experience that:

- Identified potentially appropriate uses for a given parcel, based on a review of market conditions and trends, knowledge of development, financing practices and conditions, public benefit and infrastructure requirements, and/or other relevant parameters, or
- Estimated the costs of development, operation, and/or maintenance associated with proposed development projects, or
- Performed pro-forma analysis of a development scheme, including multi-year cash flow analysis or land residual analysis, or
- Researched and analyzed market conditions and trends, or
- Determined the fiscal impacts of alternate development proposals, or
- Performed nexus studies for impact fees, or
- Performed economic analysis of urban housing markets, or
- Assessed the feasibility of different development finance tools or structures, or
- Performed stakeholder research that was used to inform the evaluation of a proposed development project or development tool's feasibility.

This experience may have been gained relative to any land use or product type, including but not limited to market rate and affordable housing, commercial, hospitality and other tourism-related land uses, special event-related land uses, athletic facilities, parks and other public spaces, industrial, civic, institutional, or infrastructure.

#### **2.3 Labor Market Analysis**

Firms may be pre-qualified for work based on experience that:

- Analyzed a community's workforce skills and capabilities, or

- Analyzed the employment opportunities and projections, skills and competencies required, career lattices, or career development opportunities in an industry or specific employer.

## **2.4 Economic Development Strategy**

Firms may be pre-qualified for work based on experience that:

- Analyzed neighborhood and/or regional economic composition and performance, the structure and competitiveness of an industry or industry clusters, or local factor conditions, or
- Conducted surplus and leakage analysis
- Developed an economic strategy that included all of the following: sector analysis, analysis of local factor conditions, and research on best practices in areas that may include small business development, local hiring, and procurement policy.
- Performed quantitative or qualitative market research in neighborhoods to inform economic development strategy recommendations;
- Performed follow-up activities to either (1) implement the recommended programs and strategies resulting from the tasks listed above, including but not limited to the development of marketing strategies or (2) provide recommendations to strengthen business development and financing.

This experience may have been gained relative to any type of economic development effort, including but not limited to neighborhood economic development, business attraction and retention, workforce development, affordable housing development or preservation, or other land use or real estate projects with economic development goals.

## **2.5 Economic Research**

Firms may be pre-qualified for work based on experience that:

- Prepared and implemented survey or interview research designs concerning business and consumer behavior, or
- Performed econometric analysis of statistical data related to urban policy issues.

# **3. Response Requirements**

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## **3.1 Time and Place for Submission of Responses**

Responses and all related materials must be received by **5:00pm PT on October 3, 2014**. Responses may be delivered to the Reception Desk at City Hall, Room 316 or to:

*Lily Conover  
Office of the Controller  
City Hall, Room 306  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102*

Postmarks will not be considered in judging the timeliness of submissions. Responses submitted by e-mail will not be accepted. Late submissions will not be considered, including

those submitted late due to mail or delivery service failure. Note that Respondents hand-delivering responses to City Hall may be required to open and make packages accessible for examination by security staff.

### 3.2 Response Package

The following items must be included in your response and packaged in a box or envelope clearly marked **RFQ#CON2014-14 Economic Consulting Services**.

Complete but concise responses are recommended for ease of review by the Evaluation Team. Responses should provide a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFQ. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled.

- A. **One (1) flash drive or CD-ROM containing entire contents of response, including all RFQ Attachments.** All files should be submitted in unprotected PDF or Word format. Electronic files should include signatures, where applicable. RFQ attachments include:

<i>RFQ Attachment I</i>	Acknowledgement of RFQ Terms and Conditions
<i>RFQ Attachment II</i>	Contract Monitoring Division Local Business Enterprise Forms
<i>RFQ Attachment III</i>	City's Administrative Requirements
<i>RFQ Attachment IV</i>	City's Agreement Terms and Conditions
<i>RFQ Attachment V</i>	Response Template

- B. **Two (2) complete printed copies of RFQ Attachment V.** The pages may be bound by a method of the Respondent's choosing. Respondents are advised to review RFQ Attachments I through IV before completing RFQ Attachment V to ensure they can meet the City's requirements.

### 3.3 Redact Confidential or Proprietary Information

All documents under this solicitation process are subject to public disclosure per section 67.24 of the San Francisco Administrative Code, "The San Francisco Sunshine Ordinance of 1999."

- 3.3.1 Responses to RFQs, contracts, and all other records of communications between the City and Respondents shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit *until and unless that person or organization is awarded the contract*.
- 3.3.2 Respondents may redact any confidential or proprietary information, as appropriate, prior to submitting a response to this RFQ.
- 3.3.3 Respondents should clearly indicate net worth or other proprietary financial data that the City should redact should the RFQ response be publicly disclosed, with the

understanding that this information cannot be redacted or withheld should a contract be awarded to the Respondent.

## **4. Evaluation Criteria**

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This section describes the guidelines used for analyzing and evaluating the responses and for Respondent pre-qualification. It is the City's intent to pre-qualify Respondent(s) that provide the best overall qualifications to the City inclusive of fee considerations. Consultant firms selected for pre-qualification are not guaranteed a contract. This RFQ does not in any way limit the City's right to solicit contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the pre-qualified list is inadequate to satisfy its needs.

### **4.1 Evaluation Team**

City representatives will serve as the Evaluation Team responsible for evaluating Respondents. Specifically, the team will be responsible for the evaluation and rating of the responses for pre-qualification, for conducting reference checks, and for interviews, if desired by the City.

### **4.2 Minimum Qualifications**

Any response that does not demonstrate that the Respondent meets these minimum qualifications by the response deadline will be considered non-responsive and will not be evaluated or eligible for award of any subsequent contract(s).

By submitting a response, the Respondent certifies that:

**A. RFQ ATTACHMENTS:**

It has completed the requirements and submitted the forms described in RFQ Attachments I, II, III, IV, and V as part of its RFQ response, as applicable.

**B. EXPERIENCE:**

It has submitted two (2) Prior Project Descriptions as part of the RFQ Attachment V response, which meet all of the following criteria:

1. The services/experiences described in each of the Prior Project Descriptions must be comparable to the services the City is requesting.
2. The services described in both of the Prior Project Descriptions must have been provided to public sector municipalities, similar government agencies, or other comparable clients on topics described in Section 2.
3. Both Prior Project Descriptions must demonstrate successful completion within five (5) years from the issuance date of this RFQ (successful completion means project outcomes have been approved by client).

**C. STAFFING**

The lead staff proposed to be assigned to the City's project(s) must individually have had a similar lead role in at least one of the two Prior Project Descriptions submitted. Respondents may submit additional Prior Project Descriptions if needed to demonstrate each lead staff member's participation in two relevant projects.



### **4.3 Evaluation Criteria for Pre-qualification (100 points)**

Each RFQ response that meets the Minimum Qualifications will be evaluated in accordance with the criteria below. A Respondent must receive a score of 70 points or above out of the 100 total possible points to be pre-qualified.

#### **4.3.1 Firm Qualifications – 20 points**

- a) Respondent's firm history and structure.
- b) Respondent's experience providing economic consulting services to public sector municipal or similar clients, including the representative list of the clients to whom the firm has provided economic services.
- c) Client relationships severed for reasons other than convenience.
- d) Respondent's capacity and resources to provide the services under this RFQ.

#### **4.3.2 Staff Qualifications – 40 points**

- a) Clarity and appropriateness of proposed staffing structure.
- b) Qualifications and educational backgrounds of lead staff members, including subcontractor staff, if applicable, proposed to perform services for the City are appropriately demonstrated for each Service Area indicated in response.

#### **4.3.3 Approach and Cost – 30 points**

- a) Client involvement or level of effort is appropriate.
- b) Experience with providing comparable services to clients.
- c) Sufficient expertise or methodology to create competitive differences that will be beneficial to the City is demonstrated.
- d) Cost response is sufficiently detailed, reasonable and appropriate.

#### **4.3.4 Completeness of Response Submission – 10 points**

- a) Response conforms with RFQ requirements and concisely but comprehensively addresses RFQ requirements.
- b) Response is professionally presented and contains organized content and format.

### **4.4 Contractor Selection Process**

Respondents scoring 70 points and above for each Service Area will be added to the pre-qualified list for as-needed services in that Service Area. Due to the varied nature of the services to be performed, the City reserves the right to contract with any or all pre-qualified Respondents.

#### **Selection Interviews**

Following the Response Evaluation process, Respondents may be invited to interviews with the Evaluation Team. Interviews, if pursued by the City, will consist of standard questions asked of selected Respondents, and specific questions regarding individual proposals.

The City has sole and absolute discretion over whether interviews will be conducted or not to select Respondents for contract negotiations.

### Reference Checks

Reference checks, including, but not limited to, prior clients as indicated in Attachment V Prior Project Description(s), may be used to determine the applicability of Respondent experience to the services the City is requesting and the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Respondent's problem-solving, project management and communication abilities, as well as performance on deliverables and outcomes, and effectiveness in meeting or exceeding project objectives.

### Other Terms and Conditions

The selection of any pre-qualified Respondent for contract negotiations shall not imply acceptance by the City of all terms of the response, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

If a satisfactory contract cannot be negotiated in a reasonable time with any pre-qualified Respondent, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with any other remaining pre-qualified Respondents.

The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to a firm's projects before and throughout the contract term. The City reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables.

## **5. Protest Procedures**

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### **5.1 Protest of Non-Responsiveness Determination**

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any Respondent that has submitted a response and believes that the City has incorrectly determined that its response is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth (5<sup>th</sup>) working day following the City's issuance of the notice of non-responsiveness.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Respondent, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **5.2 Protest of Establishment of Pre-Qualified Firm List**

Within five (5) working days of the City's issuance of a notice of intent to establish a pre-qualified firm list, any Respondent that has submitted a responsive response and believes that the City has incorrectly excluded it from the pre-qualification list may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth (5<sup>th</sup>) working day after the City's issuance of the notice of intent to establish a pre-qualified firm list.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Respondent, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### 5.3 Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or by FAX will not be considered.

