



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

**LONDON N. BREED  
MAYOR**

**AGENDA  
Special Meeting  
January 25, 2023**

**1:00 p.m.  
Room 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place**

This meeting will be held in person at the location listed above. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020, emergency proclamation, it is possible that some members of the Civil Service Commission may attend this meeting remotely. In that event, those members will participate and vote by video. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id # 2492 959 8772. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN  
USA is (415) 655-0001 | Access Code: 2492 959 8772 # #**

**LONDON N. BREED, MAYOR**

**COMMISSIONERS**

**JACQUELINE MINOR**

**President**

**KATE FAVETTI**

**Vice President**

**DOUGLAS CHAN**

**F.X. CROWLEY**

**ELIZABETH SALVESON**

**SANDRA ENG**

**Executive Officer**

The public is encouraged to submit comments in advance of the meeting by email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org), or by voicemail message at the CSC Office main line at 628-652-1100. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record. During commission meeting use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code 2492 959 8772.

# Special Meeting January 25, 2023

1:00 p.m.

## Agenda Language for In-Person or Partially In-Person Meetings

### REMOTE ACCESS PROCEDURES

**Phone Number**  
**(415) 655-0001**

**Meeting ID**  
**2492 959 8772 # #**

- Enter the Phone Number above followed by the meeting ID = Then press #
- Press # again to be connected to the meeting (you will hear a beep)
- When you hear the beep:
  - Stop and LISTEN to the meeting
  - Wait for Public Comment to be announced by Item #
- When the Clerk calls Public Comment, dial \*3 to be added to the speaker line.
- When you press \* 3, you will hear “*You have raised your hand to ask a question. Please wait to speak until the host calls on you*” – WAIT for your turn to speak.
- When you hear that “*your line has been unmuted*” – THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT

### **BEST PRACTICES**

- Call from a quiet location
- Speak slowly and clearly
- Turn down any televisions or radios around you
- Address the Commission as a whole, do not address individual Commissioners

**NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES****A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

**B. Policy Requiring Written Reports**

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

**C. Policy on Written Submissions by Appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). A staff report in pdf format and one (1) copy on 8 1/2-inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

**D. Policy on Materials being Considered by the Commission**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService), and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

**E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

**A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.**

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

**F. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

**G. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

**H. Policy on Audio Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/).

**I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

**J. Public Comment and Due Process**

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

**K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**Information on Disability Access**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email [civilservice@sfgov.org](mailto:civilservice@sfgov.org) to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

**Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

**San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

**ITEM NO.**

(1) **CALL TO ORDER AND ROLL CALL**

President Jacqueline P. Minor  
Vice President Kate Favetti  
Commissioner Douglas S. Chan  
Commissioner F. X. Crowley  
Commissioner Elizabeth Salveson

(2) **Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(E). (File No. 0017-23-1) – Action Item**

**Recommendation:** Adopt the report.

(3) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(4) **APPROVAL OF MINUTES - Action Item**

Regular Meeting of December 19, 2022 – 2:00 p.m.

**Recommendation:** Adopt the Minutes.

(5) **ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

(6) **HUMAN RESOURCES DIRECTOR'S REPORT**

(7) **EXECUTIVE OFFICER’S REPORT**

**Fiscal Years 2023-25 Mayor’s Budget Instructions and Department Budget Preparation. (File No. 0252-22-1)**

**December 19, 2022:** Directed Commission staff to prepare Fiscal Years 2023-25 Budget Request to maintain adequate staffing levels to meet current service needs and with a contingency for possible changes in FY 2023-25 in the hearing of appeals regarding discrimination matters; continue to negotiate amounts; present budget request at the Commission meeting of January 25, 2023; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2023-25 Budget Request to the Controller and the Office of the Mayor by February 21, 2023.

