

Juvenile Probation Commission

Meeting Date: October 12, 2022

Re: SFJPD Contracts for Commission Review & Approval

The Juvenile Probation Department (SFJPD) requests delegated authority from the Juvenile Probation (JP) Commission to approve the following contractual agreements:

	Lacuna Ergonomic	Fisher Forensic Document Laboratory, Inc.
Action	New Contract	New Contract
Service Description	Ergonomic evaluations and training for SFJPD staff	Document Examination Services
Original Term	12 Months	12 Months
Not-to-Exceed-Amount (NTE)	\$9,999	\$9,999
Contracting Authority	SF Admin Code 21.5(a), Under \$10k	SF Admin Code 21.5(a), Under \$10k
Court-Ordered Service	N/A	N/A

For your reference, please refer to the next page(s) for detailed service descriptions and/or fee schedules by contractual agreement.

Contract	Lacuna Ergonomic
Action	New Contract
Service Description	Ergonomic assessments and training for SFJPD staff

**Appendix A
Services to be Provided by Contractor**

1. Definitions

Project: Ergonomic evaluations and training for SFJPD staff.
City: City and County of San Francisco, for this Service, will consist of the Juvenile Probation Department, also referred to JPD or SFJPD.
Contractor: Lacuna Ergonomic.
Contractor Liaison: Kelly Whittlesey.
Department Liaison: Brian Hidalgo.

2. Roles and Responsibilities

The Department Liaison will:

- a) Coordinate with the Contractor to monitor their progress on all work and obligations described in this Agreement;
- b) Approve service acceptance and contract payments in accordance with Appendix B: Calculation of Charges;
- c) Monitor all deliverables, milestones, processes, and documents associated with the assigned tasks to ensure they are approved by both the City and Contractor and kept under document version control, as applicable.

Department Liaison’s tasks of overseeing, coordinating, and ensuring compliance are for the City’s benefit alone in the role of reviewing compliance, and do not relieve Contractor of its obligation to ensure full compliance with its obligations. It remains Contractor’s sole responsibility to ensure it is in compliance with all terms of the Agreement.

Contractor shall:

- a) Have the knowledge, skills, and authority necessary to ensure the assigned tasks are delivered on schedule, budget, and scope;
- b) Be responsible for meeting their obligations under the Agreement;
- c) Be available, as needed, to adhere to the assigned tasks schedule;
- d) Ensure that all tasks assigned are started and completed on schedule and any issues that

may cause schedule slippage are promptly identified, the Department Liaison notified immediately, and that the issues are quickly and properly dealt with.

Management and communications for this Agreement shall include phone or email communication with Department Liaison to provide updates as necessary.

3. General Description of Work

Contractor agrees to perform the following services:

a) Ergonomic Evaluations

Ergonomic Evaluations will address ergonomic risk factors, reduce risk of musculoskeletal injury, and optimize productivity and employee retention. Contractor shall provide the following ergonomic evaluation options to SFJPD:

1. Proactive Evaluation
 - a. Focused 1:1 session targeting behavioral/postural risk factors using existing equipment. Best for prevention when no equipment is needed.
 - b. Approximate time is 30 minutes.
2. Standard Evaluation
 - a. Individualized assessment optimizing workspace comfort and performance. Best for those who require equipment or are experiencing discomfort.
 - b. Approximate time is 45 minutes.

Service	Proactive Evaluation	Standard Evaluation
Intake Survey	✓	✓
Discomfort Analysis	✓	✓
1:1 Consultation	✓	✓
Musculoskeletal Risk Factor Analysis	✓	✓
Current Equipment Audit	✓	✓
Recommended Improvement Strategies	✓	✓
Recommended Strategies Checklist	✓	✓
Measurements		✓
Equipment Recommendations		✓

b) Ergonomic Trainings

Ergonomic Trainings will demonstrate ways to prevent repetitive strain injuries, reduce worker’s comp. claims, and educate employees on correct ergonomic techniques and habits.

Trainings will be 30 minutes each followed by up to 15 minutes of Q&A. Trainings will be available in-person as well as online.