Protests must be delivered to:

E-mail:  
lily.conover@sfgov.org

Mail:  
Lily Conover, Contracts Manager  
Office of the Controller  
City Hall, Room 306  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

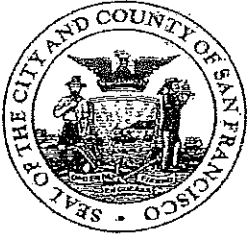
### 5.4 Protest Review

Controller's Office confirms receipt of notice of protest by Respondent.

Controller's Office reviews notice of protest to determine validity of notice, including, but not limited to, (a) receipt by due date; (b) inclusion of a written statement specifying in detail each and every one of the grounds asserted for the protest; (c) signed by an individual authorized to represent the Respondent; (d) citation of the law, rule, local ordinance, procedure or RFQ provision on which the protest is based; and (e) specification of facts and evidence sufficient for the City to determine the validity of the protest.

If the notice of protest is determined to be valid, the Controller's Office shall review facts and evidence to determine the outcome of the protest, citing any applicable laws, rules, ordinances, procedures, and/or provisions. The Controller's Office may seek input from the City Attorney's Office, Office of Contract Administration, Contract Monitoring Division, and/or other City departments as needed or appropriate.

The Deputy Controller shall make the final determination regarding the outcome of the protest.



**CIVIL SERVICE COMMISSION**  
**CITY AND COUNTY OF SAN FRANCISCO**

EDWIN M. LEE  
MAYOR

*Sent via Electronic Mail*

SCOTT R. HELDFOND  
PRESIDENT

April 11, 2014

E. DENNIS NORMANDY  
VICE PRESIDENT

**NOTICE OF CIVIL SERVICE COMMISSION ACTION**

DOUGLAS S. CHAN  
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACTS NUMBER 42855-13/14.**

KATE FAVETTI  
COMMISSIONER

At its meeting of **April 7, 2014** the Civil Service Commission had for its consideration the above matter.

GINA M. ROCCANOVA  
COMMISSIONER

The Commission adopted the report. Approved the request for PSC# 42855-13/14; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

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.***

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON  
Executive Officer

Attachment

Cc: Mary Hom, Controller's Office  
Ben Rosenfield, Controller's Office  
Jaci Fong, Contract Administrator  
Commission File  
Chron

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
42676 - 13/14	PUBLIC HEALTH	\$3,360,000.00	Contractor(s) will provide capacity building and reduce disparities in access to mental health services among Filipino, Southeast Asian (Laotian, Cambodian and Vietnamese) and Samoan populations in San Francisco, with priority given to the South of Market, Tenderloin, Bayview and Visitacion Valley communities. The work will include building the capacity of community based organizations, schools, ethnic specific cultural centers and intervention services, outreach and engagement, mental health promotion activities and psycho-social education, behavioral health screening and assessment, referrals and linkage, and short term therapeutic services.	January 1, 2014	December 31, 2018
46631 - 13/14	PUBLIC HEALTH	\$1,344,000.00	Contractor(s) will provide innovative mental health services to low income, socially isolated older adults through a system of care to integrate mental health programs, older systems of care, the community and a network of peer support services so they may work together to identify, reintegrate and engage this hard to reach population. The work emphasizes peer support and the trust found in these relationships as a novel and powerful means of engagement and linking the population to services.	January 1, 2014	December 31, 2018
48236 - 13/14	PUBLIC HEALTH	\$840,000.00	Contractor(s) will provide capacity building, policy and advocacy for adolescents and transitional age youth services (emphasis on treatment of trauma) in San Francisco.	January 1, 2014	December 31, 2018
42855 - 13/14	CONTROLLER	\$5,000,000.00	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.	March 1, 2014	February 28, 2019
41256 - 13/14	AIRPORT COMMISSION	\$250,000.00	System support for SFO's Automated Vehicle Identification/Ground Transportation Information Systems (AVI/GTIS). Contractor will provide AVI/GTIS system monitoring and telephone support during business hours, bi-weekly system maintenance, AVI system preventative maintenance, and software configuration and refinement. The AVI/GTIS system measures ground transportation (GT) and taxi traffic volume that corresponds to the number of trips made for drop-offs and pick-ups at SFO.	April 1, 2014	June 30, 2016

**TOTAL AMOUNT \$14,876,000**

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: Professional Services – Employee Assistance Programs

Funding Source: Operating Budget

PSC Amount: \$3,000,000

PSC Est. Start Date: 02/01/2017

PSC Est. End Date 01/31/2024

**1. Description of Work**

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

The consultant will provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three (3) full-time paid Peer Assistants, and up to eight (8) volunteer Peer Assistants of the Peer Assistance Program (PAP). The contractor will also manage the San Francisco Municipal Transportation Agency's (SFMTA) Critical Incident Services for the SFMTA employees involved in on-the-job critical incidents, such as an accident in a SFMTA vehicle that results in serious injuries and/or fatalities, or crisis support and counseling for assaults and threats. This EAP program will provide conflict resolution one-to-one or in a team when required. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but not limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.

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

This service is necessary due to the collective bargaining agreements between: TWU, Local 250A (9163, 7410 & 9132); IBEW, Local 6; SEIU, Local 1021; IAM, Local 1414; Laborers, Local 261; Stationary Engineers, Local 39; TWU, Local 200; Glaziers, Local 718; and Teamsters, Local 853, and the San Francisco Municipal Transportation Agency that established the need for Employee Assistance Programs (EAP), Peer Assistant Programs (PAP), Critical Incident Services and As-needed Conflict Resolution Training. The consequences of denial is that the SFMTA will be in non-compliance with eleven (11) collective bargaining agreements.

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

This service was provided in the past through PSC #4118-11/12 and PSC #4053-12/13.

**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.**

This will be a 3-year contract with two (2) 2-year options to extend.

**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).

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:

This service is necessary due to the collective bargaining agreements between: TWU, Local 250A (9163, 7410 & 9132); IBEW, Local 6; SEIU, Local 1021; IAM, Local 1414; Laborers, Local 261; Stationary Engineers, Local 39; TWU, Local 200; Glaziers, Local 718; and Teamsters, Local 853, and the San Francisco Municipal Transportation Agency that established the need for Employee Assistance Programs (EAP), Peer Assistant Programs (PAP), Critical Incident Services and As-needed Conflict Resolution Training.

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

A. Specify required skills and/or expertise: Must be Licensed Clinicians with specialization in Employee Assistance Programs such as substance abuse, critical response management as it relates specifically to transportation industry. Must possess supervisory experience. The consultant is required to respond on an as-needed basis, and immediately, within a 24-hour, 7-day per week work environment. The consultant must have at least 2-years of demonstrated expertise in this specialized occupational area.

B. Which, if any, civil service class(es) normally perform(s) this work? 2220, Physician; 2574, Clinical Psychologist; 2920, Medical Social Worker;

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

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

The SFMTA has eleven (11) collective bargaining agreements that require the use of an outside vendor.

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

A. Explain why civil service classes are not applicable.

The SFMTA has eleven (11) collective bargaining agreements that require the use of an outside vendor. Civil service classifications can do a portion of this work, but the SFMTA requires experienced resource clinical counselors specializing in the transportation industry area of critical response management, i.e., post accidents, work place concerns, assessment to staff distress, and substance abuse issues.

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. Classifications exist, but these services are to be performed by an outside vendor as documented in eleven (11) collective bargaining agreements representing the SFMTA employees. Up to eleven (11) SFMTA employees who are either assigned full-time or volunteer as Peer Assistants will be able to perform a portion of the direct services with affected staff.

**6. Additional Information**

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

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. Contractor will provide training for three (3) full-time Peer Assistants: currently three (3) 9163 Transit Operators.

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

Labor contracts for: TWU, Local 250A (9163, 7410 & 9132); IBEW, Local 6; SEIU, Local 1021; IAM, Local 1414; Laborers, Local 261; Stationary Engineers, Local 39; TWU, Local 200; Glaziers, Local 718; and, Teamsters, Local 853.

- 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 05/18/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Automotive Machinists, Local 1414; Bldg Mtl & Constr Teamsters, L 853; Electrical Workers, Local 6; Glazier, Local 718; Laborers, Local 261; Physicians and Dentists - 11AA; Physicians and Dentists - 8CC; Professional & Tech Engrs, Local 21; SEIU Local 1021; Stationary Engineers, Local 39; TWU - Automotive Service Worker; TWU - Miscellaneous; Transport Workers Union, L 200

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

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

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94013

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41284 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/15/2016



# Receipt of Union Notification(s)

## Hamada, Cynthia

---

**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com  
**Sent:** Wednesday, May 18, 2016 2:03 PM  
**To:** Hamada, Cynthia; local200twu@sbcglobal.net; rmittchell@twusf.org; grojo@local39.org; Lopez, Ricardo; Basconciello, Katherine A; 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; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; L21PSCReview@ifpte21.org; jduritz@uapd.com; LiUNA.local261@gmail.com; mshelley@dc16.us; mike@dc16.us; khughes@ibew6.org; agonzalez@iam1414.org; speedy4864@aol.com; Hamada, Cynthia; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41284 - 15/16

RECEIPT for Union Notification for PSC 41284 - 15/16 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41284 - 15/16 for \$3,000,000 for Initial Request services for the period 02/01/2017 – 01/31/2024. 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/7390> 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)

MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS  
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 08-096


WHEREAS, Article 32 of the current Memorandum of Understanding between the Transport Worker's Union, Local 250-A and the San Francisco Municipal Transportation Agency ("SFMTA") requires the Agency to provide Employee Assistance and Peer Assistance Programs; and,

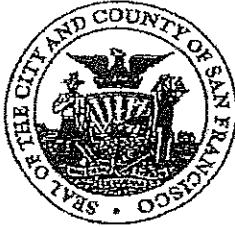
WHEREAS, Through its Trauma Response Program, the SFMTA provides trauma counseling services to SFMTA employees involved in serious accidents, as well as employees subjected to assaults and threats, which has reduced absenteeism and workers' compensation costs; and,

WHEREAS, The contract with Claremont Behavioral Services, Inc., the current provider for these professional services, expires on June 30, 2008; now therefore be it,

RESOLVED, That the Municipal Transportation Agency Board authorizes the Executive Director/CEO to issue a Request For Proposals to solicit proposals from qualified firms to manage and provide clinical supervision for the San Francisco Municipal Transportation Agency's Employee Assistance, Peer Assistance, and Trauma Response Programs for a contract amount not to exceed \$1,000,000 and for a term of three years with a one year extension at the SFMTA's sole discretion.