**Recommendation:** Direct the Executive Officer to continue to negotiate with the Office of the Mayor and the Controller to ensure that every attempt is made to meet the Mayor’s targets while ensuring Commission’s budget sufficiently supports anticipated service and staff with a contingency for potential changes in FY 2023-25 after further discussions concerning the hearing of appeals regarding discrimination matters and to continue its Charter mandated functions. In addition, finalize the Fiscal Years 2023-25 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2023-25 Budget Request to the Controller and the Mayor by February 21, 2023.

**RATIFICATION AGENDA**

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(8) **Review of Request for Approval of Proposed Personal Services Contracts. (File No. 0018-23-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
41624-22/23	City Administrator	\$150,500	The Real Estate Division (“RED”) is seeking services for maintenance and expansion services pertaining to an existing, standardized with one manufacturer Access Control system (“ACS”) in use at properties under RED’s purview (1 Dr. Carlton B. Goodlett Pl.– San Francisco City Hall, 25 Van Ness, 1 South Van Ness, 25 Van Ness, 49 South Van Ness, 1650 Mission, 850 Bryant, 1419 Bryant, 555 Selby, 450 Toland, 1 Newhall, and any existing installations transferred to RED’s management.). The security system (software, door contacts, card readers, request to exit sensors, locks, control panels, reader boards, licenses and add-ons, power supplies for door hardware, duress buttons, door release buttons, and two-way audio/video IP based intercom systems) incorporates thousands of devices connected to centralized controllers and a server, all of which are installed and programmed by the vendor.	Regular	1/29/2026

PSC	Department	Amount	Type of Service	Type of Approval	Duration
46581-22/23	City Administrator	\$3,250,000	Services are for as-needed, preventative, annual, and emergency maintenance services for existing audiovisual systems (AV) in City Hall and other City buildings. These systems are connected through standard or customized hardware and software configurations. As a part of the contract, the Contractor will perform systems maintenance services including, but not limited to, software and firmware. The Contractor will service the existing systems and/or supply replacement equipment installations. The Contractor may be required to install new audiovisual systems. These services are primarily for the Real Estate Division but will also be available to any other City departments that may be in need of the same services.	Regular	1/8/2028
45815-22/23	Department of Emergency Management	\$125,278	Selected contractor shall provide the City with a Trend Miro Tipping point device 1) Work with the Department of Emergency Management (DEM) to rack and stack the appliance at 1001 Turk Street, San Francisco in the Data Center 2) Work with DEM to provide Network Connectivity 3) Configure the appliance software for best practice 4) Work with DEM to create runbook for known threats 5) Work with DEM to integrate reporting to VisionOne 6) Work with DEM to valid test threat and isolation 1. WARRANTY 3y warranty included in the quote for hardware and software 2. MAINTENANCE 3y maintenance included in the quote	Regular	12/1/2025
49532-22/23	Fire	\$2,500,000	Perform physical fitness evaluations on new hires and current uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Regular	12/31/2027
36795-22/23	Mayor	\$5,000,000	Strategic Planning - Strategic planning and community engagement services, including survey and other data collection tool development, communications and outreach strategy development and execution, data, policy and research analysis, and report writing and compilation. Program Evaluation – Firm will continue the work of strategic planning of creating departmental and divisional evaluation plans aimed at assessing and further developing 1) an evaluation framework, and structure; 2) community-informed indicators; 2) a department-wide standard monitoring progress system; and 3) a dissemination plan to key stakeholders. Graphic Design/Editing – Graphic design/editing on plans, reports, and presentations for MOHCD and its grantees.	Regular	12/31/2028
43437-22/23	Municipal Transportation Agency	\$128,100	A local non-profit organization was approved as part of our application to the California Air Resources Board (CARB) to provide work as part of the state-funded Bayview Community Shuttle Project. The scope of work includes: • Conduct engagement and promotion activities to local residents of Bayview-Hunters Point to recruit participants for workforce training programs to be employed as drivers for the Bayview Community Shuttle • Provide quarterly reports on staff activities and outcomes for recruited workforce training participants	Regular	6/30/2026
48151-22/23	Municipal Transportation Agency	\$1,500,000	San Francisco Municipal Transportation Agency (SFMTA) Youth Internship Program is both a summer and year-round internship program established to provide professional guidance in a work experience set within the SFMTA to motivate students to continue their education so they may seek employment opportunities in the municipal transportation sector or other highly disciplined career fields. Students selected for the program demonstrate an ability and interest in professional careers such as transportation, planning, IT, communications/marketing, finance, engineering, and mechanical sciences. The consultant will manage the program and advance funds for all student interns' salaries and program enrichment activities.	Regular	5/31/2027