Below are descriptions of available Ergonomic Trainings:

Training Title: <i>Ergonomic Best Practices</i>	Training Title: <i>Basics of Back Care</i>	Training Title: <i>Avoiding Common Workplace Repetitive Strain Injuries</i>
<p>Focus: Teaches employees how to set up their office space today to avoid common work-related injuries and optimize for productivity while working remotely or in the office. Begins with a brief overview of common repetitive strain injuries, educates on correct ergonomic form and posture, and guides employees through how to set up an ergonomic workspace using items already on hand for both sitting and standing work, (external keyboard and mouse are highly encouraged). Takes employees through several stretches designed to counteract patterns of tightness associated with prolonged office work.</p>	<p>Focus: Educates employees on basic back care techniques for working safely and comfortably in both sitting and standing using correct posture and form. Begins with an overview of common pain points of the spine and their associated causes as well as the biomechanical rationale behind each. This is followed by recommended adjustments for each identified risk factor and ends with a selection of stretches as well as a review of basic back and joint protection techniques that can be used in any setting.</p>	<p>Focus: Teaches employees how to recognize common repetitive strain injury risk factors and how to avoid them. Begins by offering a more in-depth look at common repetitive strain injuries (RSIs) found in the office setting as well as their associated causes. Then offers solutions both behavioral and equipment-based to eliminate or minimize each RSI risk factor. Guided stretch breaks throughout target different problem areas.</p>

c) Additional Services As Needed

Additional services may be required depending on SFJPD needs, and can include ergonomic program development, new office rollout, furniture, and equipment consultations.

4. Reports

Contractor shall submit individual ergonomic assessment & recommendation reports upon completion of ergonomic evaluations and ergonomic trainings no later than 10 calendar days

after the date of service. The reports shall be submitted by the Contractor via email to the Department Liaison.

5. Department Liaison

In performing the Services provided for in this Agreement, Contractor's liaison with the Juvenile Probation Department will be Brian Hidalgo.

Appendix B Calculation of Charges

In accordance with Section 4 of this Agreement, the Contractor's total compensation under this Agreement is detailed below, inclusive of all costs and meetings required to complete all work specified in Appendix A. In no event shall the total costs under this Agreement exceed the amount provided in Section 4 of this Agreement. The contract amount shall not exceed **\$9,999**.

The Pricing Schedule is below:

a) Ergonomic Evaluations

1. Proactive Evaluation
 - a. 2 or More Batched: \$225 each (single not available).
 - b. Volume discounts available if more than 5 evaluations needed.
2. Standard Evaluation
 - a. Single: \$350
 - b. 2 or More Batched: \$300 each
 - c. 10 or More Batched: \$250 each
 - d. Volume discounts available if more than 5 evaluations needed.

Contractor shall provide 2 or more levels of pricing options for all ergonomic equipment and furniture recommendations so that SFJPD can choose the best fit for their budget while meeting staff ergonomic needs.

b) Ergonomic Trainings

1. Virtual Training: \$625
2. On-site training: \$975

c) Additional Services As Needed: billed at a rate of \$125 per hour

Payment Requests and Status Reports must be sent via email to JPD Accounting at jpd.ap@sfgov.org and to Brian Hidalgo at brian.hidalgo@sfgov.org.

Payments will be made by City to Contractor within 30 days after the City has received Contractor's payment request, provided that:

- 1) The City has accepted as satisfactory, in the City's sole and absolute discretion, the services rendered by the Contractor to the City in accordance with this Agreement;
- 2) Ergonomic Reports have been provided to the City by Contractor as part of the Contractor's payment request documenting completion of each task in accordance with Appendix A and associated deliverable/task or activity in accordance with the amounts below for which payment is requested; and
- 3) Insurance documentation is current in accordance with Article 5 of the Agreement.

Contract	Fisher Forensic Document Laboratory, Inc.
Action	New Contract
Service Description	Document Examination Services

**Appendix A
Services to be Provided by Contractor**

1. Definitions

Project: Document Examination Services.
City: City and County of San Francisco, for this Service, will consist of the Juvenile Probation Department, also referred to JPD, SFJPD, or JUV.
Contractor: Fisher Forensic Document Laboratory, Inc.
Contractor Liaison: Patricia Fisher.
Department Liaison: Katherine Miller (Chief Probation Officer) and Preston Treichel (Human Resources Supervisor).