I hereby certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board at its meeting of JUN 17 2008.

  
Secretary, Municipal Transportation Agency Board



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

RECEIVED MAY 14 2012

EDWIN M. LEE  
MAYOR

May 10, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY  
PRESIDENT

KATE FAVETTI  
VICE PRESIDENT

SCOTT R. HELDFOND  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4116-11/12 THROUGH 4121-11/12; 4111-10/11; 4017-10/11; 4068-08/09; 4086-10/11; 4046-11/12; 4097-08/09; AND 4102-09/10.

At its meeting of May 7, 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 adopted the report; Approved the request for proposed personal services contracts and 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* FOR  
ANITA SANCHEZ  
Executive Officer

Attachment

- c: Sheila Arcelona, District Attorney's Office
- Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Micki Callahan, Human Resources Director
- Alaric Degraffried, Public Utilities Commission
- Marie de Vera, Department of Human Resources
- Jaci Fong, Office of Contract Administration
- Lavena Holmes, Port
- Shamica Jackson, Public Utilities Commission
- LaWan Jones, Public Utilities Commission
- Rebekah Krell, Art Commission
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

POSTING FOR  
5/11/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

FSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4116-11/12	28	Art Commission	Regular	\$194,780	Contract for artist to design, fabricate, transport, and install artwork for Daggett Park.	3/1/2012 - 12/31/2015
4117-11/12	22	Environment	Regular	\$156,000	To provide financial and other analysis of the refuse rate application and related projects as needed during the rate process which will take place between September of 2005 and May of 2006. This will include general financial analysis of the rate adjustment application to determine if costs are reasonable and appropriate, performing various rate-related surveys, preparing estimates of effects on rates and miscellaneous preparation and follow-up work.	7/1/2012 - 9/30/2013
4118-11/12	35	Municipal Transportation Agency	Regular	\$400,000	Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of 3 full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries or fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, which adversely affect job performance.	3/15/2012 - 3/31/2013
4119-11/12	35	Municipal Transportation Agency	Regular	\$32,500,000	The contractor will provide a Vendor Managed Inventory (VMI) Services two-year pilot program to manage, support staff, and supply parts for its Rail Fleet maintenance program. Four materials storerooms are operated in support of the Rail Fleet: Green, Muni Metro East (MME), Cable Car, and Overhead Lines. The San Francisco Municipal Transportation Agency (SFMTA) has developed the following objectives for management of parts for the Rail Fleet only that consists of 151 Breda LRVs, 39 historic streetcars, and 31 cable cars: Supply vehicle parts, with strict performance guidelines requiring defined response times and fill rates; Ensure parts provided allow SFMTA to meet its objectives in terms of reliability (i.e., Mean Distance Between Failures-MDBF, service interruptions); and ensure SFMTA safety standards are met in any program activity.	10/1/2012 - 9/30/2017
4120-11/12	39	Port Commission	Regular	\$4,500,000	The Port intends to issue a Request of Qualifications to establish a pool of three (3) qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually Maritime related for maintenance and improvements for the Port's aging infrastructure.	7/1/2012 - 6/30/2016
4121-11/12	40	Public Utilities Commission	Regular	\$400,000	Provide file conversion/file relocation services between San Francisco Public Utilities Commission (SFPUC) staff, contractors, vendors, etc. for the SFPUC's move to its new headquarters at 525 Golden Gate Avenue.	5/1/2012 - 12/31/2012
Total Amount - Regular:				\$38,142,780		

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 7, 2012 ( Reissued March 8, 2012)

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

TYPE OF APPROVAL: ( ) EXPEDITED (X) REGULAR (OMIT POSTING \_\_\_\_\_)

( ) CONTINUING ( ) ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST ( ) MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Professional Service – Employee Assistance Programs

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$400,000.00

PSC DURATION: March 15, 2012 – March 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries or fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.

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

This service is necessary due to the Memorandum Of Understanding between The Transport Workers' Union and the San Francisco Municipal Transportation Agency that establishes the need for Employee Assistance Programs (EAP) and Peer Assistant Programs (PAP).

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 provided in the past through a professional service contract with Claremont Behavioral Services, Inc. The most recent contract for EAP & PAP was PSC #4013-08/09.

D. Will the contract(s) be renewed:

Yes.

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

IFPTE L21 & SEIU L1021 Union Name	<i>Cynthia Sanada</i> Signature of person mailing / faxing form	<u>3/8/12</u> Date
TWU L250-A (9163) & (7410) Union Name	<i>Cynthia Sanada</i> Signature of person mailing / faxing form	<u>3/8/12</u> Date
UAPD Union Name	<i>Cynthia Sanada</i> Signature of person mailing / faxing form	<u>3/8/12</u> Date

RFP sent to \_\_\_\_\_ on \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA approved

PSC# 4118-11/12

3-8-12

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

**A. Specify required skills and/or expertise:**

Licensed Clinicians with specialized in Employee Assistance Programs related to the Transportation Industry Substance Abuse Programs.

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

2574 Clinical Psychologist; 2920 Medical Social Worker; and 2220 Physician.

**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:**

It would be too costly to maintain licensed clinicians: Psychologist, Psychiatrist, Medical Social Worker (LCSW), Marriage Family Therapist (MFT), Licensed Marriage Family Therapist (LMFT), Ph.D's and MD's specializing in the Transportation Industry Substance Abuse Programs.

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

No. These classifications already exist. Additionally, these services are provided by specialty on an as-needed basis.

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

Yes    No

- A. Will the contractor directly supervise City and County employees? ( X ) ( )  
Contractor will provide clinical supervision of three (3) full-time paid Peer Assistants and up to eight (8) volunteer Peer Assistants.
- B. Will the contractor train City and County employees? ( X ) ( )  
Contractor will provide training to Peer Assistance: (2) 9163 Transit Operators; (1) 7410 Automotive Service Worker.
- C. Are there legal mandates requiring the use of contractual services? ( X ) ( )  
Pursuant to the Memorandum of Understanding between TWU Local 250A and SFMTA.
- D. Are there federal or state grant requirements regarding the use of contractual services? ( ) ( X )
- E. Has a board or commission determined that contracting is the most effective way to provide this service? ( ) ( X )
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? ( X ) ( )  
Service is being provided by Claremont Behavioral Services, Inc.

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

*Parveen Boparai*

\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

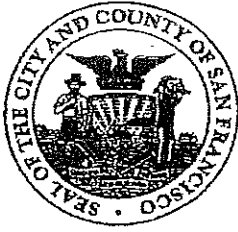
\_\_\_\_\_  
Parveen Boparai  
Print or Type Name

\_\_\_\_\_  
415.701.5377  
Telephone Number

\_\_\_\_\_  
San Francisco Municipal Transportation Agency

\_\_\_\_\_  
1 South Van Ness Avenue, 7<sup>th</sup> Floor, San Francisco, CA 94103  
Address





CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

December 21, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4052-12/13  
THROUGH 4054-12/13.

At its meeting of December 17, 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. Adopt the report; Approved the request by Juvenile Court to withdraw PSC #4054-12/13. Notified the Office of the Controller and the Office of Contract Administration.
2. Adopted the report; Approved the request for PSC #s 4052-12/13 and 4053-12/13. 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

*Jennifer Johnston*  
JENNIFER JOHNSTON  
Executive Officer.

Attachment

- c: Parveen Boparai, Municipal Transportation Agency  
Micki Callahan, Human Resources Director  
Leorah Dang, Department of Human Resources  
Karen Henderson, Mayor's Office of Housing  
Sheila Layton, Juvenile Probation  
Commission File  
Chron

POSTING FOR  
12/17/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4052-12/13	25	Mayor	Regular	\$300,000	Consultant will audit borrowers SSLP repayments files; transfer historical data and other tasks regarding loans; generate loan payment materials; process all SSLP loan repayments status; process loan pay-offs; monitor property tax delinquencies and insurance cancellations; send year end statements to SSLP borrowers and prepare audit reports as requested.	7/1/2012 - 6/30/2018
4053-12/13	68	Municipal Transportation Agency	Regular	\$2,000,000	Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants of the Peer Assistance Program (PAP). The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries or fatalities; crisis support and counseling for assaults and threats. In addition, the program will also provide As-Needed Conflict Resolution in a team. The program is designed to assist in the identification and resolution of productivity, problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.	2/1/2013 - 1/31/2017
4054-12/13	12	Juvenile Court	Regular	\$250,000	A consultant will provide specifications and drawings of Juvenile Hall in order for the Juvenile Probation Department (JPD) to bid out a construction project for camera installation.	11/10/2012 - 5/12/2013

Total Amount - Regular: \$2,550,000.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 10, 2012 Amended 12/5/12

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

TYPE OF APPROVAL: ( ) EXPEDITED (X) REGULAR (OMIT POSTING)

( ) CONTINUING ( ) ANNUAL

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

TYPE OF SERVICE: Professional Service - Employee Assistance Programs

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$2,000,000.00 PSC DURATION: February 1, 2013 - January 31, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants of the Peer Assistance Program (PAP). The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries or fatalities; crisis support and counseling for assaults and threats. In addition, the program will also provide As-Needed Conflict Resolution in a team. Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.