PSC	Department	Amount	Type of Service	Type of Approval	Duration
48201-22/23	Municipal Transportation Agency	\$1,500,000	The contractor will provide Certified Designated Under-ground Storage Tank (UST) Operator and Licensed UST Technician services such as the required monthly, annual and tri-annual testing for forty-four (44) underground and above-ground storage tanks located at seven (7) Divisions/locations that comprise the San Francisco Municipal Transportation Agency (SFMTA) fuel storage tank system. This service includes troubleshooting, repairs, modifications, and replacement or updating of equipment. The contractor will ensure compliance with all applicable Federal, State and Local codes and regulations. The contractor will provide an annual educational session on the related regulations for the SFMTA maintenance staff.	Regular	10/1/2028
48672-22/23	Municipal Transportation Agency	\$411,600	A local non-profit organization was approved as part of our application to the California Air Resources Board (CARB) to provide work as part of the state-funded Bayview Community Shuttle Project. The scope of work includes: <ul style="list-style-type: none"> <li>• Convene Workforce Development Project Committee</li> <li>• Recruit and provide training to local residents of Bayview-Hunters Point to be employed as drivers for the Bayview Community Shuttle</li> <li>• Design and Implement an Occupational Skills Training curriculum for Class C Driver Training</li> <li>• Create and Maintain individual case files to track measured outcomes for enrolled participants</li> </ul>	Regular	6/30/2026
48705-22/23	Municipal Transportation Agency	\$2,000,000	The proposed work is to provide professional services including but not limited to: preparing technical specifications and developing Job Order Contract System Unit Price Books (JOC UPB) containing 150,000-200,000 items of work; training staff and contractors for an SFMTA customized JOC system; and providing proprietary software and management tools to administer the SFMTA's JOC program. This consultant contract is performance-based, and fees are paid as percentages of actual construction task orders issued after the master construction contracts are awarded.	Regular	12/1/2027
43097-21/22	Department of Public Health	\$3,000,000	Selected suppliers will act as a gateway for credit card payment on a separate and secure external web server that redirects credit card information to a secure processing site. In addition, the selected suppliers may provide, either through rental or leasing, Payment Card Industry (PCI) compliant Point of Sale (POS) credit card terminals as well as a fully PCI compliant gateway service.	Regular	12/31/2028
41894-22/23	Public Utilities Commission	\$2,750,000	The purpose of this contract is to provide Preventive Maintenance, Inspection and As-Needed Repair Services for the three Caterpillar Flywheel UPS units Model # 1200S units at the Tesla UV Treatment Facility. The work includes: Level 1 PM (General and System Visual Inspections), Level 2 PM (General and System Visual Inspections and Checks), Air Filters Cleaning, Vacuum Pump Oil Change, Bearing Replacement, Controller Board Battery Replacement, Capacitors Replacement, Cable and Bus Connections Check	Regular	6/28/2030