2. Roles and Responsibilities

The Department Liaison will:

- d) Coordinate with the Contractor to monitor their progress on all work and obligations described in this Agreement;
- e) Approve service acceptance and contract payments in accordance with Appendix B: Calculation of Charges;
- f) Monitor all deliverables, milestones, processes, and documents associated with the assigned tasks to ensure they are approved by both the City and Contractor and kept under document version control, as applicable.

Department Liaison’s tasks of overseeing, coordinating, and ensuring compliance are for the City’s benefit alone in the role of reviewing compliance, and do not relieve Contractor of its obligation to ensure full compliance with its obligations. It remains Contractor’s sole responsibility to ensure it is in compliance with all terms of the Agreement.

Contractor shall:

- e) Have the knowledge, skills, and authority necessary to ensure the assigned tasks are delivered on schedule, budget, and scope;
- f) Be responsible for meeting their obligations under the Agreement;

- g) Be available, as needed, to adhere to the assigned tasks schedule;
- h) Track all services deliverables, milestones, processes, and documents;
- i) Ensure that all tasks assigned are started and completed on schedule and any issues that may cause schedule slippage are promptly identified, the Department Liaison notified immediately, and that the issues are quickly and properly dealt with.

Management and communications for this Agreement shall include, but are not limited to the following:

- a) Routine phone and email communication with Department Liaison to receive, acknowledge receipt, and provide update of assigned projects.
- b) Evaluation of services shall be performed through phone or video conferences.
- c) Department Liaison shall review all drafts of deliverables prior to finalization.

3. General Description of Work

Contractor agrees to perform document examination services in coordination with the SFJPD Human Resources Department. In addition to document examination services, additional services may include the use of assistants, use of laboratory equipment, supplies, specialized exhibits, photocopies, courier services, use of video conferencing facilities.

4. Reports

Contractor shall submit written reports as requested by the Juvenile Probation Department. Format for the content of such reports shall be determined by the Juvenile Probation Department. The timely submission of all reports is a necessary and material term and condition of this Agreement. The reports shall be submitted by the Contractor via email to the Department Liaison.

5. Department Liaison

In performing the Services provided for in this Agreement, Contractor's liaison with the Juvenile Probation Department will be Katherine Miller (Chief Probation Officer) and Preston Treichel (Human Resources Supervisor).

Appendix B Calculation of Charges

In accordance with Section 4 of this Agreement, the Contractor's total compensation under this Agreement is detailed below, inclusive of all costs and meetings required to complete all work specified in Appendix A. In no event shall the total costs under this Agreement exceed the amount provided in Section 4 of this Agreement.

The contract amount shall not exceed **\$9,999**.

Hourly for rate for work shall be \$250.

Hourly rate for testimony shall be \$400.

Additional costs including laboratory equipment, supplies, specialized exhibits, photocopies, courier services, use of video conferencing facilities, and related miscellaneous expenses shall be reimbursed upon request with supporting documentation.

Payment Requests must be sent via email to JPD Accounting at jpd.ap@sfgov.org, and to Preston Treichel at preton.treichel@sfgov.org (Human Resources Supervisor), and Katherine Miller (Chief Probation Officer) at katherine.miller@sfgov.org.

Payments will be made by City to Contractor within 30 days after the City has received Contractor's payment request, provided that:

- 1) The City has accepted as satisfactory, in the City's sole and absolute discretion, the services rendered by the Contractor to the City in accordance with this Agreement;
- 2) A written status report has been provided to the City by Contractor as part of the Contractor's payment request documenting completion of each task in accordance with Appendix A and associated deliverable/task or activity in accordance with the amounts below for which payment is requested; and
- 3) Insurance documentation is current in accordance with Article 5 of the Agreement.

Prior to payment, each status report shall be signed by the Department Liaison indicating their agreement with the Contractor's description of completion in the status report.