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

This service is necessary due to the Memorandum Of Understandings between The Transport Workers' Union, Local 250A (9163, 7410 & 9132); IBEW, Local 6; SEIU, Local 1021; IAM, Local 1414; and TWU, Local 200 and the San Francisco Municipal Transportation Agency that establishes the need for Employee Assistance Programs (EAP), Peer Assistant Programs (PAP), Trauma Response Program and Conflict Resolution.

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 provided in the past through a professional service contract with Claremont Behavioral Services, Inc. The most recent contract for EAP & PAP was PSC #4118-11/12 approved on 5/7/12 & 12/3/12.

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

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. Rows include IFPTE L21 & SEIU L1021, TWU L250-A (9163) & (7410), and UAPD.

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

SFMTA approved

12-5-12

**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

**A. Specify required skills and/or expertise:**

Licensed Clinicians with specialization in Employee Assistance Programs such as substance abuse, trauma response management as it relates specifically to transportation industry.

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

2574 Clinical Psychologist; 2920 Medical Social Worker; and 2220 Physician.

**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:**

There are no civil service classifications that are experienced resource clinical counselors specializing in the transportation industry area of trauma response management i.e. post accidents, work place concerns, assessment to staff distress and substance abuse issues.

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

No. these services are provided by specialty on an as-needed basis within a 24/7 working environment.

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

- |   | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| A. Will the contractor directly supervise City and County employees?<br>Contractor will provide clinical supervision of three (3) full-time paid Peer Assistants and up to eight (8) volunteer Peer Assistants. | (X)        | ( )       |
| B. Will the contractor train City and County employees?<br>Contractor will provide training to Peer Assistances: (2) 9163 Transit Operators and (1) 7410 Automotive Service Worker.                             | (X)        | ( )       |
| C. Are there legal mandates requiring the use of contractual services?<br>Pursuant to the Memorandum of Understanding between TWU Local 250A and SFMTA.   | (X)        | ( )       |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | ( )        | (X)       |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?   | ( )        | (X)       |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  | ( )        | (X)       |

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

*Parveen Boparai*

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai  
Print or Type Name

415.701.5377  
Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 7<sup>th</sup> Floor, San Francisco, CA 94103  
Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC

Dept. Code: PUC

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

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

Type of Service: Comprehensive Technical Services, Renewable & Advanced Energy Generation Systems (PRO.0046)

Funding Source: Project Funded

PSC Duration: 4 years 47 weeks

PSC Amount: \$8,000,000

**1. Description of Work**

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

Provide technical evaluation, project development, financial analysis, design, permitting, and construction management of renewable energy and energy storage technologies.

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

In order to accomplish it's core business objectives and commitments to renewable energy, the Power Enterprise is focusing on the development and implementation of a growing number of renewable energy projects. City staff does not have the specialized renewable energy industry knowledge or skills necessary to provide these services. Failure to provide these services will cause the San Francisco Public Utilities Commission(SFPUC) to fall behind in it's reduction of fossil-fuel use and meeting it's goals of decreasing greenhouse gases.

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.

Currently, the above services are provided through an as-needed professional services contract no. 4062-11/12, which is due to expire in 2017. Although many of these services are related to solar PV projects, some services will be new, as the advanced energy and renewable technology fields are rapidly advancing in the areas of wind, ocean, geothermal and other renewable energy.

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:

The services are required on an intermittent basis and require specialized expertise of renewable energy projects, specialized chemical or instrumental and control engineering services, and specialized renewable energy industry knowledge and skills.

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

- A. Specify required skills and/or expertise: Detailed knowledge of renewable and advanced energy generation and storage technologies; renewable energy facility planning and design; equipment calibration and installation; financial analysis and evaluation of various incentives (tax advantages, subsidies, etc.); and comprehensive expertise in environmental permitting/approval requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5218, Structural Engineer; 5219, Senior Structural Engineer; 5278, Planner 2; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No.

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

We have contacted other City departments to determine if there were City staff who could perform these tasks. Because the field of renewable energy is fairly specialized, we found only a few qualified staff with very limited availability. And the civil services classes that normally perform this work do not have the specialized expertise required for renewable energy projects. In addition, some of the proposed projects require specialized chemical or instrumental and control engineer services; the City does not currently have these civil service classes.

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

- A. Explain why civil service classes are not applicable.  
The engineering classes 5218 & 5219, 5362, 5364 & 5366 perform typical engineering functions, but do not have the specialized solar and other renewable expertise to provide the services required. Classes 5278, 5298 and 5299 work in support of the SF Planning Dept., and do not have the training and expertise necessary, and are considered generalists. Furthermore, the specialized expertise needed is often required on an intermittent basis rather than on a consistent full-time basis. However, SFPUC-Power has added staff over the past several years that can perform some of these duties, and anticipates adding more City staff as the number of renewable energy projects increase.
- 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 of the specialized nature of the services and that the services are required on an intermittent basis.

**6. Additional Information**

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

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

Yes. The contractor will provide seminars/workshops and facility tour training sessions to familiarize City employees with the most current renewable energy generation technologies. The number and length of these sessions are dependent upon the technologies used and the facilities constructed during the length of the contract. SFPUC Power Enterprise currently funds the construction of the renewable energy projects in cooperation with other City departments (e.g. – San Francisco International Airport, MUNI, San Francisco Unified School District, etc.). As part of the identified services, the contractor will assist City engineering staff in developing renewable energy project design and construction specifications, Request for Proposal(RFP) documentation, technology evaluations and other related services, thereby providing “hands on” training of City employees. Likely staff to be trained would include Utility Specialists (5602) and Utility Analysts (5601).

- 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 06/09/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46786 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/15/2016

# Receipt of Union Notification(s)



**Choi, Suzanne (HRD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of SJackson@sfwater.org  
**Sent:** Thursday, June 09, 2016 10:45 AM  
**To:** Jackson, Shamica (PUC); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; dsanchez@sfwater.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46786 - 15/16

RECEIPT for Union Notification for PSC 46786 - 15/16 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46786 - 15/16 for \$8,000,000 for Initial Request services for the period 11/10/2016 – 10/09/2021. 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/7480> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4062-11/12)

Type of Approval: [ ] Expedited [ ] Regular [ ] Omit Posting

Type of Service: Comprehensive Technical Services For Renewable & Advanced Generation Systems (CS-167)

Funding Source: Sustainable Energy Account Power

PSC Original Approved Amount: \$9,000,000 PSC Original Approved Duration: 01/01/12 - 01/01/17 (5 years 2 day)
PSC Mod#1 Amount: \$1,000,000 PSC Mod#1 Duration: 01/02/17-09/29/17 (38 weeks 4 days)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$10,000,000 PSC Cumulative Duration Proposed: 5 years 38 weeks

1. Description of Work

A. Scope of Work:

Provide technical evaluation, project development, financial analysis, design, permitting, and construction management of renewable energy and energy storage technologies.

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

In order to accomplish its' core business objectives and commitments to renewable energy, the Power Enterprise is focusing on the development and implementation of a growing number of renewable energy projects. City staff does not have the specialized renewable energy industry knowledge or skills necessary to provide these services. Failure to provide these services will cause the San Francisco Public Utilities Commission(SFPUC) to fall behind i in the reduction of fossil-fuel use and meeting the goals for decreasing greenhouse gases.

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 is currently being provided via PSC No. 4062-07/08 (CS-167).

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

2. Union Notification: On 06/30/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng; Local 21; Architect & Engineers, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/09/2015

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

A. Specify required skills and/or expertise:

Detailed knowledge of renewable and advanced energy generation and storage technologies; renewable energy facility planning and design; equipment calibration and installation; financial analysis and evaluation of various incentives (tax advantages, subsidies, etc.); and comprehensive expertise in environmental permitting/approval requirements.

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

5278,5298,5299,5218,5219,5362,5364,5366,

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:

Classes 5278, 5298 and 5299 work in support of the SF Planning Department and do not have the training and expertise necessary, and are considered generalists. The engineering classes 5218 & 5219, 5362, 5364 & 5366 perform typical engineering functions, but do not have the specialized solar and other renewable expertise to provide the services required.

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

No, because the specialized nature of the services and that these services are required on an intermittent basis.

**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? See Supplemental Attachmen A.	<input checked="" type="checkbox"/>	<input 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? AEPC Group, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/30/15 BY:

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

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



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

E. DENNIS NORMANDY  
PRESIDENT

KATE FAVETTI  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

## MINUTES Regular Meeting December 5, 2011

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

### CALL TO ORDER

2:02 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, United Public Workers for Action stated again the need to have the meetings of the Civil Service Commission televised for public view. He also addressed what, in his opinion is a systemic problem at the Municipal Transportation Agency (MTA) in which action has been taken against employees and they are unable to obtain documents from their personnel file pertaining to their discipline.

Cynthia Carter stated that she has made several attempts over the past year and has not been able to obtain the contents of her personnel file. She has gone to the Ethics Board and has not been successful in obtaining her records.

Douglas Yep commended the Civil Grand Jury for their various reports, especially of the Ethics Commission.