PSC	Department	Amount	Type of Service	Type of Approval	Duration
44897-22/23	Public Utilities Commission	\$2,875,000	The City Distribution Division (CDD) of the San Francisco Utilities Commission (SFPUC) is responsible for the operation, maintenance and repair of the City's potable water distribution system, as well as the Auxiliary Water Supply System (AWSS), a high-pressure water supply system dedicated to firefighting. CDD is requesting the authority to hire security guards to be located at our 1990 Newcomb Avenue facility (1 guard) and 2000 Marin Street site of a future headquarters for CDD (1 guard on day shift, 2 on swing and 2 on graveyard shift). The security guard will screen and verify authorization of personnel entering the facility which will include employees, consultants, vendors delivering materials and supplies and personnel from other City departments coordinating work with CDD. The security guard will keep records of nonemployees entering the facility and any observed abnormal occurrences. The guard will also communicate with the CDD Dispatcher and/or 911 Dispatch to report any immediate life safety concerns. The security guard is necessary to ensure the safety of employees and visitors and to safeguard the materials and supplies located within the facilities boundaries and to prevent vandalism to the sites and existing buildings.	Regular	12/31/2026
47463-22/23	Public Utilities Commission	\$1,500,000	The purpose of this contract is to provide Preventive Maintenance, Inspection and As-Needed Repair Services of multiple Standby Generators throughout the City and County of San Francisco Public Utilities Commission, Water Supply and Treatment Division (SFPUC-WST) facilities. Work will entail replacing oil, oil filters, and coolant, troubleshooting, load testing, repairs of oil leaks, coolant leaks, exhaust leaks, tune ups, inspections, calibrations and emergency service.	Regular	12/31/2028
40957-22/23	Public Works	\$5,000,000	The primary scope of service will include the following: evaluate specialized or untried equipment, provide cleaning personnel for special events, conduct special cleaning services, steam clean, power wash, conduct neighborhood cleaning projects, abate graffiti, weed or maintain plants above or outside of the Bureau's routine operating responsibilities, and/or conduct pilot cleaning programs that affect both public and private properties. Not to exceed 10 percent in services for the duration of the contract, may also include the ability to organize community support, prepare educational or outreach materials, assist in developing and conducting outreach and education efforts, conduct neighborhood cleaning projects, organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID), and/or survey public opinion or conduct focus groups.	Regular	6/3/2026
43240-22/23	Public Works	\$1,600,000	Provide specialized services in Lighting Design to support Public Works' design staff on an as-needed basis. The Consultants will provide expert lighting consultation services to ensure that our projects achieve the highest quality in lighting design.	Regular	11/5/2029
47163-22/23	Public Works	\$3,600,000	The Consultants will provide as-needed environmental, scientific and laboratory consultation services to provide rapid and cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey and coastal engineering. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual Contract Service Orders (CSO's) will define job/task specific scopes of work.	Regular	12/31/2029

