

**POSTING FOR**

January 07, 2019

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

2019-01-07

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
44609 - 18/19	GENERAL SERVICES AGENCY - CITY ADMIN	\$1,820,000.00	Vendor will provide maintenance services for the proprietary Honeywell fire and life safety and building climate control equipment at the One South Van Ness City building. These services were previously provided under an Equipment Services Agreement. We have been advised to request Personal Services Contract approval at this time.	March 1, 2019	February 28, 2024	REGULAR
45823 - 18/19	ECONOMIC AND WORKFORCE DEVELOPMENT	\$500,000.00	The City plans to form new community facilities districts in conjunction with various new, large scale development projects. This will enable us to collect special taxes within these districts and issue bonds. The special tax consultant would provide services to assist with (1) the formation of the districts, (2) the issuance of special tax bonds, and/or (3) the annual administration of the districts, by performing some or all of the following tasks:  For phase (1), the formation of the districts, the consultant would assist with tax structuring recommendations and calculating preliminary tax amounts. For phase (2), the issuance of special tax bonds, the consultant would assist with bond sizing and the preparation of detailed taxation procedures, maps, tax liens, and other specialized documents required for the formation of the districts. For phase (3) the administration of the districts, the consultant would assist with collecting and reviewing development information on an annual basis; preparing annual reports, calculating tax levies, monitoring compliance and delinquent payments, preparing annual disclosure documents, and responding to taxpayer inquiries.	February 1, 2019	January 31, 2024	REGULAR
42167 - 18/19	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING	\$2,145,000.00	On behalf of the City and County of San Francisco, the Department of Homelessness and Supportive Housing (HSH), in conjunction with the Local Homeless Coordinating Board (LHCB), must submit an annual comprehensive Notice of Funding Availability (NOFA) application to the U.S. Department of Housing and Urban Development (HUD) for Continuum of Care (CoC) Homeless Assistance Grant funds. The application requires grant-writing, strategic planning, program assessment, and evaluation assistance.	January 1, 2019	December 31, 2025	REGULAR
46925 - 18/19	HUMAN RESOURCES	\$1,300,000.00	Contractor will provide maintenance, support services, development for new interfaces, training, and software hosting, and software system improvement to the Workers' Compensation Division's (WCD) Claims management web-based platform.	September 1, 2019	June 30, 2023	REGULAR
43148 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$7,550,000.00	The scope of the "Twin Peaks Tunnel W1 Crossover ATCS Activation Project" is activation of the train control system in one cross-over in the Twin Peaks tunnel adjacent to West Portal Station. As part of this project, this crossover will be electronically integrated with the adjacent surface interlock at West Portal and Ulloa to ensure coordinated train movements throughout the West Portal area. Detailed design, software implementation, and testing will be performed by Thales Transport and Security, Inc.	December 1, 2018	December 31, 2019	REGULAR

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43543 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$5,000,000.00	<p>In support of the already ongoing Enterprise Asset Management System (EAMS) program, the proposed work will include completing the implementation of the following business units to the Infor EAM software system, including the following main attributes:</p> <ul style="list-style-type: none"> <li>• Define and document implementation requirements</li> <li>• Create any "as is" and "to be" process flows</li> <li>• Provide input to the project plan</li> <li>• Provide specialty technical skills in relation to the Infor EAM software platform, including system design, configuration, ongoing development/support, consulting expertise and recommendations based on industry experience and system knowledge.</li> <li>• Assist in configuring all non-production environments</li> <li>• Provide deployment support during the "go live" stage of the implementation</li> <li>• Assist in developing any project related document throughout the implementation</li> </ul> <p>Business Units considered in scope for this project:</p> <ul style="list-style-type: none"> <li>• Bus Maintenance</li> <li>• Cable Car Machinery</li> <li>• Cable Car Maintenance</li> <li>• Traction Power Group</li> <li>• Scott Division (non-revenue)</li> <li>• SSD – Sign Shop</li> <li>• SSD – Temporary Sign Shop</li> <li>• SSD – Meter Shop</li> <li>• SSD – Paint Shop</li> <li>• Engineering – Traffic Signal Shop</li> <li>• SFGO &amp; Transit Engineering</li> <li>• Central Subway</li> <li>• Off Street Parking</li> <li>• Farebox</li> <li>• Digital Shop</li> </ul> <p>Additional business units not listed above that are identified may be considered during the program's implementation period, which was a consideration when listing the additional two years of program duration above and beyond the initial three-year program implementation period to address the above listed business units in scope.</p> <p>The details of each of the implementations follow the standard practices of the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK), fourth edition. Each of the abovelisted business units in scope for this implementation will follow the basic lifecycle structure of process groups for implementation as listed in the following diagram:</p> <p>Within each of the process groups, there will be specific tasks assigned that will ultimately reach a milestone stage, which will define a major accomplishment within each of the process groups, and eventually, as each of the milestones are reached, the process group will then be considered completed and then closed. Specific tasks are outlined in the following:</p> <ul style="list-style-type: none"> <li>• Initiating Process Group: <ul style="list-style-type: none"> <li>o Develop charter and identify all stakeholders</li> </ul> </li> <li>• Planning Process Group: <ul style="list-style-type: none"> <li>o Develop the project management plan</li> <li>o Collect Requirements from the business unit</li> <li>o Define the exact scope of each business unit's implementation</li> <li>o Create a Work Breakdown Schedule (WBS)</li> <li>o Define and sequence activities (tasks to be performed)</li> <li>o Develop specific timeline for execution of the tasks</li> <li>o Make a plan on how to ensure quality throughout the</li> </ul> </li> </ul>	May 1, 2019	April 1, 2024	REGULAR