### APPROVAL OF MINUTES

Regular Meeting of November 21, 2011

Action: Adopted as amended. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of December 5, 2011

4060-11/12 <i>Withdrawn</i>	Public Utilities Commission	\$500,000	The City and County of San Francisco owns and maintains approximately 18,500 cobra-head type high pressure sodium (HPS) streetlight luminaires, located throughout the City's forty-nine square miles. The LED Street Light Conversion Project will replace existing HPS street light luminaires with dimmable Light Emitting Diode (LED) street light luminaires and an integrated wireless communication monitoring and control system (smart controls). The work includes lighting design for San Francisco's street lighting system and construction.	Regular	12/30/13
4061-11/12	Public Utilities Commission	\$2,700,000	The contractor will provide database development, consulting and maintenance services for the City's existing Power Enterprise Meter Data Management System (PE MDMS) as well as continued documentation and training of staff to assume full responsibility for continued development and maintenance. Additional capacity is included, if necessary, to allow development response to added requirements of replacement of the PG&E Interconnection Agreement, Scheduling coordinator change, implementation of Community Choice Aggregation (CCA) and interfacing with new scheduling software.	Regular	01/31/16
4062-11/12	Public Utilities Commission	\$9,000,000	Provide technical evaluation, project development, financial analysis, design, permitting, and construction management of renewable energy and energy storage technologies.	Regular	01/01/17
4063-11/12	Public Works	\$1,200,000	As needed land surveying duties such as a single, 2-person or 3-person crew to assist with topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, Autocad Civil 3D drafting, help with special projects (monumentation, GIS mapping, GPS network, etc.). BSI Surveying Services anticipate awarding up to 12 as-needed contracts, each not to exceed 5 years.	Regular	01/02/16
4064-07/08	Public Health	Increase Amount \$850,000 New Amount \$2,850,000	This modification will provide the One-Time installation and on-going support of new system modules funded by a major grant from the Mental Health Services Administration (MHSA) relating to client access to electronic medical records as well as additional application enhancements required to be in compliance with Federal ARRA and HITECH Meaningful Use of Electronic Medical Records Mandates. Professional services are required to assist the Department Behavioral Health IT staff in the implementation of the new technology and to provide staff training and on-going support to assist in the deployment of the new modules to the DPH's 3,000 clinicians and system users. The system will provide an integrated information system that combines the functionality of the billing information system with that of an electronic clinical patient record to optimize efficiency and eliminate redundancy in operations and data entry. Significant application-specific technical functionality is needed to provide interoperability with State and local systems.	Modification	12/31/18

0312-11-8 (continued)

- Speakers:** Cynthia Avakian, Gloria Louie and Derry Moten, Airport Commission spoke on PSC #4056-11/12.  
Galen Leung, Municipal Transportation Agency, Kevin Hughes, IBEW Local 6, Steve Zeltzer, United Public Workers for Action, Virgil Dennis and Jacob Rosenstein, Municipal Transportation Agency spoke on PSC #4058-11/12.
- Action:**
- (1) Withdrew PSC #4060-11/12 at the request of the Public Utilities Commission. (Vote of 3 to 0)
  - (2) Adopted the report; Approved the request for PSC #4058-11/12 on the condition that the Municipal Transportation Agency submit an annual status report beginning with the first meeting of December 2012. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
  - \* (3) 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)

**0313-11-1 Annual Report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 9)**

**Speakers:** None.

**Action:** Adopted the report. (Vote of 3 to 0)

**0317-11-5 Proposed Amendments to Civil Service Commission Rule Series 018 – Conflict of Interest. (Item No. 10)**

**Speakers:** None.

**Action:** Approved to Post for meet and confer. (Vote of 3 to 0)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY – TIS

Dept. Code: TIS

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

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

Type of Service: Cloud Hosted Voice Over Internet Protocol Services

Funding Source: General Funds

PSC Amount: \$3,000,000

PSC Est. Start Date: 09/01/2016

PSC Est. End Date 08/30/2020

**1. Description of Work**

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

To assist City Information Technology Staff with provisioning and installing a Citywide Voice Over Internet Protocol hosted phone service and related applications.

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

The City's phone systems are aging and will require replacement. The City is moving towards a fully hosted Voice Over Internet Protocol system and will need contractor assistance in implementing the new Citywide solution. Without replacement and associated implementation services the City will start to experience interruptions in phone service.

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

Service has not been provided in the past

D. Will the contract(s) be renewed?

It is possible, though not determined at this time.

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

not applicable

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

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

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

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 project will require contractor to assist and train City Information Technology staff with Cloud Hosted Voice over Internet Protocol implementation and administration. City staff currently lack the knowledge necessary for the implementation and administration and will need assistance during the project.

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



- A. Specify required skills and/or expertise: Voice engineers with at least five (5) years of experience providing voice engineering design and implementation support of Cloud Hosted Voice over Internet Protocol Phone Solutions.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1053, IS Business Analyst-Senior; 7308, Cable Splicer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Depending on the selected solution, the contractor may provide desktop phones, peripheral hardware equipment, access to offsite servers to host the Voice Over Internet Protocol Solution

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

This is a brand new solution and the contractor will assist and train Department staff in Cloud Hosted Voice over Internet Protocol implementation and administration.

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

- A. Explain why civil service classes are not applicable.  
The City does not currently have a Cloud Hosted Voice over Internet Protocol phone system and City Information Technology staff do not have the required expertise for implementation and administration.
- 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 current classes will eventually require the necessary expertise

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
See attached Training Description
- 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 06/06/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Electrical Workers, Local 6**

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

Name: Jolie Gines Phone: 415 581 3974 Email: jolie.gines@sfgov.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44541 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/15/2016

# Receipt of Union Notification(s)

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [jolie.gines@sfgov.org](mailto:jolie.gines@sfgov.org)  
**To:** [Gines, Jolie \(TIS\); khuahes@ibew6.org; L21PSCReview@ifpte21.org; Renteria, Jason \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Gines.Jolie(TIS);khuahes@ibew6.org;L21PSCReview@ifpte21.org;Renteria.Jason(TIS);DHR-PSCCoordinator,DHR(HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44541 - 15/16  
**Date:** Monday, June 06, 2016 3:11:16 PM

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RECEIPT for Union Notification for PSC 44541 - 15/16 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 44541 - 15/16 for \$3,000,000 for Initial Request services for the period 09/01/2016 – 08/31/2021. 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/7463> 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)**

44541 - 15/16

Training Description

Contractor will train 1053s, 7308s, and 1043s in the implementation and administration of the Cloud Hosted Voice over Internet Protocol phone solution. Estimated number of hours - 600

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY - TIS

Dept. Code: TIS

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

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

Type of Service: Security Camera Installation

Funding Source: General Funds

PSC Amount: \$5,000,000

PSC Est. Start Date: 07/01/2016 PSC Est. End Date 06/30/2021

**1. Description of Work**

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

Installation of surveillance camera and related security equipment for signaling and monitoring.

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

The Department of Technology has numerous requests for video camera and alarm installations. These projects are funded separately from the Department of Technology's operating budget. These systems will need to be maintained and monitored by the Department of Technology after completion. The Department of Technology staff cannot commit to completion deadlines, but can support maintenance and monitoring. If denied, City Departments will need to deal with outside vendors to install systems and will be subject to recurring costs for monitoring and maintenance.

**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 service was previously approved by the Civil Service Commission by 4094 12/13

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

Yes.

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

The work to install camera safety equipment is continuous since the requirement has been expanded to include all City property and not just Fire and Police stations. Departmental requests are completed upon approval of budget allocation for said project.

**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:**

Although City employees can complete these tasks, it experiences peak periods when the City is overwhelmed by departmental requests and need assistance from vendors.

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



- A. Specify required skills and/or expertise: Installation of video cameras, security systems and related electronics required for connectivity and monitoring. Operation of scissor lift and aerial lift truck.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7430, Asst Electronic Main Tech;
- 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?**

Contractor will be used only for off budget projects installing new systems under the direction of Department of Technology staff. Existing City employees would assume maintenance responsibility after installation.

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

- A. Explain why civil service classes are not applicable.  
Contractor will be used only for off budget projects installing new systems under the direction of DT staff. Existing City employees would assume maintenance responsibility after installation.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the classes already exist and the request is for projects on as needed basis.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
The vendors' services are on an as needed basis and City staff will assume maintenance after installation and implementation.
- 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 04/11/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Electrical Workers, Local 6

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

Name: Jolie Gines Phone: 415 581 3974 Email: jolie.gines@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45432 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/15/2016

# Receipt of Union Notification(s)

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [jolie.gines@sfgov.org](mailto:jolie.gines@sfgov.org)  
**To:** [Gines, Jolie \(TIS\); khughes@ibew6.org](mailto:Gines,Jolie(TIS);khughes@ibew6.org); [Gines, Jolie \(TIS\); Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Gines,Jolie(TIS);Isen,Richard(TIS);DHR-PSCCoordinator.DHR(HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45432 - 15/16  
**Date:** Monday, April 11, 2016 4:49:06 PM

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RECEIPT for Union Notification for PSC 45432 - 15/16 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY – TIS has submitted a request for a Personal Services Contract (PSC) 45432 - 15/16 for \$5,000,000 for Initial Request services for the period 07/01/2016 – 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/6719> 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)**

### March 18, 2013 Regular Meeting

#### MINUTES

Regular Meeting

March 18, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

**CALL TO ORDER**

2:02 P.M.

**ROLL CALL**

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

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

None.

**APPROVAL OF MINUTES (Item No. 3)**

Regular Meeting of March 4, 2013

**Action:** Adopted. (Vote of 4 to 0)

**ANNOUNCEMENTS (Item No. 4)**

None.

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

No report.

**EXECUTIVE OFFICER'S REPORT (Item No. 6)**

No report.