PSC	Department	Amount	Type of Service	Type of Approval	Duration
45946-22/23	Technology	\$5,000,000	<p>The Unified Enterprise Support Services is a Microsoft offering that includes a comprehensive set of services to help the City with any issues arising with the use of Microsoft licenses. The set of services includes prioritized 24x7 problem resolution for issues that may arise in the City's daily use of their products. Microsoft employees will provide root-cause analysis, technical support, and escalation management (if needed) for all reported incidents and will oversee cases until completely resolved. These services are provided by Microsoft employees remotely, and includes either phone and/or web-based technical support in the form of advice and guidance, as well as troubleshooting specific problems, error messages or functionality for products that are not working as intended.</p> <p>The Unified Enterprise Support Services also includes service delivery management, whereby Microsoft employees will field inquiries from any of the 50+ City departments regarding product access, functionality and available security upgrades. This service will aid the City in optimizing the full capabilities of the Microsoft products.</p> <p>The cost for this offering is based on a percentage of the City's total Microsoft spend in the prior 12 months. This program will provide the City with Microsoft Technical Account Managers and engineers who will assist City Staff in implementing Microsoft software products and work with City Staff to maximize the efficiency and deployment of Microsoft Products. These services require technical expertise and knowledge of proprietary Microsoft software products that City Staff do not have. City employees do not have Enterprise level Microsoft deployment rights, access from an architectural level, or access to source code which are required to perform these functions.</p> <p>In addition to the above, the new enterprise agreement (EA) will allow for the procurement of consulting services on an as needed basis. Consulting services range from digital transformation design, planning and implementation, to cyber security services such as threat/vulnerability mitigation and identity/access control. Any department who wishes to retain Microsoft for such services will be able to do so through the Citywide EA.</p>	Regular	4/30/2026
46561-22/23	Technology	\$5,200,000	<p>The purpose of this enterprise agreement is to purchase 3 major categories of subscription software from Adobe on a firm fixed price basis for the entire city for a base term of 3 years: 1.) desktop Adobe Acrobat DC with cloud storage turned off and 2.) Creative Cloud license + various Creative Single apps with cloud storage and 3.) proprietary software support.</p> <p>IN 2020, after a public bid, DT awarded this 5-year agreement for Adobe software to an Adobe reseller, Bridge Micro, who also happens to be a City-certified local business enterprise. This citywide purchase includes proprietary software support. In CY2020, CSC did not impose a requirement that proprietary software support was subject to CSC review and approval.</p> <p>To the extent that proprietary software support is now subject to CSC review and approval, DT is seeking CSC Approval at this time for the entire 5-year contract value.</p>	Regular	8/27/2025

PSC	Department	Amount	Type of Service	Type of Approval	Duration
48036-21/22	Airport	Current Approved Amount \$5,000,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$9,000,000	Contractor will provide the engineering conceptual design to upgrade the San Francisco International Airport's (Airport) two main 115 kilo volt (kV) electrical substations to improve redundancy for power scenarios outside normal operations and increase capacity to meet the anticipated electrical capacity demand growth. The transformers are owned by the San Francisco Public Utilities Commission (SFPUC), and SFPUC Power Enterprise is funding 80% of the proposed work. The proposed work includes: 1) specialized design on 115kV high voltage and 12kV medium voltage electrical systems, 2) provide expertise in the regulations, policies, procedures, and standards of Federal Energy Regulatory Commission (FERC), California Independent System Operator (CAISO) and 3) develop conceptual design alternatives that will be then selected for project environmental review and clearance.	Modification	12/31/2025
45869-19/20	City Administrator	Current Approved Amount \$750,000 Increase Amount Requested \$1,250,000 New Total Amount Requested \$2,000,000	The Contractor will provide as needed maintenance services on city-owned vehicle service equipment on two new City fleet maintenance facilities: 555 Selby Street and 450 Toland Street, San Francisco.	Modification	4/30/2026
41849-20/21	Public Health	Current Approved Amount \$1,500,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$2,500,000	In March 2020, OCA commenced to procure bulk Personal Protective Equipment (PPE) and other scarce resources on behalf of 60+ City departments, including DPH. This inventory was procured under the City's February 25, 2020 COVID-19 Declared COVID Emergency and was used by City to respond to the pandemic. Since then, over 90 million pieces of PPE has been procured by OCA. Until now, the COVID-response inventory has been stored at Moscone Center where Disaster Service Workers (DSWs) manage it and distribute it citywide as part of the COVID Command Center (CCC) and Department of Public Health (DPH) to respond to the pandemic. However, beginning July 1, 2021, CCC and DPH must vacate Moscone Center. Despite efforts by City's Department of Real Estate to secure warehousing space, City was not able to find the adequate space required to manage its inventory. Consequently, on March 12, 2021, the City's Office of Contract Administration (OCA) issued an emergency solicitation to 3rd Party Warehousing and Logistics ("3PL") providers in the Bay Area. On or about April 8, 2020, CCC and DPH selected Pacful Inc., the lowest responsive bidder. The proposed contract (Contract ID 1000021358) will be for a period of 1 year, with an option to renew for one additional year. The purpose of this contract is to secure warehousing and logistical services for managing CCC's and DPH's COVID response inventory for the duration of the pandemic. These storage and delivery services are critical to CCC and DPH being able to continue their response to the pandemic. Additionally, the contract will allow City to remove its remaining COVID-response inventory out of Moscone Center, something it must begin to plan and execute immediately to meet a June 30, 2021 deadline.	Modification	4/30/2024
43440-16/17	Public Health	Current Approved Amount \$1,800,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$3,800,000	The contractor will provide access to web-based software to be used at the Zuckerberg San Francisco General (ZSFG) hospital pharmacy and its satellite and contracted pharmacies to track, report and inventory for drug replenishment activities under the federal 340B Drug Pricing program. The 340B Drug Pricing Program is a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations-- "covered entities" -- at significantly reduced prices, enabling covered entities to stretch federal resources much further, reaching more eligible patients and providing more comprehensive services.	Modification	12/31/2027