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			<p>Implementation</p> <ul style="list-style-type: none"> <li>o Create a plan on how to effectively communicate to all personnel involved</li> <li>o Understand the risks to the implementation and make plans on remediation for each risk</li> <li>• Executing Process Group: <ul style="list-style-type: none"> <li>o Manage the execution of each of the tasks that were outlined in the Planning Process Group</li> <li>o Perform quality assurance throughout the implementation</li> <li>o Effectively develop and manage the project team</li> <li>o Distribute information through workshops, team meetings, and stakeholder meetings</li> <li>o Manage the expectations of the stakeholders</li> <li>o Conduct any necessary procurements</li> </ul> </li> <li>• Monitoring and Controlling Process Group: <ul style="list-style-type: none"> <li>o Monitor the work being done to ensure on time and on budget</li> <li>o Perform integrated change control</li> <li>o Control the scope to ensure that the agreed-upon implementation is what is being delivered</li> <li>o Report out status on a regular basis</li> <li>o Monitor any risks, remediate any realized risks</li> <li>o Ensure that vendor management is being tracked and managed effectively</li> </ul> </li> <li>• Closing Process Group: <ul style="list-style-type: none"> <li>o Complete all work</li> <li>o Finalize remaining procurement items</li> <li>o Formalize the completion of the project</li> </ul> </li> </ul>			
40456 - 18/19 POLICE		\$400,000.00	<p>The San Francisco Police Department (SFPD) requires a contractor to provide as-needed court reporting and transcription services for Police Commission disciplinary hearings. Work will be performed at: (1) Police Headquarters during the day (2) City Hall in the evening, and (3) in Oakland at the Office of Administrative Hearings during the day. Other duties will include, but will not be limited to, providing legal transcriptions from interviews performed by SFPD 's Internal Affairs Divisions and other SFPD Investigative Units.</p>	July 1, 2019	June 30, 2023	REGULAR
48413 - 18/19 POLICE		\$200,000.00	<p>Anticipated maintenance services for the new Audio Video Wall System at the San Francisco Police Department Operations Center.</p>	January 1, 2019	December 31, 2021	REGULAR
48738 - 18/19 POLICE		\$5,304,000.00	<p>The San Francisco Police Department has been awarded a grant from the Bureau of Justice Statistics to help fund its transition to the National Incident-Based Reporting System standard. The grant does not allow for personnel costs, but does allow the use of contractors. This Personal Services Request will allow the City to hire a contractor (s) to develop a scoping plan to help identify the business processes impacted, design and implement project requirements and strategies. Activities may include costs in hardware and software to implement the new data and interfaces, a replacement of the department's Incident Report Writing System, and updates to other external systems that either feed in or receive data elements required by the NIBRS standard.</p>	October 1, 2018	September 30, 2021	REGULAR
48789 - 18/19 POLICE		\$375,000.00	<p>In 2016, the U.S. Department of Justice performed an assessment of the San Francisco Police Department (SFPD or Department) in which they found and recommended SFPD improve engagement and trust in the community, including in enforcement actions. The SFPD is seeking a contractor that will provide evidence-based violence deterrence and community building strategies to supplement the work already underway in the Department. Work by the contractor may include, but not be limited to, (1) An in-depth analysis and guidance on problems of homicide in San Francisco, (2) Enhancement strategies on gun</p>	January 1, 2019	December 31, 2021	REGULAR

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			violence reduction, (3) Alignment enhancements between police and intervention efforts to reduce violence, (4) Intelligence-informed, principled policing to reduce violence, and (5) An assessment of procedural justice and trust building efforts at SFPD.			

**TOTAL AMOUNT \$24,594,000**