**0021-13-8      Review of request for approval of proposed personal services contracts.  
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-12/13	Treasurer/Tax Collector	\$350,000	Customization of the proprietary software program Columbia Ultimate Business Solutions (CUBS) will be required due to legislative changes, including the Gross Receipts Tax and Business Registration Fee Ordinance (Proposition E passed November 6, 2012) and the Moscone Expansion District fee.	Regular	02/28/15
4082-12/13	Treasurer/Tax Collector	\$1,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implemented through 2018. The Treasurer & Tax Collector has previously procured a proprietary software solution for Cashiering under PSC# 4035-09/10, 9/21/2009. The software must be configured to meet the requirements of the Ordinance.	Regular	06/30/15

4083-12/13	Treasurer/Tax Collector	\$3,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	Regular	06/30/18
4084-12/13	Treasurer/Tax Collector	\$6,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	Regular	06/30/18
4085-12/13	Adult Probation	\$355,000	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	Regular	06/30/16
4086-12/13	Airport Commission	\$4,500,000	Staff is proposing to implement an Asset Management program to create a new way of managing the Airport's facilities, which provides the Airport with the ability to cost-effectively manage its assets across their life cycles. The Airport seeks to hire a consultant that has expertise in asset management, facility condition assessments, and asset-related system integrations for medium or large hub U.S. airports, similar non-U.S. airports, and/or multi-functional facilities found on campuses of comparable size that are varied in building type, renewal life cycles, and occupancy.	Regular	09/08/18
4087-12/13	Airport Commission	\$35,000,000	The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.	Regular	12/31/18
4088-12/13	Airport Commission	\$1,000,000	Provide programming and the overview schematic design of the entire recycled water system at SFO, including, but not limited to: system overview, source identification, construction needed and point of use treatment evaluation for the San Francisco International Airport campus from the terminals to the production of the recycled water.	Regular	12/31/16
4089-12/13	Fire Department	\$1,200,000	Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing, at least once, possibly twice for each uniformed member over the life of the contract.	Regular	06/30/15



4090-12/13	Mayor	\$150,000	Perform up to 24 detailed cost estimates in general conformance with CSI format at various stages of preconstruction for up to 8 multifamily affordable housing construction projects with an aggregate hard cost value of at least \$100,000,000. Scope also includes associated meetings, reports, bid analyses, and some limited change order analyses.	Regular	06/30/16
4091-12/13	Public Utilities Commission	\$400,000	Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep.	Regular	05/31/15
4092-12/13	Public Utilities Commission	\$600,000	The proposed work includes preparation of geotechnical exploration program and report providing criteria for design of new cisterns to increase capacity of Auxiliary-Water Supply System (AWSS) for firefighting. Cisterns will be located throughout the City.	Regular	04/30/16
4093-12/13	Municipal Transportation Agency	\$32,000,000	The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation.	Regular	06/01/19
* 4094-12/13	Department of Technology	\$3,000,000	Installation of surveillance camera and related security equipment for signaling and monitoring.	Regular	06/30/16
4095-12/13	Emergency Management	\$1,092,648	The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.	Regular	03/31/18
4096-12/13	Emergency Management	\$650,000	WebEOC is a web-based crisis information management system currently used by San Francisco and San Mateo. WebEOC enables users from multiple locations and jurisdictions to collaborate and manage multiple incidents and events, provide situation reports, manage resources, and prepare Incident Command System (ICS) and Incident Action Plan (IAP) reports. The renewal contract includes license and support for both San Francisco and San Mateo Counties.	Regular	01/31/18
4034-11/12	Police	Current Approved Amount \$3,000,000 Increase Amount Requested \$5,000,000 New Total Amount Requested \$8,000,000	The proposed work is to enhance the SFPD Crime Data Warehouse to allow the implementation of full mobile computing capabilities which will allow full update access to the application by all secured mobile devices. In addition, the SFPD Crime Data Warehouse will be expanded and enhanced to allow for Property Evidence Tracking, managing of the Crime Lab workflow and to facilitate, and make accessible, local Criminal History data. All of these systems and future systems in the SFPD Crime Data Warehouse will be tied together by a full implementation of the Oracle Web Portal product that will for the first time allow SFPD Officers and other Law Enforcement agency personnel to access the full gamut of needed information from a single source.	Modification	12/31/17

**Speakers:** Andy Zanoff, Fire Department spoke on PSC #4089-12/13.  
Pauson Yun and Yolanda Manzone, Public Utilities Commission spoke on PSC #4091-12/13.

Rod Castillo, Police Department spoke on PSC #4034-11/12.

- 1) Approved PSC # 4089-12/13 on the condition that the PSC summary form reflects the correct duration date. (Vote of 4 to 0)

Action:



- 2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0086-13-2

Request to Grant Permanent Civil Service Status to Coco Rajerison, Temporary Provisional 2303 Patient Care Assistant at the Department of Public Health, upon Completion of the Applicable Probationary Period (Item No. 8)

Speakers:

Elaine Lee, Department of Public Health

Gus Feldman, SEIU Local 1021

Action:

Adopted the report. Approved the request to correct Mr. Rajerison's appointment history to reflect a TCS appointment for his reassignment effective April 16, 2011, and to include Mr. Rajerison in the Civil Service Commission action of April 2, 2012 to grant status to TCS employees in class 2303 Patient Care Assistant, upon successful completion of the forty (40) work hour probationary period. (Vote of 4 to 0)

0051-13-4

0052-13-4

0053-13-4

0054-13-4

0057-13-4

0064-13-4

0065-13-4

0066-13-4

0069-13-4

0083-13-4

Speakers:

Dave Johnson, Department of Human Resources

Tom Harvey, San Francisco Fire Department

Jesusa Bushong, San Francisco Fire Department

John Darmanin, Appellant

Tyrone Pruitt, Appellant

Brian Ballard

Appeals by Attica D. Bowden (Item No. 9), John Darmanin (Item No. 10), Daniel E. De Cossio (Item No. 11), Theresa A. Fogarty (Item No. 12), Kathleen T. Harold (Item No. 13), Laura R. Kelly (Item No. 14), Sofia M. Mathews (Item No. 15), Tyrone Pruitt (Item No. 16), Mary M. Tse (Item No. 17) and Michie L. Wong (Item No. 18), of their Rejection of their Applications for H-32 Captain.

**Modification**  
**Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request:  Initial  Modification of an existing PSC (PSC # 4137 - 11/12)

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

Type of Service: Consultant for Indirect Cost Allocation Plan

Funding Source: Operating, Fed, & State Funds

PSC Original Approved Amount: \$120,000 PSC Original Approved Duration: 07/01/12 - 09/30/17 (5 years 13 weeks)

PSC Mod#1 Amount: \$55,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$150,000 PSC Mod#2 Duration: 08/16/16-09/30/21 (4 years 1 day)

PSC Cumulative Amount Proposed: \$325,000 PSC Cumulative Duration Proposed: 9 years 13 weeks

**1. Description of Work**

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

The Contractor will provide professional consulting services to the San Francisco Municipal Transportation Agency (SFMTA) to assist the SFMTA in developing, preparing, and updating Indirect Cost Allocation Plans based on the Federal Office of Management and Budget (OMB) 2 CFR Part 225 – Cost Principles for State, Local and Indian Tribal Governments (OMB A-87).

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

A plan is required to be able to recover indirect costs from Federal, State & Local grants. The SFMTA could lose grant funds for non-compliance with the requirements of OMB, 2 CFR Part 225 – Cost Principles for State, Local and Indian Tribal Governments (OMB A-87) if an Indirect Cost Allocation Plan is not prepared.

**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. PSC #4137-11/12.

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

Yes. This study is required to be conducted annually to determine reimbursement rates based on prior Fiscal Year's actual expenditures.

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

This study is required to be conducted annually to determine reimbursement rates based on prior Fiscal Year's actual expenditures. There are no Civil Services classes that perform this type of work or have the expertise in Federal and State regulations required to do this kind of work.

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

A. Display all that apply

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

Explain the qualifying circumstances:

The scope of this service requires specialized software applications; expertise and familiarity with the requirements of various grantors (i.e., FTA, Caltrans, SFCTA); familiarity with industry standards; and specialized knowledge regarding Federal, State and Local administrative rules, including Office of Management & Budget (OMB) , 2 CFR Part 225 – Cost Principles for State, Local and Indian Tribal Governments (OMB A-87), Central Services Cost Allocation Plans. The study is short-term and done annually.

B. Reason for the request for modification:

Additional cost and duration.

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

A. Specify required skills and/or expertise: Contractor must have knowledge, skills and ability to develop and prepare a Cost Allocation Plan according to the requirements of the Office of Management & Budget (OMB) , 2 CFR Part 225 – Cost Principles for State, Local and Indian Tribal Governments (OMB A-87), Central Services Cost Allocation Plans

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The scope of this service requires specialized software applications; expertise and familiarity with the requirements of various grantors (i.e., FTA, Caltrans, SFCTA); familiarity with industry standards; and specialized knowledge regarding Federal, State and Local administrative rules, including Office of Management & Budget (OMB) , 2 CFR Part 225 – Cost Principles for State, Local and Indian Tribal Governments (OMB A-87), Central Services Cost Allocation Plans.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This service is required only once a year.

**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 is required with this once a year service.

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 05/18/16, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4137 - 11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/20/2016

# Receipt of Union Notification(s)

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com  
**Sent:** Wednesday, May 18, 2016 12:59 PM  
**To:** Hamada, Cynthia (MTA); amakayan@ifpte21.org; jb@local16.org; Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; Hamada, Cynthia (MTA); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 4137 - 11/12 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$150,000 for services for the period August 16, 2016 – September 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5756>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union



# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4137 - 11/12)

Type of Approval: [ ] Expedited [ ] Regular [ ] Omit Posting

Type of Service: Consultant for Indirect Cost Allocation Plan

Funding Source: Operating, Fed, & State Funds

PSC Original Approved Amount: \$120,000

PSC Original Approved Duration: 07/01/12 - 09/30/17 (5 years 13 w

PSC Mod#1 Amount: \$55,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$175,000

PSC Cumulative Duration Proposed: 5 years 13 weeks

1. Description of Work

A. Scope of Work:

The Contractor will provide professional consulting services to the San Francisco Municipal Transportation Agency (SFMTA) to assist the SFMTA in developing, preparing, and updating Indirect Cost Allocation Plans based on the Federal Office of Management and Budget (OMB) 2 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB A-87).