PSC	Department	Amount	Type of Service	Type of Approval	Duration
31109-20/21	Public Library	Current Approved Amount \$90,000 Increase Amount Requested \$136,000 New Total Amount Requested \$226,000	Vendor is to provide cash/coin collection services for SFPL Library System's TBS-900 Kiosk public printing vend units. The vendor's exclusive northern California subcontractor will collect all cash/coin from the proprietary TBS-900 Kiosks at the Main Library and each branch location. The collected cash and coins will be delivered on a weekly basis, to the SFPL Finance Department (located at main library). The cash/coin will be separated by location in individual bags and accompanied by a report to provide audit information.	Modification	9/30/2026

**Recommendation of the Human Resources Director:**

Adopt the report. Approve the requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

**REGULAR AGENDA**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting.

- (9) Progress Report on PSC No. 43672-18/19 with the Municipal Transportation Agency. (File No. 0019-23-8) – Action Item**

**Recommendation from the Municipal Transportation Agency:**

Accept progress report.

- (10) Appeal of Rejection of Application by Bryan Salotti for 7380 Electrical Transit Mechanic, Assistant Supervisor (CBT-7380-T00035). (File No. 0103-22-4) – Action Item**

**Recommendation from the Municipal Transportation Agency:**

Postpone to a future meeting at the request of the appellant.

- (11) Appeal by Brenda Virella-Vazquez of the 48<sup>th</sup> Supplement 2908 Senior Hospital Eligibility Worker Job Announcement (CBT-2908-E10138). (File No. 0239-22-4) – Action Item**

**Recommendation of the Department of Human Resources:**

Deny the appeal and adopt the report of the Department of Public Health.

- (12) **Proposed Changes to Civil Service Commission Rules: 102, 202, and 302 Definitions; 110, 210, and 310 Examination Announcements and Applicants; 111, 211, and 311 Examinations; 111A Position-Based Testing; 112, 212, and 312 Eligible Lists; and 113, 213, and 313 Certification of Eligibles to Modernize and Expedite Hiring. (File No. 0255-22-5) – Action Item**

**December 19, 2022:** Continued this item to the meeting of January 25, 2023.

**Recommendation of the Department of Human Resources:**

DHR respectfully requests the Commission accept the report and post the proposed amended Rules. DHR will then meet and confer with Labor on potential impacts of the proposed changes.

- (13) **Proposed Amendments to Civil Service Commission Rules: 402 Definitions; 410 Examination Announcements and Applicants; 411 Examinations; 411A Position-Based Testing for MTA Service-Critical Positions or Classes; 412 Eligible Lists; and 413 Certification of Eligibles to Modernize and Expedite Hiring. (File No. 0256-22-5) – Action Item**

**December 19, 2022:** Continued this item to the meeting of January 25, 2023.

**Recommendation of the Municipal Transportation Agency:**

Accept the report and post the proposed amended Rules. MTA will then meet and confer with Labor on potential impacts of the proposed changes.

- (14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (15) **ADJOURNMENT**