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

A plan is required to be able to recover indirect costs from Federal, State & Local grants. The SFMTA could lose grant funds for non-compliance with the requirements of OMB, 2 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB A-87) if an Indirect Cost Allocation Plan is not prepared.

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 #437-11/12

D. Will the contract(s) be renewed? Yes. This study is required to be conducted annually to determine reimb

2. Union Notification: On 08/21/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4137 - 11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/04/2015

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

A. Specify required skills and/or expertise:

Contractor must have knowledge, skills and ability to develop and prepare a Cost Allocation Plan according to the requirements of the Office of Management & Budget (OMB) , 2 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB A-87), Central Services Cost Allocation Plans

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

none,

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

No.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The scope of this service requires specialized software applications; expertise and familiarity with the requirements of various grantors (i.e., FTA, Caltrans, SFCTA); familiarity with industry standards; and specialized knowledge regarding Federal, State and Local administrative rules, including Office of Management & Budget (OMB) , 2 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB A-87), Central Services Cost Allocation Plans.

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

No. This service is required only once a year.

**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?  YES  NO  
No training is required with this once a year service.
- 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? NBA (NBSgov.com)  YES  NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 08/21/15 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

4137-11/12 \$120K

APV 6/18/12



# 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.

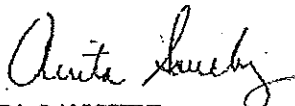
**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

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 Buckle, 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

AX

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 42832 - 14/15)

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

Type of Service: As Needed Credential Verification and Related Transcription Personnel Services

Funding Source: General Fund

PSC Original Approved Amount: \$940,800

PSC Original Approved Duration: 10/01/14 - 06/30/19 (4 years 39 weeks)

PSC Mod#1 Amount: \$672,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$1,612,800

PSC Cumulative Duration Proposed: 4 years 39 weeks

**1. Description of Work**

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

As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify providers licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations.

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

This service is necessary in order to meet hospital accreditation and licensing requirements for medical staff committees to maintain a record of the minutes of meetings, the identity of the attendees and to monitor the number of meetings attended by individual staff members. Denial of registry personnel assistance will jeopardize the accreditation and licensing of SFGH, LHH and CBHS and their medical staffs.

**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 PSC 42832-14/15

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

Only 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:

This request is not to extend the term and will not go beyond 5 years.

**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 for personnel registry services to assist existing Civil Service staff in meeting unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings as required in order for DPH hospitals and operations to maintain licensure and accreditation.

- B. Reason for the request for modification:

To increase the total amount.

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

A. Specify required skills and/or expertise:—Ability to provide transcription services on a short notice, work with on-line databases and licensing bureaus across the United States and verify professional credentials. Certification as a Certified Medical Staff Coordinator (CMSC), Certified Professional in Healthcare Quality (CPHQ) or equivalent experience and training.

B. Which, if any, civil service class(es) normally perform(s) this work? 2106, Med Staff Svcs Dept Spc; 2107, Med Staff Svcs Dept Anl;

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.

Services are required only on an as needed basis to supplement existing Civil Service staff during unanticipated peak workloads.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, The City has Civil Service classifications which are used to provide these services on an ongoing basis.

**6. Additional Information**

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

No.

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

7. **Union Notification:** On 05/11/16, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech.Eng, Local 21;

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

Name: 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# 42832 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/15/2016



# Receipt of Union Notification(s)

---

**From:** Hale, Jacquie (DPH)  
**Sent:** Wednesday, May 11, 2016 12:05 PM  
**To:** Girma, Mahlet (DPH); Mendieta, Brenda (DPH)  
**Subject:** FW: Receipt of Modification Request to PSC # 42832 - 14/15 - MODIFICATIONS

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of jacquie.hale@sfdph.org  
Sent: Wednesday, May 11, 2016 10:26 AM  
To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez-Barrios, Ricardo (PDR) <ricardo.lopez@sfgov.org>; Basconcello, Katherine (PUC) <kbasconcello@sflower.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; L21PSCReview@ifpte21.org; brenda\_mendieta@sfdph.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Isen, Richard (TIS) <richard.isen@sfgov.org>  
Subject: Receipt of Modification Request to PSC # 42832 - 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 \$672,000 for services for the period July 1, 2016 – June 30, 2019. 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/6727>

Email sent to the following addresses: L21PSCReview@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 Kbasconcello@sflower.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me

# **Additional Attachment(s)**



City and County of San Francisco

## San Francisco Department of Public Health

Barbara A. Garcia, MPA  
Director of Health

DATE: July 13, 2016  
TO: Suzanne Choi, DHR, Citywide PSC Coordinator  
FROM: Jacquie Hale, DPH PSC Coordinator  
RE: PSC 42832-14/15 As-needed Credential Verification and Related Transcription Personnel Services

This is to ask that DHR request that the above Personal Services Contract (PSC) be calendared for the August 15, 2016, meeting of the Civil Service Commission, and to provide information that may be helpful in considering that request.

We notified SEIU Local 1021 of this PSC on May 11, 2016. On the same day, we received an email from SEIU stating that they wanted to know more about this PSC. We responded that we were willing to provide more information and asked for a meeting date and time. While we have not heard back from SEIU, we remain willing to provide information.

To avoid a break in services which would adversely impact SFGH operations significantly, we would like to move forward with calendaring this PSC for the Civil Service Commission's review.

I hope this information is helpful. Please let me know if you need further information. Thank you for your time and consideration.

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 ( Omit Posting)

Type of Service: As Needed Credential Verification and Related Transcription Personnel Services

Funding Source: General Fund PSC Duration: 4 years 39 weeks

PSC Amount: \$940,800 PSC Est. Start Date: 10/01/2014 PSC Est. End Date: 06/30/2019

1. **Description of Work**

A. Scope of Work:

As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify providers licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations.

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

This service is necessary in order to meet hospital accreditation and licensing requirements for medical staff committees to maintain a record of the minutes of meetings, the identity the attendees and to monitor the number of meetings attended by individual staff members. Denial of registry personnel assistance will jeopardize the accreditation and licensing of SFGH, LHH and CBHS and their medical staffs.

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 is a new PSC requested to correspond to a new competitive solicitation for these services which is necessitated by the termination by the vendor of an existing contract.

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

2. **Union Notification:** On 08/15/2014, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42832 - 14/15

DHR Analysis/Recommendation: 05/18/2015

Commission Approval Required

DHR Approved for 05/18/2015

Approved by Civil Service Commission with conditions

July 2013

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

A. Specify required skills and/or expertise:

Ability to provide transcription services on a short notice, work with on-line databases and licensing bureaus across the United States and verify professional credentials. Certification as a Certified Medical Staff Coordinator (CMSC), Certified Professional in Healthcare Quality (CPHQ) or equivalent experience and training.

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

2106,2107,

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:

Services are required only on an as needed basis to supplement existing Civil Service staff during unanticipated peak workloads.

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

No, The City has Civil Service classifications which are used to provide these services on an ongoing basis.

**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 applicable for this contract, as contractor's employees suppl	<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 04/24/2015 BY:

Name: Jacquie Hale

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: MAYOR

Dept. Code: MYR

Type of Request:  Initial  Modification of an existing PSC (PSC # 49852 - 14/15)

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

Type of Service: Federal Lobbying Service

Funding Source: General Fund

PSC Original Approved Amount: \$875,000

PSC Original Approved Duration: 10/01/14 - 09/30/16 (2 years)

PSC Mod#1 Amount: \$1,450,000

PSC Mod#1 Duration: 10/01/16-09/30/19 (3 years)

PSC Cumulative Amount Proposed: \$2,325,000

PSC Cumulative Duration Proposed: 5 years

**1. Description of Work**

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

Contractor shall conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators.

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

Federal legislations and regulatory actions can be significant and profound impact on the budget of the City and the legal requirements used by City departments. Effective advocacy for the City in the nations' capital is critical to advancing and securing the City's interests, particularly on federal appropriation issues

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

Yes, under PSC 49852-14/15

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

Unknown at this time

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

The current contract for Federal Lobbying Service runs from October 1, 2014 to September 30, 2016, with three one-year options to extend to be exercised at the City's sole discretion. At most, then, the term of the contract would be five years. While the City will have the discretion as to whether to use the one-year options to extend, having the PSC modified to cover the full five years is prudent.

**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 services require presence in Washington DC and special skills.

B. Reason for the request for modification:

The PSC is being modified in duration and amount to accommodate the duration and cost of the City's current contract for Federal Lobbying Service, which runs from October 1, 2014 to September 30, 2016, with three one-year options to extend to be exercised at the City's sole discretion. The current PSC is set to expire on 09/30/2016, which would not allow the City to make use of the City's three one-year options to extend under the current contract.

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

A. Specify required skills and/or expertise: Extensive experience successfully representing municipal agencies on federal legislative and regulatory issues, including federal appropriations, tax legislation, accessing federal grants and government relations. Must perform the bulk of the work in Washington, D.C.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes may be relevant to portions of the work, but there is no one particular class or group of classes that encompasses the knowledge, skills and expertise required for 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: Lobbying for the City covers a breadth of issues, which each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available, allowing them to tap into expertise as the need arises ... (see 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.  
Those who provide the City's federal lobbying services must be located in the nation's capital and possess extensive experience successfully representing municipal agencies on federal legislative and regulatory issues, including federal appropriations, tax legislation, access to federal grants, and government relations.
- 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 07/26/16, 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: Andrew Dayton Phone: 701-5557 Email: Andrew.Dayton@sfgov.org

Address: 1 Dr, Carlton B. Goodlett Place, #433, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49852 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/15/2016

# Receipt of Union Notification(s)

**Choi, Suzanne (HRD)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of Andrew.Dayton@sfgov.org  
**Sent:** Tuesday, July 26, 2016 9:28 AM  
**To:** Henderson, Karen (MYR); L21PSCReview@ifpte21.org; Dayton, Andrew (MYR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 49852 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MAYOR -- MYR has submitted a modification request for a Personal Services Contract (PSC) for \$1,450,000 for services for the period October 1, 2016 – September 30, 2019. 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/7910>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)

**Choi, Suzanne (HRD)**

---

**From:** Dayton, Andrew (MYR)  
**Sent:** Tuesday, July 26, 2016 10:34 AM  
**To:** Choi, Suzanne (HRD)  
**Subject:** FW: Receipt of Modification Request to PSC # 49852 - 14/15 - MODIFICATIONS

Good news, I heard back quickly from Local 21 with approval of the waiver request. Sean Aten is the person who manages the PSC review for Local 21. Please let me know if you need anything else on this.

Thanks!  
Andrew

--  
Andrew Dayton  
Deputy Director, Legislative and Government Affairs Office of Mayor Edwin M. Lee [andrew.dayton@sfgov.org](mailto:andrew.dayton@sfgov.org)  
(415) 554-6971

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

From: Sean Aten [<mailto:saten@ifpte21.org>]  
Sent: Tuesday, July 26, 2016 10:32 AM  
To: Dayton, Andrew (MYR) <[andrew.dayton@sfgov.org](mailto:andrew.dayton@sfgov.org)>  
Subject: Re: Receipt of Modification Request to PSC # 49852 - 14/15 - MODIFICATIONS

\* Hi Andrew- yes it's ok to waive the notification period

> On Jul 26, 2016, at 10:19 AM, Dayton, Andrew (MYR) <[andrew.dayton@sfgov.org](mailto:andrew.dayton@sfgov.org)> wrote:

>

> Sean,

>

> I received your email from the main desk at Local 21 after calling and hearing that you're out of the office today. I just wanted to touch base about my below email requests and answer any questions that you might have. Please feel free to give me a call at 415-554-6971.

>

> Best,

> Andrew

>

> --

> Andrew Dayton

> Deputy Director, Legislative and Government Affairs Office of Mayor

> Edwin M. Lee [andrew.dayton@sfgov.org](mailto:andrew.dayton@sfgov.org)

> (415) 554-6971

>

>

>

>

> -----Original Message-----

> From: Dayton, Andrew (MYR)  
> Sent: Tuesday, July 26, 2016 9:39 AM  
> To: 'Andrew.Dayton@sfgov.org' <Andrew.Dayton@sfgov.org>; Henderson,  
> Karen (MYR) <karen.henderson@sfgov.org>; 'L21PSCReview@ifpte21.org'  
> <L21PSCReview@ifpte21.org>; DHR-PSCCoordinator, DHR (HRD)  
> <dhr-psccordinator@sfgov.org>  
> Subject: RE: Receipt of Modification Request to PSC # 49852 - 14/15 -  
> MODIFICATIONS

>  
> As per the below email, I have requested an Omit Posting. However, if it is agreeable to Local 21, is it possible for your office to respond to this email waiving the 7-day notification period for PSC 49852-14/15 modification? If so, we would need email confirmation by 5:00pm on Wednesday, July 27th. I will be following up with a phone call shortly.

>  
> Thank you for your consideration!

>  
> Best,  
> Andrew

>  
> --  
> Andrew Dayton  
> Deputy Director, Legislative and Government Affairs Office of Mayor  
> Edwin M. Lee andrew.dayton@sfgov.org  
> (415) 554-6971

>  
>  
>  
> -----Original Message-----

> From: Dayton, Andrew (MYR)  
> Sent: Tuesday, July 26, 2016 9:34 AM  
> To: 'Andrew.Dayton@sfgov.org' <Andrew.Dayton@sfgov.org>; Henderson,  
> Karen (MYR) <karen.henderson@sfgov.org>; L21PSCReview@ifpte21.org;  
> DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
> Subject: RE: Receipt of Modification Request to PSC # 49852 - 14/15 -  
> MODIFICATIONS

>  
> I am requesting an Omit Posting in order to meet the August 15th meeting of the Civil Service Commission in order to maintain continuity in the City's federal lobbying services, which play an important role in the City and County of San Francisco's ability to advocate for legislation and federal funding streams of benefit to San Francisco.

>  
> Federal legislations and regulatory actions can be significant and profound impact on the budget of the City and the legal requirements used by City departments. Continued and effective advocacy for the City in Washington, D.C. is critical to advancing and securing the City's interests, particularly on federal appropriation issues. Those who provide the City's federal lobbying services must be located in the nation's capital and possess extensive experience successfully representing municipal agencies on federal legislative and regulatory issues, including federal appropriations, tax legislation, access to federal grants, and government relations.

>  
> The City's current Personal Services Contract for federal lobbying services is set to expire on September 30, 2016. In order to ensure that this important service continues uninterrupted, I respectfully request that an Omit Posting be granted in order for the item to be heard at the August 15th Commission meeting.

>  
> Please let me know if you have any questions, and thank you for your consideration.

> Best,  
> Andrew  
>  
>  
> --  
> Andrew Dayton  
> Deputy Director, Legislative and Government Affairs Office of Mayor  
> Edwin M. Lee [andrew.dayton@sfgov.org](mailto:andrew.dayton@sfgov.org)  
> (415) 554-6971  
>  
>  
>  
>  
> ---Original Message---  
> From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
> [mailto:[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)] On Behalf Of  
> [Andrew.Dayton@sfgov.org](mailto:Andrew.Dayton@sfgov.org)  
> Sent: Tuesday, July 26, 2016 9:28 AM  
> To: Henderson, Karen (MYR) <[karen.henderson@sfgov.org](mailto:karen.henderson@sfgov.org)>;  
> [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); Dayton, Andrew (MYR)  
> <[andrew.dayton@sfgov.org](mailto:andrew.dayton@sfgov.org)>; DHR-PSCCoordinator, DHR (HRD)  
> <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
> Subject: Receipt of Modification Request to PSC # 49852 - 14/15 -  
> MODIFICATIONS  
>  
> PSC RECEIPT of Modification notification sent to Unions and DHR  
>  
> The MAYOR -- MYR has submitted a modification request for a Personal Services Contract (PSC) for \$1,450,000 for  
services for the period October 1, 2016 – September 30, 2019. 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:  
>  
> [https://urldefense.proofpoint.com/v2/url?u=http-3A\\_\\_apps.sfgov.org\\_dhr  
> drupal\\_node\\_7910&d=BQIGaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A\\_CdpnVfiiM  
> M&r=D7sGlejXbZC5Sifosa1h7Z5vKe9RhGfuxO6fAYTri&m=MJ7bPnZPZQfr3IEZWqO3  
> mCcVYjOXG6NKtSx6o99KKB0&s=x82kiJRU3igz9IcR4zgtYhGnhNHpjvV-FsZEJnfrCMA&  
> e= Email sent to the following addresses: L21PSCReview@ifpte21.org](https://urldefense.proofpoint.com/v2/url?u=http-3A__apps.sfgov.org_dhr_drupal_node_7910&d=BQIGaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpnVfiiM&r=D7sGlejXbZC5Sifosa1h7Z5vKe9RhGfuxO6fAYTri&m=MJ7bPnZPZQfr3IEZWqO3mCcVYjOXG6NKtSx6o99KKB0&s=x82kiJRU3igz9IcR4zgtYhGnhNHpjvV-FsZEJnfrCMA&e=Email%20sent%20to%20the%20following%20addresses%3A%20L21PSCReview@ifpte21.org)

# **Additional Attachment(s)**

Personal Service Contract

49852 -14/15 Mayor

5B. Would it be practical to adopt a new civil service class to perform this work? Explain

Lobbying for the City covers a breadth of issues, which each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available, allowing them to tap into expertise as the need arises. Because they represent many clients, they are also best able to use those resources to organize similar interests into effective lobbying forces. Also, because they represent many clients, they are in constant contact with Congressional office staff, allowing them to develop stronger relationships. Adopting a new civil service class would not address these advantages.



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR – MYR Dept. Code: MYR

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Federal Lobbying Service

Funding Source: General Fund PSC Duration: 2 years  
PSC Amount: \$875,000 PSC Est. Start Date: 10/01/2014 PSC Est. End Date: 09/30/2016

1. Description of Work

A. Scope of Work:

Contractor shall conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators.

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

Federal legislations and regulatory actions can be significant and profound impact on the budget of the City and the legal requirements used by City departments. Effective advocacy for the City in the nations' capital is critical to advancing and securing the City's interests, particularly on federal appropriation issues

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 - 4125-08/09

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

2. Union Notification: On 08/01/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49852 - 14/15

DHR Analysis/Recommendation: 10/06/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 10/06/2014

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

A. Specify required skills and/or expertise:

Extensive experience successfully representing municipal agencies on federal legislative and regulatory issues, including federal appropriations, tax legislation, accessing federal grants and government relations. Must perform the bulk of the work in Washington, D.C.

B. Which, if any, civil service class(es) normally perform(s) this work?  
1823,1824,

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 classes may be relevant to portions of the work, but there is no one particular class or group of classes that encompasses the knowledge, skills and expertise required for this work.

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

Lobbying for the City covers a breadth of issues, which each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available, allowing them to tap into expertise as the need arises ... (see 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?	<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? Holland & Knight	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 08/29/2014 BY:

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